Working together for the
GATOR GOOD
Welcome to The Gator Nation

On behalf of the Office of Human Resource Services, welcome to the University of Florida (UF) and The Gator Nation. We are delighted with your decision to join one of the top academic institutions in the country.

As one of only 17 public, land-grant institutions designated a member of the Association of American Universities, UF is highly regarded for its educational opportunities, renowned faculty, innovative research and service. UF is consistently ranked among the nation’s top universities: No. 14 in U.S. News & World Report’s “Top Public Universities” (2014); No. 3 in Kiplinger’s “Best Values in Public Colleges” (2014); No. 3 in the Fiske Guide to Colleges list of Best Buys Among Publics (2014); and No. 15 on the Forbes list of best public universities (2014).

Job recruiters ranked UF ninth on the list of places where corporations prefer to recruit new employees (2010) and No. 2 on SmartMoney magazine’s list of universities whose graduates get the highest salary return for their tuition dollars (2012). UF also ranked 21st in the National Universities category of the 2012 Washington Monthly magazine College Rankings.

Ranked by careerbliss.com as one of the top 10 great universities to work, UF has a reputation as an outstanding employer. In addition to being a great place to work, the university is located in Gainesville, Florida—a city ranked as one of the “50 best places to live and play” by National Geographic Adventure and one of the “top 10 small cities” by USA Today.

This guide provides an overview and introduction to the university programs, policies and opportunities that will help you begin a successful career at UF. Please take some time to familiarize yourself with these resources. Should you need more detailed information about any of the issues outlined in this guide, I encourage you to explore our web site at www.hr.ufl.edu or contact any of our offices for assistance.

It is the people who make a university great. We hope you find your employment with the university challenging and rewarding because our success depends on you.

Again, welcome to the University of Florida.

PAULA VARNES FUSSELL
Vice President for Human Resource Services
WHERE TO FIND US

Human Resource Services is located at 903 West University Avenue. Satellite offices serve employees of the Health Science Center, IFAS, and the Physical Plant Division (PPD):

Health Science Center
H8 Communicore Building

The Institute of Food and Agricultural Sciences (IFAS)
2038 McCarty Hall

PPD
Building 701

Of course, you can always find us online. Visit us at www.hr.ufl.edu.

HOW TO CONTACT US

Call our Service Center at (352) 392-2HRS (TDD/TTY Call 711), or email us at human-resources@ufl.edu.
Especially for new employees

Visit UF’s GatorResources web page at www.hr.ufl.edu/gatorresources for links to a range of helpful information as you become familiar with your new role and beyond.

Getting Started

TOGETHER, OUR IMPACT IS GREATER

At UF, we are always working hard and working together to achieve success in the field, the classroom, the laboratory, throughout the state of Florida and around the world.

Our faculty and staff are all part of something much bigger than a university. We possess a single mindset that influences everything we do ... that each one of us has a purpose bigger than ourselves. And our individual experiences combine to create moments and to produce discoveries that have a powerful collective impact.

By pulling together and inspiring one another, we contribute every day to UF’s position as a premier public research institution. These contributions directly and significantly impact the local, regional and global economy and environment.

Our research mission and altruistic drive to change the world for the better demonstrate what it truly means to be a Gator.

Welcome.

WHO WE ARE

The University of Florida employs approximately 26,000 employees with a range of job titles, descriptions and pay plans. Each pay plan has its own variation of benefits and employment practices. As a new employee, you may fall into one of three pay plans:

- Academic Personnel include professors, university librarians, research associates and lecturers—to name a few.
- TEAMS—Technical, Executive, Administrative, and Managerial Support—including employees such as biological scientists, accountants, custodians, program assistants and many more.

Note: While some current employees have chosen to remain with an older pay plan, new staff employees are hired under the TEAMS pay plan. The older pay plan is called USPS, or University Support Personnel System.
- OPS (Other Personnel Services) includes temporary employees who may be eligible for state benefit programs, based on the number of hours worked, and are automatically enrolled in an alternative retirement program.

For more information about UF’s pay plans, please visit Human Resource Services’ website at www.hr.ufl.edu.

PARKING ON CAMPUS

Individuals who have an ongoing need to park a motor vehicle on campus during restricted hours (weekdays, 7:30 a.m. to 4:30 p.m., unless signage indicates otherwise) must display a valid decal or permit. The permit you hold will allow you to park in one or more specific areas, depending on the decal. The decal you may purchase is determined by several eligibility requirements.

Decals may be purchased at the UF Transportation & Parking Services’ Customer Service Office, Bldg. 254, on Gale Lemerand Drive (just north of the corner of Gale Lemerand Drive and Mowry Road). Eligible faculty and staff can buy decals either annually or for the current semester; select decals can be purchased on a monthly, weekly or daily basis. An annual decal is valid from May 1 until April 30. Annual decals may be renewed each year beginning in April.

Faculty and staff using a state-issued Disabled Persons Parking Placard are required to purchase a UF Disabled Persons Parking Decal. Both the placard and the decal must be displayed on your vehicle to avoid citations. If you have a mobility-related disability, you may be eligible for special parking accommodations by purchasing a UF Disabled Persons Decal.
**GATOR1 ID CARDS**

In addition to being the official University of Florida ID card, the Gator1 Card provides access for faculty, staff, and students, as well as their spouses or domestic partners, to the following:

1. **CIRCA Computer Labs**
2. Campus libraries and periodical databases
   
   Your Library Identification Number is printed under the barcode and starts with 200. For first use, present at the library circulation desk to activate. Those who are not faculty, staff or students (e.g., spouses) must apply for special borrower privileges.
3. **Student Rec & Fitness Center and Southwest Rec Center (fees apply for staff and faculty)**
4. **Recreation facilities at Lake Wauburg**
5. **Intramural sports**
6. **Gator Growl tickets**
7. **Gator Dining account**
8. **Prepaid vending accounts**
9. **Gated parking lots**
10. **Free RTS bus service**
11. Use as a Wells Fargo ATM card
12. **Security and door-entry systems at UF Health and some UF locations**
13. **ID/security badge at the Health Science Center and UF Health Hospital**

**GETTING TO WORK**

Of course you can drive or walk to work, but some alternatives to consider are:

**Regional Transit System (RTS)**

RTS provides public transportation covering most of Gainesville with frequent stops on bus routes throughout campus. It is a free benefit of employment with a Gator1 Card. For route information, please visit [www.go-rts.com](http://www.go-rts.com). A real-time GPS locator for buses is also available at [ufl.transloc.com](http://ufl.transloc.com).

**Bicycles**

Gainesville and the University of Florida are bicycle-friendly communities, as many employees and students opt to ride their bikes to campus. When available, use bike lanes and always adhere to Florida’s bicycle laws. Most RTS buses are equipped with bicycle racks so you can take your bike with you.

**Carpool Program**

UF’s carpool program encourages eligible University of Florida and UF Health faculty and staff members to share the ride to and from campus. Registered carpool members purchase their own annual carpool decals at about half the cost of an Orange or Blue faculty/staff decal. UF Zimride can help you find carpool partners by searching for other employees who live near you and have similar schedules and lifestyle preferences. For more information, visit [zimride.com/ufi](http://zimride.com/ufi).

**HOW TO GET YOUR GATOR1 CARD**

Ask your unit’s administrative support to complete the On-Line ID Card Authorization. Bring a picture ID (such as a driver’s license or passport) to one of the ID Card offices to receive your Gator1 Card.

**ID Card Services**

Room G071

**UF Bookstore & Welcome Center**

Museum Road

(352) 392-8343

idcardbilling@bsd.ufl.edu

8:00 a.m. to 4:30 p.m.

**UF Health and Health Science Center Employees:**

UF Health Hospital

Employee Resource Center

Room #1004

1600 SW Archer Road

(352) 392-0043

7:30 a.m. to 4:30 p.m.

**Health Science Center**

Medical Science Building

Room NG10

**Needing to run an errand?**

Try ZipCar

Ten low-emission vehicles, including three hybrids, are available for use by anyone in the UF community. Pay from $8.50 an hour or $69 a day for the vehicle, gas, insurance, maintenance, a reserved parking space, 180 free miles per day, roadside assistance and 24-hour customer service. For more information, please visit [www.zipcar.com/ufi](http://www.zipcar.com/ufi).

**Getting around campus**

An overview of campus transportation options is available at [www.parking.ufl.edu/pages/transcommopt.asp](http://www.parking.ufl.edu/pages/transcommopt.asp). A point-to-point “Campus Cab” is available for UF faculty and staff on the main campus, East Campus, and some UF facilities in Alachua. A wheelchair-accessible cab is available upon request. Call (352) 392-7433 or learn more at [www.parking.ufl.edu/subpages/campuscab.html](http://www.parking.ufl.edu/subpages/campuscab.html).
Gator Lift

Gator Lift provides fast, dependable, and comfortable on-campus transportation to members of the UF community with permanent or temporary disabilities. To schedule a ride, use the Gator Lift Transportation Scheduling Form at [www.parking.ufl.edu/subpages/gatorlift.html](http://www.parking.ufl.edu/subpages/gatorlift.html). Please be sure to call Gator Lift at (352) 494-2305 before your first ride to confirm your schedule. For more information about Gator Lift, call Transportation and Parking Services at (352) 392-8048.

HOW TO GET NEWS AND INFORMATION

UF is a large and sometimes overwhelming organization. The following sources make it easier to stay up-to-date on university news and information.

The InfoGator—available online at news.hr.ufl.edu—is emailed to UF employees as an electronic newsletter on a monthly basis by HRS Communications. The InfoGator provides the university community with information on campus news and events, insurance and employment updates, wellness resources and opportunities, and much more. All Academic Personnel, TEAMS and USPS employees are automatically subscribed to the InfoGator listserv, which serves as the university’s primary source of employer-employee communication. If you do not receive the InfoGator within your first three months of employment, please email hrscommunications@ufl.edu.

InsideUF is produced by the Office of University Relations for UF faculty, staff and students. An official campus news source, InsideUF is designed to serve the diverse information needs of the broader UF community. The main goal of InsideUF is to feature news of people, places and events from every corner of campus. InsideUF may be found online at [www.insideuf.ufl.edu](http://www.insideuf.ufl.edu).

The Independent Florida Alligator is a student-run newspaper focusing on University of Florida news. It is distributed free of charge via newsstands throughout campus Monday through Friday and may be found online at [www.alligator.org](http://www.alligator.org).

UF Administrative Memos (campus memoranda sent to deans, directors, and department Chairs) are available for any employee to receive as well. To subscribe to the email list, visit [https://administrativememo.ufl.edu](https://administrativememo.ufl.edu). The subjects of these memoranda are generally related to organizational and policy changes.

INDIVIDUALS WITH DISABILITIES

The University of Florida, adhering to the guidelines of the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973 (Section 504), makes reasonable accommodations to employees and prospective employees with disabilities.

To help provide the best possible service to students, staff, faculty and visitors, the University of Florida’s ADA Compliance Office ensures access for persons with disabilities. The office also coordinates information sessions for Academic Personnel and Student Affairs staff.

For more information about access to telecommunications, alternate print publications, physical access, transportation, interpreters for the deaf and hearing-impaired, or any other disability-related issues, please contact the ADA Compliance Office at (352) 392-1591 (TDD/TTY 711), 916 Newell Drive, or visit [www.ehs.ufl.edu/programs/ada](http://www.ehs.ufl.edu/programs/ada).

IN CASE OF EMERGENCY

The University of Florida collects employees’ personal contact information for the sole purpose of disseminating information quickly to as many sources as possible in the event of an emergency or disaster affecting campus. You will be asked to provide this information when you obtain your GatorLink ID.

Please know that your personal emergency contact, personal cell phone numbers, and personal email addresses will not be used for any other purpose or shared with parties outside the university. Additionally, this information is exempt from the Sunshine Law, meaning no other agency may be granted access to it. For more information on UF’s Emergency Management plans, please visit [http://emergency.ufl.edu](http://emergency.ufl.edu).
OUR COMMITMENT TO SUSTAINABILITY

Waste & Recycling UF has set an aggressive goal to become a zero-waste campus. Recycling programs have been established throughout campus as well as throughout Gator athletics. In addition, UF has set sustainable purchasing directives that support the purchase of commodities and services so as to minimize negative environmental impacts. UF’s asset management processes seek to offset the purchase of new electronic equipment, office furniture and other goods by repurposing old assets through the Surplus Warehouse. To learn more about the available resources and ways that UF is reducing, reusing, recycling and rethinking waste, visit http://sustainable.ufl.edu/zero-waste.

Food & Dining The Office of Sustainability launched the Gator Community Supported Agriculture (CSA) program in the fall of 2010. The Gator CSA program educates the campus community about food sustainability while providing a convenient way to access local, in-season produce from partnering farms. To learn more about the Gator CSA program, visit http://sustainable.ufl.edu/gatorcsa.

Both dining halls on campus and the catering service are now sourcing locally grown food and offering vegan and vegetarian options at every meal. All convenience stores on campus offer natural and organic groceries and snacks. Gator Dining Services offers fair trade certified and locally roasted coffee in locations across campus, locally made ice cream and cage-free eggs in dining halls, and seafood recommended by Monterey Bay Aquarium’s Seafood Watch program. Initiatives such as tray-less dining, reusable to-go containers, and discounts to those who bring reusable cups and mugs for soft drinks and coffee are all helping to reduce waste. To learn more about these and other efforts, visit http://gatordining.com/sustainability/get-involved.

Buildings, Energy & Carbon Neutrality In 2006, former UF President J. Bernard Machen was among the first to sign the American College and University Presidents’ Climate Commitment, which laid the groundwork for plans to measurably reduce the university’s carbon emissions, with a goal of carbon neutrality by 2025. UF has implemented energy efficiency education campaigns and efforts to retrofit buildings with more efficient lighting, heating, ventilation and air conditioning systems. To learn more about UF’s buildings, grounds, biodiversity and energy use, visit http://sustainable.ufl.edu/topics/buildings-and-grounds.

GATORS GIVE
The University of Florida Campaign for Charities (UFCC) is the annual employee giving campaign. For the last 10 years, UF employees have given more than $1 million annually to charities serving our region.

Approximately 95 charities participate in the campaign. These include United Way charities, Community Health Charities’ agencies and independent agencies. Agencies must apply for the campaign every year. The deadline is Feb. 1 or the next calendar Monday.

The campaign is held each fall. UF employees can contribute to the charities through payroll deduction, check, cash, credit card or stock contributions.

For more information on the UFCC, contact the UF Office of Community Relations at (352) 392-4567 or ufcc@ufl.edu.
Computing Policies and Services

The University of Florida has a dynamic and diverse information technology environment serving students, faculty, staff and affiliated groups.

POLICIES

All UF employees are required to abide by four fundamental university computing policies: The Acceptable Use Policy, the Mobile Computing and Storage Devices Policy, the Data Security Policy (Data Classification and Protection of Data), and the Auto-Forwarding of Email Policy. The policies, adopted by the University of Florida Board of Trustees and administered through the Office of the General Counsel, may be found on the UF Information Technology website: www.it.ufl.edu/policies.

SERVICES

Desktop Support Your college, department or unit provides desktop support for your computer, laptop and/or mobile device. Contact your departmental administrator to be sure you know who will provide this service for you.

E-Learning Support UF Information Technology (UFIT) provides resources, technical assistance and equipment to assist UF faculty, staff and students. The e-learning group supports more than 13,000 course sections annually through the e-Learning course management system. Visit https://lss.at.ufl.edu for more information on using e-Learning as well as a variety of academic training support options.

Email UF uses a variety of email systems—including UF Exchange—to offer secure email, unlimited storage, web access and support for mobile devices. Your department will provide you with an email account on the system it uses.

GatorLink GatorLink is an individual’s computer network identity at the University of Florida. Everyone who accesses UF computing services is required to have a GatorLink username and password. Your GatorLink ID is associated with your UFID. For more information about GatorLink visit www.gatorlink.ufl.edu.

Help Desk The UF Computing Help Desk provides phone, email and walk-in technology support to all faculty, staff and students. The UF Computing Help Desk also serves as the liaison for communications with campus IT support units as needed to resolve computing issues. Visit the Help Desk online at http://helpdesk.ufl.edu or in person for GatorLink account services, technical consulting, laptop and mobile device support, myUFL/ISIS/e-Learning support, discounted software purchases, help with desktop applications, and information about training offered by UFIT.

UF Research Computing In Spring 2013, UF replaced its 50-year-old Data Center. The new UF Data Center is home to HiPerGator, the state’s first and fastest supercomputer. HiPerGator2 will launch in 2015. Contact UF Research Computing for information about computational facilities and services available to research faculty and scientists, or visit www.rc.ufl.edu.

ISIS The Integrated Student Information System (ISIS), available at www.isis.ufl.edu, is the university’s registration and records system.

IT Security The University of Florida makes the security of its data, networks and systems a top priority. Everyone should remain vigilant when it comes to protecting the confidentiality of university records. The Information Security Office provides helpful tips online and also sponsors events throughout the year designed to increase awareness of information security and risk management at UF. Visit https://security.ufl.edu for more information.
MYUFL SYSTEM

MyUFL, found at my.ufl.edu, is the university’s portal to a variety of online services and enterprise-wide applications. Services and applications include purchasing, travel and expense reimbursement, hiring, reporting time and leave, research administration, accounting functions, student finances, and more. The system is managed by UF Information Technology. Here are a few ways you may use the myUFL system during your first days of employment.

View your earnings statement Because the University of Florida typically does not issue paper paychecks, you can view and print your earnings statement from myUFL. It is recommended that you regularly check your online earnings statement for accurate deductions at my.ufl.edu. Sign on with your GatorLink username and password. Then click Main Menu > My Self Service > Payroll and Compensation > View Paycheck. Other useful menu items under Payroll and Compensation include W-4 Tax Information, Compensation History and View Leave History.

Electronic W-2s To consent to receive your W-2 electronically, log in to the myUFL system, click Main Menu, and navigate to My Self Service > W-2/W-2c Consent. Consent will be confirmed via email and is valid for all subsequent years unless you choose to withdraw consent, or upon termination of employment. If you do not consent, you will receive your W-2 by U.S. mail. Employees are responsible for updating their contact information in the myUFL system.

Timekeeping Non-exempt employees, who are paid an hourly rate, should report time worked through myUFL’s Time Reporting function, or via a time card, depending on their departments’ protocols. While non-exempt employees are required to “punch out” during lunch, they are not required to report breaks. To report time, sign on to my.ufl.edu with your GatorLink username and password. Then click Main Menu > My Self Service > Time Reporting > Report Time > Timesheet (or Web Clock). NOTE: For a few departments, Web Clock is the preferred tool for hourly employees to report time. Be sure to check with your supervisor.

Exempt employees and Academic Personnel are paid a salary and report time on an exception basis—specifically, sick, vacation and sometimes holiday time. All employees who accrue leave report such absences through myUFL’s My Self Service > Time Reporting > Report Time > Timesheet.

Keep your address up-to-date The UF Directory is the sole authoritative source for employee addresses. If you need to update your contact information, please do so via the UF Directory. Sign on to my.ufl.edu with your GatorLink username and password. Click Main Menu > My Account > Update My Directory Profile. Employees are strongly encouraged to list accurate home and campus mailing addresses. Your UF Business Mailing Address refers to your campus MAILING address, not your physical location. The university sends important information related to your benefits to this address.

Register for training UF offers many opportunities for professional development. Sign on to myUFL at my.ufl.edu, click “Main Menu,” then navigate to My Self Service > Training and Development. Select “myTraining Enrollment,” then use the Activity Search box or Catalog to locate courses. All courses are searchable by course number, title and keyword. More information about UF Training and Organizational Development, as well as other training resources, may be found online at http://hr.ufl.edu/learn-grow/training-organizational-development.

Travel Many departments have centralized travel arrangements through a college or department administrator. If you will be entering travel arrangements for yourself or those in your department, you will be expected to complete training on this function.

Preserving your privacy rights

The University of Florida values individuals’ privacy and actively seeks to preserve the privacy rights of those who share information with us. Policies and procedures applying to information in health, workplace, academic and financial situations may be found on the UF Privacy Office’s website at privacy.ufl.edu. If you have questions or concerns, please call the Privacy Office at (352) 273-1212.

Find the tools you need

The myUFL Toolkits provide a range of resources designed to assist you in using the myUFL system, including online simulations, instruction guides, and contact information. Visit the HRS website at http://hr.ufl.edu/learn-grow/just-in-time-training/myufl-toolkits to learn more.
Insurance

When will my coverage begin?

Coverage begin dates vary based on the benefits package and plan selected. Effective dates will be assigned during the enrollment process. If you have questions about when coverage will begin, please call University Benefits at (352) 392-2HRS for information.

State of Florida Benefits

Enroll via People First

https://peoplefirst.myflorida.com

1-866-663-4735

GatorCare and UFSelect Voluntary Benefits

Enroll via myUFL: https://my.ufl.edu

Changes: Contact University Benefits

(352) 392-2HRS

benefits@ufl.edu

The chart on the next page breaks down each employee group and eligibility for each benefit program.

Part of what makes the University of Florida’s benefits package so appealing is its insurance plans offered through the state of Florida and through UF. Based on your job classification, you may be eligible to enroll in one or more of the benefit programs below. Carefully review all of the options before enrolling to ensure you’ve signed up for the plan you intended and to avoid duplication of enrolling in both a state and UF plan.

State-sponsored plans through People First

Available to the majority of UF employees, these plans are offered on a pre-tax basis with the exception of optional life. Plans include: state health plans, basic and optional life, dental, vision, medical and dependent reimbursement accounts, cancer/intensive care, supplemental hospital, accident and short term disability.

UFSelect

These UF-sponsored plans, available on a post-tax basis, include: term life, long term disability, dental, vision, pet, and legal insurance.

GatorCare

UF’s self-insured program offers a variety of plan options to employees in certain classifications.

SIGNING UP FOR BENEFITS

State/People First plans

After your appointment has been processed in the UF payroll system, a People First ID (PFID) will be mailed to your home address along with password information. The PFID is assigned by the state and is different from your UFID. The PFID is required in order to access your account via the People First website. If your account is locked or you have forgotten your password, use the “Forgot Your Password?” link on the People First website (or visit http://peoplefirst.myflorida.com) to reset your password and log in.

Eligible employees have 60 calendar days from date of hire or from a qualifying event to enroll in State/People First plans. Eligible employees can enroll online via the People First website at https://peoplefirst.myflorida.com or by calling 1-866-663-4735. Making elections online is easy and provides the most current information with night and weekend access to review all state insurance options. You also receive instant confirmation online, which you should print to retain as documentation of your enrollment transaction. All enrollment elections submitted as a new hire or based on a qualifying status change are final until changes are made during Open Enrollment or when there is another qualifying status change.

GatorCare and UFSelect Voluntary Benefits

GatorCare health insurance and UFSelect voluntary plans are sponsored by the university and, therefore, will not be found on the state’s People First system or websites. Eligible employees have 60 calendar days from date of hire or from a qualifying event to enroll in GatorCare and/or UFSelect plans. Eligible employees can enroll online via myUFL at my.ufl.edu. To make changes, eligible employees should contact University Benefits at (352) 392-2HRS for guidance. All enrollment elections submitted as a new hire or based on a qualifying status change are final until changes are made during Open Enrollment or when there is another qualifying status change.
## PROGRAM ELIGIBILITY

<table>
<thead>
<tr>
<th>EMPLOYEE GROUP</th>
<th>STATE HEALTH</th>
<th>STATE SUPPLEMENTAL BENEFITS</th>
<th>GATORCARE HEALTH PLAN</th>
<th>UFSELECT VOLUNTARY BENEFITS</th>
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</thead>
<tbody>
<tr>
<td>Faculty</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes *</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>(Premium or Prime Plus)</td>
<td></td>
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<tr>
<td>TEAMS</td>
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<td>Yes *</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>(Premium or Prime Plus)</td>
<td></td>
</tr>
<tr>
<td>USPS</td>
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<td>Yes</td>
<td>Yes *</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(Premium or Prime Plus)</td>
<td></td>
</tr>
<tr>
<td>College of Medicine Clinical Faculty</td>
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<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Colleges of Medicine &amp; Dentistry</td>
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<td>Yes ‡</td>
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<tr>
<td>Housestaff/Residents</td>
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<td>(Premium or Prime Plus)</td>
<td></td>
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<td>Veterinary Medicine Residents &amp; Interns</td>
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<td>Yes ‡</td>
<td>Yes (Options)</td>
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<tr>
<td>Postdoc Associates</td>
<td>Yes ‡</td>
<td>Yes ‡</td>
<td>Yes (Options)</td>
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<td>OPS &amp; Adjunct Faculty</td>
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</table>

UFSelect voluntary benefits are offered to employees .50FTE (full time equivalent) in eligible employee groups

* Eligible for GatorCare with domestic partner or same-sex spouse coverage only. Please note that same-sex spouses are now eligible to be covered under the State of Florida’s health plans.

** May enroll in either the state or GatorCare health, but not both plans

† Must work an average 30 hrs/wk at point of hire or over defined measurement period to meet eligibility criteria for state health and some supplemental plans; coverage will not be offered for optional life or medical reimbursement accounts

‡ Must work an average 30 hrs/wk at point of hire or over defined measurement period to meet eligibility criteria for state health and supplemental plans; coverage will not be offered for optional life or medical reimbursement accounts. For health coverage, employees may enroll in either the state health or GatorCare health plan, but not both.

†† Designated open enrollment periods each semester
QUALIFYING STATUS CHANGES

Making changes to your state insurance elections

- You can make changes during the plan year only if you experience a qualifying status change (QSC) event that results in a gain or loss of eligibility, such as marriage, divorce or birth. Documentation of certain events is required.
- If you and your spouse are state employees, you can participate in the Spouse Program and pay less for health insurance at a reduced premium. To enroll or make changes, submit a completed Spouse Program Election Form and send it to the People First Service Center. Make online elections in People First to enroll, change or cancel any plan other than health insurance. This option is not available through GatorCare.
- Surviving Spouse: If you are the surviving spouse of a state employee or retiree and you were covered under the state health plan at the time of your spouse’s death, you have 31 days to enroll in health insurance coverage. People First will send you an enrollment package upon notification of the death. This option is currently not available through GatorCare.

Call People First at (866) 663-4735 if you are enrolled in state insurance plans and:

- You leave the state’s payroll for any reason
- You or your dependent becomes eligible for Medicare
- Your dependent becomes ineligible for coverage
- Your spouse becomes employed by or ends employment with the state.

Making changes to your GatorCare and/or UFSelect Voluntary insurance elections

- You can make changes during the plan year only if you experience a QSC event that results in a gain or loss of eligibility, such as marriage, divorce or birth. Documentation of certain events is required. Contact the UF Benefits Office for assistance.

Reporting Qualifying Status Change Events

All QSC events must be reported to People First for state plans or to University Benefits for GatorCare or UFSelect Voluntary plans no later than 60 days after the date of the event. The effective date of the plan change depends on the benefits package and plan.

If the change is not reported or made within 60 days, you must wait until the next Open Enrollment period to update your elections.

SPOUSES

Same-sex spouses are included as eligible dependents for GatorCare and UFSelect Voluntary plans.

The state of Florida now also recognizes same-sex spouses as eligible dependents who may be covered under your health or supplemental insurance plans.

The state does not recognize same- or opposite-sex domestic partners as eligible dependents, while UF will continue to do so.
**DEPENDENTS**

Certain dependent types may not meet eligibility requirements for state/People First plans. Dependent eligibility for state/People First plans can be found at http://mybenefits.myflorida.com/health/eligibility/dependents.

If you are enrolled in GatorCare and/or UFSelect Voluntary Benefits, you may also cover your eligible dependents. You must:

- Register your dependent online in myUFL
- Enroll each dependent in the appropriate plan. The portal selects the correct tier based on the dependents you've added on the plan
- If your coverage tier is not listed, you may not be eligible for the plan. Contact the Benefits office for guidance.
- Select the Submit button in myUFL

<table>
<thead>
<tr>
<th>ELIGIBLE DEPENDENTS INCLUDE…</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Spouse</td>
<td>A person of the same or opposite sex to whom you are legally married.</td>
</tr>
<tr>
<td>Your domestic partner</td>
<td>A person of same or opposite sex whom you live with; and to whom you are emotionally committed, share a primary residence and share joint responsibilities for common welfare and financial obligations. Additional criteria can be found on the Affidavit of Domestic Partnership.</td>
</tr>
<tr>
<td>Your child and/or domestic partner’s child</td>
<td>Through the end of the calendar year in which he/she turns age 26, your and/or your domestic partner’s biological child, legally adopted child or child placed in the home for the purpose of adoption in accordance with applicable state and federal laws.</td>
</tr>
<tr>
<td>Your child and/or domestic partner’s child with a disability</td>
<td>Your and/or your domestic partner’s covered child who is permanently mentally or physically disabled. This child may continue health insurance coverage after reaching age 26 if you provide adequate documentation validating disability upon request and the child remains continuously covered in a UF health plan. The child must be unmarried, dependent on you for care and for financial support, and can have no dependents of his/her own.</td>
</tr>
<tr>
<td>Your and/or domestic partner’s child/stepchild</td>
<td>Through the end of the calendar year in which he/she turns age 26, the child of your same or opposite sex spouse or domestic partner for as long as you remain legally married to or in a domestic partnership with the child’s parent.</td>
</tr>
<tr>
<td>Your foster child</td>
<td>Through the end of the calendar year in which he/she turns age 26, a child that has been placed in your home by the Department of Children and Families Foster Care Program or the foster care program of a licensed private agency. Foster children may be eligible to their age of maturity.</td>
</tr>
<tr>
<td>Legal guardianship</td>
<td>Through the end of the calendar year in which he/she turns age 26, a child (your ward) for whom you have legal guardianship in accordance with an Order of Guardianship pursuant to applicable state and federal laws. Your ward may be eligible until his or her age of maturity.</td>
</tr>
<tr>
<td>Your and/or domestic partner’s child/grandchild</td>
<td>A newborn dependent of your covered child. Coverage may remain in effect for up to 18 months of age as long as the newborn’s parent remains covered.</td>
</tr>
</tbody>
</table>
Health Insurance

UF employees may choose from several health insurance plans options. For eligibility information, see the chart on page 9.

For more detailed information, including links to provider websites for state and GatorCare health plans, please visit www.hr.ufl.edu/benefits.

State health plans:
- Preferred Provider Organization (PPO with Florida Blue)
- Health Maintenance Organizations (HMO with multiple vendors and service area based on county)
- Health Investor High Deductible plans with a Health Savings Account (PPO & HMOs with multiple vendors and service area based on county)

GatorCare plans:
Preferred Provider Organization (PPO with Florida Blue)

The taxation of GatorCare premiums varies based on employee group and coverage level.

STATE PPO PLANS

Florida Blue is the state’s servicing agent for both the PPO and Health Investor PPO plans. Their responsibilities include claims processing, customer service, utilization review, and the establishment and maintenance of the PPO network which provides worldwide coverage. PPO providers have agreed to charge no more than a negotiated, pre-set allowance for all covered services that is generally lower than the provider’s normal charge. The provider cannot bill you more than that amount. With a non-PPO provider, you are subject to higher basic charges plus the difference between what the plan will pay the provider and what the provider charges.

State health insurance premiums are deducted on a pre-tax basis unless you request post-tax deductions through a state pre-tax waiver.

Once you are enrolled in the Plan, use the PPCSM network by contacting a provider listed in the PPCSM Provider Directory. You can obtain provider network status from:
- Florida Blue Customer Service at (800) 825-2583

STATE HMO PLANS

Each HMO provides health services to people who live or work within the HMO’s service area. HMOs may not be available in all areas of the state. If one is not available in the county in which you live or work, the only state-sponsored health insurance option available is the state PPO plan. For more information regarding the HMOs available in each county, please visit the state’s website at http://mybenefits.myflorida.com. In addition to the standard HMO plan designs, many of the HMO providers also offer the Health Investor HMO option.

Most HMOs provide limited or no coverage for services outside their service areas except in the case of life- or limb-threatening emergencies. It is important to understand the HMO’s policy, especially if any covered dependents do not live in the service area. However, HMOs serving employees in more than one service area will provide coverage to dependents residing in a different county if it is part of the HMO’s service area.

Because HMOs emphasize early detection and treatment of illness to reduce expensive and inconvenient hospital stays, they tend to offer a range of benefits with minimal out-of-pocket costs.
HEALTH INVESTOR (HIGH DEDUCTIBLE) PLANS

The Health Investor PPO and HMO plans have lower premiums than the standard State PPO and HMO plans but have much higher deductibles. The high deductible associated with these plans means you will pay more money out-of-pocket for visits and services until the annual deductible has been met. Once the deductible is satisfied, the plan begins to pay on a coinsurance basis. Carefully review the plan booklets before you make your final choice. To help offset expenses related to the plan, employees should also enroll in a health savings account (HSA), where employer and employee money can be contributed on a pre-tax basis. Funds in the HSA can then be used to help pay the deductible, co-pays, coinsurance, etc., which reduce out-of-pocket expenses.

STATE PRESCRIPTION DRUG PROGRAM

CVS/Caremark is the pharmacy benefits manager for the prescription drug benefits for State Group Insurance health plans (except the CHP Retiree Advantage plan and the FHCP Medicare Advantage plan). This means the state pays prescription drug claims and CVS/Caremark is the pharmacy benefit management company that provides your comprehensive prescription benefit management services. If you have questions about your prescription drug costs, available generic alternatives, specialty medications, using mail order or finding a network pharmacy, call CVS/Caremark Member Services anytime (24/7/365) at 1-888-766-5490.

For general plan information, visit www.caremark.com/sofrxplan. Members should create an account at www.caremark.com to see prescription drug history, check for generic alternatives, order refills for mail order maintenance drugs, check the status of an order and use many other features. Both websites provide drug cost information, the most up-to-date preferred drug list and a sample of the tools available to members of the State Employees’ Prescription Drug Plan.

GATORCARE PLANS

GatorCare is a group health plan that is currently offered to certain employees at the university. While designed as a self-insured plan, Florida Blue and Magellan Pharmacy Solutions provide daily support for the administration of the plan. Both administrators offer comprehensive provider networks within Florida and across the U.S. and have extensive experience with processing both medical and pharmacy claims for payment.

GatorCare has four PPO plan options, which are limited to certain employee groups. Similar to other PPO-style plans, providers participating in the network have agreed to charge the member no more than Florida Blue’s negotiated rates. GatorCare is designed with three network tiers. For more information on available plans sorted by employer, visit http://gatorcare.org.

Magellan Pharmacy Solutions manages the prescription benefit for all GatorCare health plans. Magellan’s network has more than 60,000 pharmacies including UFHealth and other major retail chains such as Walgreens, CVS, Publix, Winn Dixie, Target, etc. To find an in-network pharmacy, visit Magellan’s website at https://gatorcare.magellanpharmachysolutions.com or call customer service at 1-800-651-8921. The plan has a five-tier structure which includes: generics, preferred brand, preferred specialty, non-preferred brand and non-preferred specialty. Members pay on a coinsurance basis—not subject to the annual deductible.

For more information on GatorCare’s prescription plan call 1-800-651-8921 or visit Magellan’s website listed above.

State Employees’ Prescription Drug Plan

CVS/Caremark: 888-766-5490

http://www.caremark.com/sofrxplan

http://mybenefits.myflorida.com/health/health_insurance_plans/prescription_drug_plan

GatorCare Partners

Florida Blue (800) 664-5295

Leslie Florence, Florida Blue (352) 594-3354

Kelley Thomas, Florida Blue (904) 244-9130

Magellan Pharmacy Solutions https://gatorcare.magellanpharmachysolutions.com (800) 651-8921
## HEALTH PLANS

Listed below are the amounts you pay for Network/Non-Network (*) costs and services, if applicable.

<table>
<thead>
<tr>
<th></th>
<th>STATE PPO</th>
<th>STATE HMO</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Annual Deductible</strong></td>
<td>Individual</td>
<td>$250/$750*</td>
</tr>
<tr>
<td></td>
<td>Family</td>
<td>$500/$1,500*</td>
</tr>
<tr>
<td><strong>Coinsurance (co-ins)</strong></td>
<td>Percentage you pay of the allowed amount after the annual deductible. For Non-Network services you may pay the co-ins plus the difference between the allowed amount and the provider’s actual charge</td>
<td>20%/40%* Non-network amounts reflected only apply to the PPO</td>
</tr>
<tr>
<td><strong>Doctor Office Visit</strong></td>
<td>Primary Doctor</td>
<td>$15/40% co-ins* (no annual deductible applies)</td>
</tr>
<tr>
<td></td>
<td>Specialist</td>
<td>$25/40% co-ins* (no annual deductible applies)</td>
</tr>
<tr>
<td><strong>Hospital admission and stay</strong></td>
<td>Per admission; co-ins amounts are after the annual deductible</td>
<td>$250 + 20% co-ins/$500 + 40% co-ins*</td>
</tr>
<tr>
<td><strong>Preventive</strong></td>
<td>100% of Allowed Amt./100% of Allowance*</td>
<td>Covered by plan</td>
</tr>
<tr>
<td><strong>Coverage</strong></td>
<td>United States/Worldwide*</td>
<td>Regional coverage area</td>
</tr>
<tr>
<td><strong>Pre-existing condition provision</strong></td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td><strong>Pharmacy</strong></td>
<td>Generic/Preferred Brand/Non-Preferred Brand</td>
<td>Generic/Preferred Brand/Non-Preferred Brand</td>
</tr>
<tr>
<td>(Non-network benefits provided under State PPO and State Health Investor PPO plans only. You pay in full and file the claim.)</td>
<td>(CVS/caremark) Participating Retail Pharmacy (30-day supply)</td>
<td>$7/$30/$50</td>
</tr>
<tr>
<td></td>
<td>Generic/Preferred Brand/Non-Preferred Brand (90-day supply)</td>
<td>$14/$60/$100</td>
</tr>
<tr>
<td></td>
<td>Mail Order Pharmacy (90-day supply)</td>
<td>Generic/Preferred Brand/Non-Preferred Brand</td>
</tr>
<tr>
<td></td>
<td>Certain plan providers may be unavailable in the areas you live or work</td>
<td>Florida Blue</td>
</tr>
</tbody>
</table>

Please see [http://hr.ufl.edu/benefits/health-insurance/premiums](http://hr.ufl.edu/benefits/health-insurance/premiums) for specific information regarding monthly premiums.
### GatorCare has 3 Network Coverage Tiers:
**T1—UF Health, T2—Florida Blue, T3—Non-Network**

<table>
<thead>
<tr>
<th>STATE HEALTH INVESTOR</th>
<th>GatorCare Prime Plus</th>
<th>GatorCare Premium</th>
<th>GatorCare Options and GatorGrad Care</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Listed below are the amounts you pay for Network/Non-Network (*) costs and services, if applicable.</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>$1,300 / $2,500</strong></td>
<td>T1—$400</td>
<td>T1—$500</td>
<td>Individual</td>
</tr>
<tr>
<td>Non-network amounts reflected only apply to the PPO</td>
<td>T2—$1,500</td>
<td>T2—$1,500</td>
<td>T1—$50</td>
</tr>
<tr>
<td></td>
<td>T3—N/A*</td>
<td>T3—$3,000*</td>
<td>T2—$100</td>
</tr>
<tr>
<td><strong>$2,600 / $5,000</strong></td>
<td>T1—$800</td>
<td>T1—$1,000</td>
<td>T3—$300*</td>
</tr>
<tr>
<td>Non-Network amounts reflected only apply to the PPO</td>
<td>T2—$3,000</td>
<td>T2—$3,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>T3—N/A*</td>
<td>T3—$6,000*</td>
<td></td>
</tr>
<tr>
<td><strong>20%/40%</strong></td>
<td>T1—10%</td>
<td>T1—10%</td>
<td>T1—10%</td>
</tr>
<tr>
<td>Non-Network amounts reflected only apply to the PPO</td>
<td>T2—20%</td>
<td>T2—20%</td>
<td>T2—20%</td>
</tr>
<tr>
<td></td>
<td>T3—40%*</td>
<td>T3—30%*</td>
<td>T3—30%*</td>
</tr>
<tr>
<td><strong>20%/40%</strong></td>
<td>T1—$15</td>
<td>T1—$20</td>
<td>T1—$50</td>
</tr>
<tr>
<td>Non-Network amounts reflected only apply to the PPO</td>
<td>T2—40% co-ins</td>
<td>T2—20% co-ins</td>
<td>T2—20% co-ins</td>
</tr>
<tr>
<td></td>
<td>T3—N/A*</td>
<td>T3—40% co-ins*</td>
<td>T3—30% co-ins*</td>
</tr>
<tr>
<td><strong>20%/40%</strong></td>
<td>T1—$35</td>
<td>T1—$35</td>
<td>T1—$50</td>
</tr>
<tr>
<td>Non-Network amounts reflected only apply to the PPO</td>
<td>T2—40% co-ins</td>
<td>T2—20% co-ins</td>
<td>T2—20% co-ins</td>
</tr>
<tr>
<td></td>
<td>T3—N/A*</td>
<td>T3—40% co-ins*</td>
<td>T3—30% co-ins*</td>
</tr>
<tr>
<td><strong>20%/40%</strong></td>
<td>T1—$50 + 10% co-ins</td>
<td>T1—$50 + 10% co-ins</td>
<td>T1—$50 + 10% co-ins</td>
</tr>
<tr>
<td>Non-Network amounts reflected only apply to the PPO</td>
<td>T2—$1,500 +40% co-ins</td>
<td>T2—$1,500 +20% co-ins</td>
<td>T2—$1,500 +20% co-ins</td>
</tr>
<tr>
<td></td>
<td>T3—N/A*</td>
<td>T3—$1,500 +40% co-ins</td>
<td>T3—$1,500 +30% co-ins</td>
</tr>
<tr>
<td><em><em>100% of Allowed Amt./100% of Allowance</em> Non-Network amts. reflected only apply to the PPO</em>*</td>
<td>T1—Covered by plan</td>
<td>T1—Covered by plan</td>
<td>T1—Covered by plan</td>
</tr>
<tr>
<td></td>
<td>T2—40% after annual ded.</td>
<td>T2—Covered by plan</td>
<td>T2—Covered by plan</td>
</tr>
<tr>
<td></td>
<td>T3—40%* after annual deduct.</td>
<td></td>
<td>T3—40%* after annual deduct.</td>
</tr>
<tr>
<td><em><em>PPO—United States /Worldwide</em> HMO—Regional; out of the coverage area, must be life or limb threatening</em>*</td>
<td>United States /Worldwide*</td>
<td>United States /Worldwide*</td>
<td>United States /Worldwide*</td>
</tr>
<tr>
<td><strong>PPO—No; HMO—No</strong></td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td><strong>Generic/Preferred Brand/Non-Preferred Brand</strong></td>
<td>34 day retail</td>
<td>34 day retail</td>
<td>34 day retail</td>
</tr>
<tr>
<td>30% / 30% / 50%</td>
<td>Generic- 25% Coinsurance with $10 Min. to $20 Max.</td>
<td>Generic- 25% Coinsurance with $25 Min. to $50 Max.</td>
<td>Generic- 25% Coinsurance with $25 Min. to $50 Max.</td>
</tr>
<tr>
<td></td>
<td>Pref. Brand - 25% Coinsurance with $50 Min. to $100 Max.</td>
<td>Pref. Brand - 25% Coinsurance with $50 Min. to $100 Max.</td>
<td>Pref. Brand - 25% Coinsurance with $50 Min. to $100 Max.</td>
</tr>
<tr>
<td><strong>Generic/Preferred Brand/Non-Preferred Brand</strong></td>
<td>90 day retail and mail order</td>
<td>90 day retail and mail order</td>
<td>90 day retail and mail order</td>
</tr>
<tr>
<td>30% / 30% / 50%</td>
<td>Generic- 25% Coinsurance with $25 Min. to $50 Max.</td>
<td>Generic- 25% Coinsurance with $50 Min. to $100 Max.</td>
<td>Generic- 25% Coinsurance with $175 Min. to $600 Max.</td>
</tr>
<tr>
<td></td>
<td>Non-Pref. Brand &amp; Spec- 40% Coinsurance with $70 Min. to $240 Max.</td>
<td>Non-Pref. Brand &amp; Spec- 40% Coinsurance with $70 Min. to $240 Max.</td>
<td>Non-Pref. Brand &amp; Spec- 40% Coinsurance with $70 Min. to $240 Max.</td>
</tr>
<tr>
<td><strong>Generic/Preferred Brand/Non-Preferred Brand</strong></td>
<td>Florida Blue</td>
<td>Florida Blue</td>
<td>Florida Blue</td>
</tr>
<tr>
<td>30% / 30% / 50% (after In-Network CYD)</td>
<td>Florida Blue</td>
<td>Florida Blue</td>
<td>Florida Blue</td>
</tr>
<tr>
<td><strong>PPO—Florida Blue</strong></td>
<td>Florida Blue</td>
<td>Florida Blue</td>
<td>Florida Blue</td>
</tr>
<tr>
<td>HMO—same as the state HMO (certain Plan Providers may not be available in the areas you live or work)</td>
<td>Florida Blue</td>
<td>Florida Blue</td>
<td>Florida Blue</td>
</tr>
</tbody>
</table>
**Savings Plans**

**HEALTH SAVINGS ACCOUNTS**

Employees who elect health insurance coverage under either the state’s Health Investor PPO plan or Heath Investor HMO plan are eligible to participate in a health savings account (HSA). The state will contribute $500 per year to the HSA for those with individual coverage and $1,000 per year for those with family coverage. In addition, employees may contribute their own additional pre-tax money into HSAs. Funds in the HSA can be used to pay medical expenses incurred while meeting the higher deductible associated with these health plans. HSA reimbursements are for medical expenses including co-pays and deductibles. Over-the-counter medications require a prescription in order to qualify as an eligible expense. Funds in the HSA earn interest and can be carried over from year to year, unlike flexible spending accounts (see below) which must be used by the plan’s grace period deadline or all balances will be forfeited. Please note that there are monthly service fees charged by the bank that maintains the HSA. Please see the plan brochure and HSA election form for more details.

You must enroll in an HSA through People First and open a personal HSA bank account at Tallahassee State Bank by completing the HSA bank application. The state contribution to your HSA can only be deposited if you open your HSA bank account at Tallahassee State Bank. To be sure you do not forfeit any state money or have your contribution, if any, returned to you post-tax through payroll, open your HSA before your effective date of coverage.

**STATE FLEXIBLE SPENDING ACCOUNTS**

**Medical Reimbursement Account**

The Medical Reimbursement Account enables you to set aside pre-tax dollars through payroll deduction to pay for eligible out-of-pocket medical expenses not covered by insurance. Contributions are limited to $60 minimum to $2,550 maximum per plan year per individual (subject to use it or lose it rule). Examples include health and dental deductibles, copayments, eyeglasses and over-the-counter drugs with a prescription. The full amount of your election is available on the first day of the calendar year. Employees may receive reimbursement by using the issued debit card or by filing claim forms. This plan is not available to participants enrolled in the Health Investor Health Plans or to OPS employees.

**Dependent Care Reimbursement Account**

The Dependent Care Reimbursement Account offers an advantage for those who need to provide daycare or elder care for their dependent(s). This type of account is payroll deducted on a pretax basis. The amount of reimbursement available for eligible expenses is limited to the amount that has been contributed to the account; i.e., the full amount of your election is not available on the first day of the calendar year. Contributions are limited to $60 minimum to $5,000 maximum per plan year, per family (subject to use it or lose it rule).

**Limited Purpose Medical Reimbursement Account**

The Limited Purpose Medical Reimbursement Account, intended to partner with the Health Savings Account (HSA), sets aside pre-tax dollars to pay for eligible expenses. IRS regulations do not allow an employee to have both an HSA and a Medical Reimbursement Account. Therefore, the state has created the Limited Purpose Medical Reimbursement Account to allow for reimbursement of eligible expenses not covered by the HSA. In general, eligible expenses payable from this account would be non-medical expenses like vision and dental expenses. Deductibles and co-pays are not eligible reimbursements with this plan.
Only employees who elect either the Health Investor PPO or Health Investor HMO and the Health Savings Account should consider the Limited Purpose Medical Reimbursement Account. Employees may use their issued debit card or file claims by the April 15 deadline. This option is not available to OPS employees. Contributions to the Limited Purpose Medical Reimbursement account are limited to $2,500 per plan year per individual (subject to use-it-or-lose-it rule).

Funds in all three flex accounts must be used by the end of the plan year. Any funds remaining at the end of the plan’s grace period from Jan. 1 through March 15 of each calendar year, or that have not been filed for reimbursement by April 15 each calendar year, will be forfeited.

Enrollment in reimbursement accounts must be completed during the first 60 days of your employment period. Medical and dependent care reimbursement account salary reductions carry forward from one calendar year to the next unless stopped or changed during the fall Open Enrollment period or due to a qualifying status change.

**Qualifying dependents for flexible spending and health savings accounts**

IRS Revenue Ruling 2013-72 ruled that same-sex couples, legally married in jurisdictions that recognize their marriages, will be treated as married for federal tax purposes. This ruling does not apply to registered domestic partnerships, civil unions or similar formal relationships recognized under some states’ laws.

Flexible spending accounts and health savings accounts are tax-favored accounts governed by the IRS. Legally married same-sex couples enrolled in such accounts should carefully review the tax law. Examples include, but may not be limited to:

- **Dependent care reimbursement account:** Spouse includes same-sex spouse, and qualifying individuals include children of the same-sex spouse. Employee and spouse must be gainfully employed and the expense must be for the care of one or more qualifying individuals as defined in IRS Publication 503.

- **Medical and limited purpose medical reimbursement accounts:** Qualifying individuals for which eligible claims may be submitted include same-sex spouse and the children of the same-sex spouse.

For health savings accounts, the health savings account rules that apportion the maximum contribution between spouses will apply to same-sex spouses. Previously, each spouse could have his/her own health savings account to the maximum amount.
Supplemental Insurance

Both the state and UF offer active employees the opportunity to participate in optional, employee-pay-all supplemental (or voluntary) insurance plans. A summary of plans is provided below. For full details, please refer to the state and UF plan brochures found on the following websites:

State of Florida Plans: www.myflorida.com/MyBenefits/Health/Health_home.htm
UF Plans: www.hr.ufl.edu/benefits

DENTAL PLANS

See the chart on the next page for a comparison of available state plans.

State Dental Plans

The state offers employee-pay-all, pretax dental plans. Each plan offers different payment rates, services and provider networks. Review these plans closely to determine which one best fits your needs. You may enroll in only one dental plan. See the State Dental Plans Comparison Chart on the next page to see how the plans work. Refer to the plan document or contact the plan providers directly for monthly premium costs and out-of-pocket costs.

Follow These Steps to Choose a Dental Plan:

1. Compare the four dental plan options: prepaid, PPO, indemnity with PPO, and indemnity plans. See chart on the next page for a side-by-side comparison.
2. Check to see which dentists and specialists are available in each plan. Providers may drop out of the plan at any time; this is not a qualifying status change (QSC) event to change plans.
3. Think about your likely dental care needs for the coming year and compare your cost for that care and your cost for coverage under the different options.
4. Read the dental plan document or call the insurance company for specific questions you have about coverage. See Contact Information page for listing of state and UF insurance providers sorted into their coverage categories.
5. Factor tax-favored accounts into your decision.
6. Decide which option is best for you.

UFSelect Dental Insurance (post-tax)

The University of Florida offers an employee-pay-all, post-tax dental plan—the Eagles Direct Reimbursement Dental Plan.

This dental plan pays by a dollar tier:

- 100% of preventive (2 visits per year)
- 75% of sealants
- $50 annual deductible per person
- 50% of the remaining claims
- $1,500 per person annual maximum

Eagles Direct Reimbursement Dental

PPO Dental: 1-800-726-5603

State Dental Plans
Contact information for each of the various state dental plan providers can be found at http://mybenefits.myflorida.com/health/contact_information

Eagles Direct Reimbursement Dental
This plan includes lifetime benefits for orthodontics of $1,500. Orthodontics is not a separate benefit.

- There are no networks. You can go to the dentist of your choice.
- The only exclusions are implants and cosmetic dentistry such as teeth bleaching.
- Eagles will pay assignment to the dentist or reimburse you directly.
- Benefits are based on calendar year (Jan. 1 to Dec. 31)

### STATE DENTAL PLANS COMPARISON

<table>
<thead>
<tr>
<th>PLAN TYPE</th>
<th>PREPAID DENTAL PLAN</th>
<th>DENTAL PREFERRED PROVIDER ORGANIZATION PLAN (DPPO)</th>
<th>DENTAL INDEMNITY WITH A DPPO NETWORK PLAN</th>
<th>DENTAL INDEMNITY PLAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition</td>
<td>Network of dentists and specialists to keep your costs low. Does not cover out-of-network services.</td>
<td>Discounted rates on services if you use dentists or specialists in the network.</td>
<td>Discounted rates on services if you use dentists or specialists in the network, but you can use any provider you choose.</td>
<td>Scheduled reimbursement amount (set fee) for covered services from any dentist or specialist.</td>
</tr>
<tr>
<td>Choice of Providers</td>
<td>Network only</td>
<td>In or out of network</td>
<td>Any you choose</td>
<td>Any you choose</td>
</tr>
<tr>
<td>Preventative Care (No Deductible)</td>
<td>Most services covered at no charge to you.</td>
<td>No charge in network.</td>
<td>No charge or you pay cost above a set dollar amount.</td>
<td>You pay cost above a set dollar amount.</td>
</tr>
<tr>
<td>Basic &amp; Major Care</td>
<td>Set copays or a percentage of cost</td>
<td>Percentage of cost</td>
<td>Cost above a set dollar amount or a percentage of cost</td>
<td>Cost above a set dollar amount or a percentage of cost</td>
</tr>
<tr>
<td>Calendar Year Maximum</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Deductible</td>
<td>No</td>
<td>Yes, for basic and major care</td>
<td>Yes, for basic and major care</td>
<td>Yes, for basic and major care</td>
</tr>
<tr>
<td>You Should Know</td>
<td>Your dentist could leave the network at any time. This is not a qualifying status change (QSC) event to cancel or change dental plans or coverage levels.</td>
<td>If you see an out-of-network dentist or specialist, your out-of-pocket costs are much higher.</td>
<td>You pay any amount per year over the calendar year maximum. If you see an out-of-network dentist or specialist, your out-of-pocket costs are much higher.</td>
<td>You pay any amount per year over the calendar year maximum.</td>
</tr>
<tr>
<td>People First Plan Name and Code</td>
<td>4004 Humana Network Plus</td>
<td>4054 Humana Preferred Plus</td>
<td>4064 Ameritas Dental Preventive Plus</td>
<td>4084 Humana Schedule B</td>
</tr>
<tr>
<td></td>
<td>4014 UnitedHealthcare Dental Solstice S700</td>
<td>4025 Assurant Employee Benefits Prepaid 225</td>
<td>4074 Assurant Employee Benefits Freedom Advance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4034 CIGNA Dental</td>
<td>4044 Humana Select 15</td>
<td>4054 Humana Preferred Plus</td>
<td></td>
</tr>
</tbody>
</table>
## LIFE INSURANCE PLANS COMPARISON

<table>
<thead>
<tr>
<th></th>
<th>STATE BASIC LIFE</th>
<th>STATE OPTIONAL LIFE*</th>
<th>UFSELECT TERM LIFE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Coverage amount available at hire guarantee issue</strong></td>
<td>$25,000 maximum</td>
<td>1 to 7(X) salary up to $1 million</td>
<td>Employee $300,000 Spouse/partner $50,000 Child(ren) $25,000 max</td>
</tr>
<tr>
<td></td>
<td>$500,000 up to $1 million or choosing six or seven times salary—a medical application is required</td>
<td>Higher amounts available by medical application</td>
<td></td>
</tr>
<tr>
<td><strong>Guarantee issue during annual Open Enrollment</strong></td>
<td>N/A</td>
<td>Can increase by 1(X) salary without a medical application if already enrolled and if coverage does not exceed $500,000 Higher amounts available by medical application</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Employee $10,000 Spouse/partner $5,000 Child(ren) $5,000 to max Higher amounts available by medical application</td>
<td></td>
</tr>
<tr>
<td><strong>Employer paid</strong></td>
<td>Yes; 100% paid for full-time employee; part-time pay based on FTE; OPS pay full time rate</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td><strong>Pre-tax</strong></td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td><strong>Spouse/domestic partner coverage</strong></td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Dependent coverage</strong></td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Cash value</strong></td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td><strong>Accidental death and dismemberment</strong></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Coverage rider</strong></td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td><strong>Online enrollment portal</strong></td>
<td>People First</td>
<td>People First</td>
<td>myUFL</td>
</tr>
</tbody>
</table>

**Monthly premiums** - each varies based on the amount of coverage selected, with some plans factoring age, salary or tobacco status, etc. See plan brochures on how to calculate your premiums.

* **Note:** not available for OPS employees. See eligibility chart on page 9 for details for which plans different employee groups qualify.

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**State Life Plans (Basic and Optional)**
https://web1.lifebenefits.com/florida
http://mybenefits.myflorida.com/health/life_insurance
1-888-826-2756

**UFSelect Standard Life Insurance**
**Term Life**
1-800-325-5757
## VISION PLANS COMPARISON

<table>
<thead>
<tr>
<th></th>
<th>HUMANA EXAM &amp; MATERIALS (STATE) 3004</th>
<th>UFSELECT HUMANA EXAM &amp; MATERIALS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pre-tax</strong></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td><strong>Waiting Periods</strong></td>
<td>None</td>
<td></td>
</tr>
<tr>
<td><strong>Frequency</strong> (based on the date of service)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exam Every</td>
<td>12 months</td>
<td>12 months</td>
</tr>
<tr>
<td>Lenses Every</td>
<td>12 months</td>
<td>12 months</td>
</tr>
<tr>
<td>Frames Every</td>
<td>24 months</td>
<td>24 months</td>
</tr>
<tr>
<td><strong>Co-payments (You pay)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exam</td>
<td>$10.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Lenses and/or Frames</td>
<td>$10.00</td>
<td>$15.00</td>
</tr>
<tr>
<td><strong>Benefits (Plan pays)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eye Exam</td>
<td>100% after co-pay</td>
<td>$50 allowance</td>
</tr>
<tr>
<td></td>
<td>In-network</td>
<td>Non-Network</td>
</tr>
<tr>
<td>Single</td>
<td>100% after co-pay</td>
<td>$40 allowance</td>
</tr>
<tr>
<td></td>
<td>In-network</td>
<td>Non-Network</td>
</tr>
<tr>
<td>Bifocal</td>
<td>100% after co-pay</td>
<td>$60 allowance</td>
</tr>
<tr>
<td>Trifocal</td>
<td>100% after co-pay</td>
<td>$80 allowance</td>
</tr>
<tr>
<td>Frames</td>
<td>$75 wholesale</td>
<td>$60 retail allowance</td>
</tr>
<tr>
<td>Contacts Lenses (can be substituted for lenses; coverage can be applied to one or the other)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elective</td>
<td>$100 allowance</td>
<td>$100 allowance</td>
</tr>
<tr>
<td>Medically Necessary (requires prior authorization)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>100%</td>
<td>$200 allowance</td>
</tr>
<tr>
<td>LASIK</td>
<td>Humana has contracted with many well-known facilities and eye doctors to offer LASIK procedures at substantially reduced fees. You can take advantage of these low fees when procedures are done by network providers.</td>
<td></td>
</tr>
<tr>
<td>Coverage for domestic partners &amp; partner’s dep.</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Other Supplemental Plans

The following are additional employee-pay-all supplemental (voluntary) plans offered by the state and the University of Florida. These plans can provide income protection for instances such as accidents, short or long term disability, and/or hospitalization.

**STATE SUPPLEMENTAL PLANS**

<table>
<thead>
<tr>
<th>PLAN</th>
<th>TYPE OF BENEFIT</th>
<th>OFFERED THROUGH</th>
</tr>
</thead>
</table>
| Accident               | Helps you pay the following types of expenses when injured during a covered accident:  
                          | • Expensive medical treatment for broken bones and dislocations, or physical therapy.  
                          | • Crutches, wheelchairs or other medical aids you may need as a result of your accident.  
                          | • Copays and deductibles.                                                            | Colonial Insurance Company (888) 756-6701 |
| Cancer                 | Depending on the plan you choose, supplemental benefits for:  
                          | • Cancer diagnosis and treatment, including certain screening tests  
                          | • Procedures and treatments you may require to care for your cancer.                 | Colonial Insurance Company (888) 756-6701 |
| Disability             | Helps supplement your income during short-term disability to help you pay the following expenses:  
                          | • Mortgage or rent payments  
                          | • Utility bills and other household expenses  
                          | • Food, clothing and other necessities  
                          | • Copayments  
                          | • Health costs not covered under other plans  
                          | • Travel and lodging expenses for treatment                                           | Colonial Insurance Company (888) 756-6701 |
| Hospitalization        | Daily cash payments when you are hospitalized                                   | Cigna Health and Life Insurance Company (CHLIC), through Capital Insurance Agency (800) 780-3100  
                          |                                                                                   | New Era (800) 277-2300                                                            |
| Hospital Intensive Care| Daily benefit for confinement in a hospital intensive care or a sub-acute intensive care unit. | Aflac (through Capital Insurance Agency) (800) 780-3100  
                          |                                                                                   | Colonial Insurance Company (888) 756-6701                                         |
UFSELECT EMPLOYEE-PAY-ALL SUPPLEMENTAL PLANS

Long-Term Disability:
Under this plan you may choose one of two options:
The 30-day plan begins paying benefits after 30 days. The first 60 days of benefits are paid on a weekly basis. Following 60 days of benefits, beginning on day 90, benefits are paid on a monthly basis.
The 90-day plan begins paying benefits on a monthly basis after 90 days.
The disability benefit is based on your earnings from your employer.
The benefit under this plan is determined as follows:
- 66 2/3% of the first $22,500 of your monthly pre-disability earnings, reduced by deductible income
- Maximum monthly benefit is $15,000
- Minimum monthly benefit is the greater of $100, or 10% of your LTD benefit before reduction by deductible income
- Benefits pay from the end of the elimination period until Social Security Normal Retirement Age (SSNRA), as long as you meet the definition of disability as specified in the policy
- Monthly premium varies by salary and elimination period selected
Please see brochure for a complete list of benefits. Enroll online through myUFL.

Preferred Legal Services
This locally-based plan is attorney-owned and operated and offers comprehensive legal assistance, advice and formal representation on all types of legal services. Coverage includes spouse, domestic partner, dependents and anyone living in the household. Plan services are unlimited and available 24/7. Members have access to local in-network lawyers when formal representation is needed. Employment-related subjects are not covered.
Please see brochure for a complete list of benefits. Enroll online through myUFL.

Pet Insurance
With comprehensive plans designed to protect you financially when the unexpected occurs, affordable coverage from VPI® Pet Insurance allows you to focus on providing optimal healthcare for your pet rather than worrying about the cost of treatment. You can be reimbursed for veterinary expenses such as surgeries, diagnostic tests, hospitalization, prescriptions, vaccinations and more.
Premiums vary based on the age of the pet, species, size (as an adult), plan type, deductible and state of residence.
Please see brochure for a complete list of benefits. Enrollment: http://www.petinsurance.com/affiliates/ufl_pr. Please note: Payroll ID is your UFID in this system.
Leave and Holidays

VACATION
Vacation leave is earned each pay period and credited on the last day of that pay period, and accrual begins upon your hire date. Faculty on 12-month appointments and full-time TEAMS employees typically will accrue vacation leave at a rate of 6.769 hours biweekly, approximately 22 days per year. Vacation leave for part-time employees is earned in proportion to the amount of time in pay status during each pay period.

Any vacation leave hours over 352 that are not used by the end of December of each calendar year will convert to sick leave; hours converted will also include accruals for that pay period.

Upon separation from UF, you will be paid for up to 200 hours of any unused vacation leave. If you transfer to a vacation leave-accruing position within UF, your vacation leave balance will be transferred.

SICK LEAVE
All eligible employees earn four hours of sick leave per pay period from the time they are employed; it is credited on the last day of each pay period. There is no waiting period for using sick leave. Sick leave for part-time employees is earned in proportion to the amount of time in pay status during each pay period. There is no limit to the amount of sick leave employees may accrue.

Earned sick leave may be approved for time off from work because of exposure to a contagious disease that may endanger others; for personal visits to doctors or dentists; and for personal illness that includes disability caused, or contributed to, by pregnancy.

As an Academic Personnel or TEAMS employee, you also may use your sick leave in reasonable amounts for illness, injury, or death within your immediate family pending supervisory approval. In instances of a serious medical condition of you or a member of your family, you may be eligible for an extended medical leave of absence under the Family and Medical Leave Act (FMLA). Parental leave is also available.

HOLIDAYS
The following are official UF holidays for 2015:

- New Year's Day
- Martin Luther King Jr. Birthday
- Memorial Day
- Labor Day
- Independence Day
- UF Homecoming
- Veterans Day
- Thanksgiving (Thursday and Friday)
- Christmas Day

PERSONAL LEAVE DAYS
Faculty on 12-month appointments and TEAMS employees are eligible for four personal leave days per year (32 hours assuming full-time status). Personal leave days are intended to give flexibility to enable units to close during the period of December 26 to 31 when possible.
Retirement

New faculty and eligible TEAMS employees may choose one of three plans: the State University System Optional Retirement Program, the Florida Retirement System’s Florida Pension Plan, or the Florida Retirement System’s Florida Investment Plan. All three retirement plans include employer and mandatory employee contributions. Health Science Center faculty must join the SUSORP.

STATE UNIVERSITY SYSTEM OPTIONAL RETIREMENT PROGRAM (SUSORP)

The SUSORP is a defined contribution plan. Eligible employees must enroll within 90 days from the date of their appointment, or they will automatically be enrolled in the Florida Pension Plan. SUSORP enrollment is complete when a contract has been issued by an SUSORP Provider Company and when the proper State of Florida enrollment forms have been submitted to the Division of Retirement. The SUSORP is a 403(b) Tax Sheltered Annuity Program, and enrollees are immediately vested. Participants may also choose to make additional voluntary contributions up to the maximum allowed by current IRS guidelines.

Investment providers can be found online at http://hr.ufl.edu/benefits/retirement/voluntary-savings-plans/investment-provider-companies.

FLORIDA PENSION PLAN (FPP)

TEAMS employees who are not eligible for the SUSORP will be enrolled in the Florida Pension Plan. The FPP is a defined benefit plan. After eight years of service, an employee has vested rights in the FPP and may retire at age 65 with full benefits, or at an earlier age with reduced benefits. (Special Risk normal retirement is age 60, or 30 years of special risk service, whichever comes first.) Annual benefits are calculated on an average of the eight years of highest earnings multiplied by a percentage factor that is based on age or years of service with the state. Thirty-three years of service (or 30 years of special risk service) also entitles an employee to full benefits upon retirement, regardless of age. The FPP includes provisions for retirement income, disability income, and credit for wartime military service prior to state employment if employed before January 1, 1987. These provisions may be supplemented by contributions to one or more of the various tax-deferred annuities plans available through UF payroll deduction.

Deferred Retirement Option Program (DROP) Employees who reach the normal retirement age of 65, or 33 years of service at any age (age 60, or 30 years of special risk service, for Special Risk normal retirement)—may have their FPP benefits accumulate in DROP. These benefits earn interest while the employee continues to work for an FRS employer for up to five years. When the designated DROP period ends, the employee must terminate employment, at which time a distribution of the accumulated DROP benefits may be taken before monthly FRS retirement pension benefits begin.

FLORIDA INVESTMENT PLAN (FIP)

All employees—unless otherwise mandated—are eligible to consider enrollment in the Florida Investment Plan, which is a defined contribution plan. The employee may enroll within five months from his or her date of appointment. The FIP vesting period is one year. Formal counseling for this plan is conducted by the MyFRS financial guidance counselors. For more information, please visit www.myfrs.com.

Retirement Online

For more information about retirement, visit http://hr.ufl.edu/benefits/retirement or email retirement@ufl.edu.

State of Florida rehires, please note...

In 2010, new laws went into effect that significantly impacted retirement eligibility. Any person who has received a pension or distribution/withdrawal—including rollovers—from any State of Florida–administered retirement plan is not eligible for renewed membership in any such plan. If you are receiving a pension payment from FRS or took a distribution or rollover from an ORP or FRS Investment Plan, you will not be able to participate in a state retirement plan while employed at UF.
FINANCIAL LITERACY AND RETIREMENT EDUCATION (FLARE)

FLARE is a program developed by University Retirement highlighting five key categories of financial planning success: Budgeting & Savings, Intelligent Investing, Life Events, Retirement Readiness, and My UF Benefits. FLARE provides access to articles, tools, videos and workshops to help you find the necessary balance between making ends meet today and planning for a comfortable future.

Additionally, employees can stay current on retirement legislative updates, available workshops and related trending topics by joining the FLARE listserv. The FLARE website is available at http://hr.ufl.edu/benefits/retirement/flare.

TAX-SHELTERED PLANS

One way to meet long-term financial goals is to participate in a tax-deferred program. Because these plans are designed for long-term retirement planning, employees should use another method to save to meet more immediate needs. Contributions to all retirement savings plans are made via payroll deduction. A directory of investment providers can be found online: http://hr.ufl.edu/benefits/retirement/voluntary-savings-plans/investment-provider-companies.

403(b) Plans
The 403(b) is a tax-deferred retirement plan available to all employees. Contributions and investment earnings in a 403(b) plan grow with tax deferred until withdrawal, presumably at retirement, when they are taxed as normal income.

457(b) Plans
The 457(b) plan is a non-qualified tax-deferred compensation plan that works very much like other retirement plans such as the 403(b). Employees set aside money for retirement on a pre-tax basis through a salary deferral agreement with their employer. The money is directed into an investment company offered by the state. The 457(b) contributions grow tax-free until withdrawal at retirement or termination of employment. This plan is administered by the Florida Bureau of Deferred Compensation. Please visit www.myfloridadeferredcomp.com for more information and a list of investment providers.

ROTH 403(B) PLAN

Unlike a traditional 403(b) plan, the Roth 403(b) enables individuals to contribute after-tax dollars to an account that will grow tax-deferred. Employees pay taxes as contributions are made and do not lower their taxable income for the contribution year. However, tax-free treatment of distributions and earnings is provided to qualified distributions—i.e., those made five years or more from the date the first Roth contribution was made and the participant reaches age 59½, he or she becomes disabled, or upon the participant’s death. The four providers offering this option are VALIC, Fidelity, ING and MetLife. Plan investment providers can be found online: http://hr.ufl.edu/benefits/retirement/voluntary-savings-plans/investment-provider-companies.

FICA ALTERNATIVE PLAN

The FICA Alternative Plan is a defined contribution plan authorized under Section 401(a) of the Internal Revenue Code. VALIC is the plan administrator for the University of Florida. Adjunct faculty, post-docs, house staff, and hourly and exempt OPS employees (except for phased retirees, rehired retirees, current recipients of OASDI) are eligible to participate in the FICA Alternative Plan. The plan is mandatory for eligible employees, who will be automatically enrolled or un-enrolled based on their salary plan status during the affected pay period. There is no minimum age or service requirement. Participants contribute 7.5% of their wages to an investment account in their name. Medicare contributions at 1.45% will continue to be withheld and matched by the employer. Please note that recipients of OASDI (Old Age, Survivors, and Disability Insurance), which is not paid by the participant or the university, are exempt from Social Security taxes and do not qualify for the FICA Alternative Plan.
Awards Programs

TEACHER/SCHOLAR OF THE YEAR AWARD
Teacher/Scholar of the Year is the highest honor bestowed upon a faculty member by UF. The award is presented to a faculty member who demonstrates excellence in both teaching and scholarly activity. The individual receives a cash award and the Presidential Medallion. For more information, please visit www.aa.ufl.edu/teacher-scholar.

TEACHER/ADVISOR OF THE YEAR AWARDS
UF recognizes its outstanding teachers and advisors from throughout the campus by awarding Teaching/Advising Awards, which are available to all colleges offering undergraduate instruction. These awards encourage and reward excellence, innovation, and effectiveness in teaching or advising. For more information, visit www.aa.ufl.edu/toty.

DISTINGUISHED ALUMNI PROFESSOR AWARD
The Distinguished Alumni Professor award, given by the UF Alumni Association, recognizes superior and highly influential teachers whose contributions to the community, state, and nation have brought distinction to the university. For more information, visit www.ufalumni.ufl.edu/about.

SUPERIOR ACCOMPLISHMENT AWARDS
This annual awards program recognizes UF faculty and staff who contribute outstanding and meritorious service, efficiency and/or economy, or to the quality of life provided to students and employees. Division-level award recipients receive cash awards of $200 each and are then eligible for university-level awards. Eight $1,000 and eight $2,000 cash awards are made at the university-wide level. Award categories include clerical/office support, support services, scientific/technical, administrative/ supervisory, administrative/professional, academic personnel, community service, and diversity & inclusion. For more information, please visit http://hr.ufl.edu/learn-grow/awards-recognition/superior-accomplishment-awards.

PRUDENTIAL PRODUCTIVITY AWARDS
A joint effort of Florida Tax Watch, the Florida Council of 100, and the State of Florida, the Prudential Productivity Awards are presented annually to honor state government employees throughout Florida who have clearly exceeded performance expectations and job descriptions in ways that improve service delivery and save money for Florida taxpayers and businesses. Cash awards of $500 to $8,000 plus commemorative plaques and certificates are presented to recognize individual state employees, as well as employee teams. For more information, please visit http://hr.ufl.edu/learn-grow/awards-recognition/prudential-productivity-awards.

MERITORIOUS SERVICE AWARD
This award is designed to recognize the outstanding service of long-time employees retiring from the University of Florida. To be eligible for this award, employees must have at least ten years of service with the university, be nominated by a letter from the supervisor or department chair, and have the nomination letter signed by the appropriate vice president. For more information, please visit http://hr.ufl.edu/learn-grow/awards-recognition/meritorious-service-awards.

CHAMPIONS FOR CHANGE AWARDS
The Champions for Change Awards program was established in 2013 as a partnership between the Office of Sustainability and Healthy Gators. This initiative recognizes individuals or groups in the UF community who have made significant contributions in the areas of sustainability and health during their time at UF. Nominations take place each year in early spring. For more information, visit http://sustainable.ufl.edu.
Professional Development

Training and Organizational Development (T&OD) provides employees with opportunities to learn new skills and polish existing ones. In addition to gaining improved skills, faculty and staff acquire the kind of confidence that translates into greater on-the-job efficiency and productivity. Most courses are free to employees and considered “time worked.” To learn more about T&OD’s offerings, please visit the training section of HRS’ website at http://hr.ufl.edu/learn-grow/training-organizational-development.

LEADERSHIP DEVELOPMENT AT UF

Advanced Leadership for Academics and Professionals. Offering two tracks—one for academic leaders and the other for professional staff—this program is based on leadership competencies specifically identified as being important for success at UF. Program participants attend certain activities within their tracks; at other times, the tracks come together to explore leadership development issues. The program accepts up to 20 participants annually who attend 6 events, each one to two days in length, over the course of a year. The program includes seminars, assessments, and access to the key leaders in the organization.

The UF Academy. The UF Academy is a program created for emerging leaders at the university. Designed for exempt employees (up to and including the director level) as well as interested faculty, the UF Academy prepares employees for higher-level responsibilities at the University of Florida. Exempt employees with at least two years of supervisory or decision-making experience are eligible to participate. Employees at the assistant director level or higher as well as faculty may apply to participate with fewer than two years at the university.

MANAGING AT UF: SUPERVISORY CHALLENGE

Aligned with the University of Florida’s Leadership/Management Competency Model, the Supervisory Challenge is designed to provide UF managers with meaningful information about successfully addressing the ultimate challenge: managing people for peak performance. To achieve this certification, participants attend ten required workshops and two electives—for a total of 12 workshops. Employees who choose to work toward the “Managing at UF: The Supervisory Challenge” certificate may do so at their own pace and complete workshops in any order. There is no time limit for completion of the certificate. Workshops are free and open to all faculty and staff who are interested in learning more about being an effective manager. Search for course numbers that begin with SCS.

LEADERSHIP/MANAGEMENT COMPETENCY MODEL AND THE UF LEADER 360

Based on interviews and focus groups of effective leaders and managers at UF, our Leadership/Management Competency Model forms a framework that describes the knowledge, skills, and behaviors needed to be an excellent leader at UF. UF Training and Organizational Development offers development opportunities to help cultivate these competencies. In addition to the programs noted above, the UF Leadership Development Toolkit provides job aids, podcasts, videos, and suggested readings that are aligned with the UF Competency Model as a “just-in-time” resource for managers and leaders at UF. Please visit http://hr.ufl.edu/learn-grow/leadership-development/leadership-toolkit to learn more.

A 360-degree assessment—the UF Leader 360—is also available to interested UF leaders and managers. UF Leader 360 is a multisource assessment that provides leaders with anonymous, questionnaire-based feedback from a variety of raters.

How to register for courses

Sign on to myUFL at my.ufl.edu, click “Main Menu,” then navigate to My Self Service > Training and Development. Select “myTraining Enrollment,” then use the Activity Search box or Catalog to locate courses. All courses are searchable by course number, title and keyword.

To register other employees for training, you must have the security role of UF_N_EL_PROXY. Please work with your department security administrator to request this role via the Access Request System, if appropriate.

Organizational Development

Organizational Development services include strategic planning, retreat facilitation and workplace assessments. Many teams at UF have worked with T&OD to develop a meaningful organizational plan. Contact T&OD at (352) 392-4626 for a consultation. Some fees apply.
including colleagues, direct reports, supervisors, and customers. By soliciting feedback from a variety of people, leaders receive a full-circle perspective on their leadership skills. Leaders invite a minimum of 15 people to complete the online assessment. Once the feedback is collected, the leader is provided with a summary report of the results. A coaching session is also included in the assessment process. There is a small fee for this service. To learn more, please visit [hr.ufl.edu/learn-grow/leadership-development](http://hr.ufl.edu/learn-grow/leadership-development).

**PRO3 SERIES FOR ADMINISTRATIVE PROFESSIONALS**

The Pro3 series is designed to increase the knowledge and skills of administrative professionals in three key areas: fiscal management, human resources/payroll, and academic department support. Linked directly to identified competencies for UF employees, this series focuses on cultivating skills and knowledge in areas such as accounting, budget development, fund and spending knowledge, completing hiring and appointments, problem solving, and analytical thinking. Expected outcomes of the series include an improved ability, on the part of administrative professionals, to support the university’s strategic objectives. Learn more by visiting [www.hr.ufl.edu/training/pro3](http://www.hr.ufl.edu/training/pro3).

**MYUFL SYSTEMS COURSES**

Designed to provide employees with a consistent foundation, these hands-on and online training workshops address topics associated with human resources, payroll, financials and sponsored-program applications in the myUFL system. The myUFL Toolkits, found online at [http://hr.ufl.edu/learn-grow/just-in-time-training/myufl-toolkits](http://hr.ufl.edu/learn-grow/just-in-time-training/myufl-toolkits), include simulations, updated instructional guides, security role and training information—along with links to other helpful websites—for many of the myUFL subsystems. More than 35 toolkits are currently available, designed to assist employees in executing HR, financial and other administrative transactions. Questions? Contact T&OD at training@ufl.edu.

**GENERAL TRAINING**

Workshops also are available that cover an array of subject matter—all designed with the UF employee in mind! From technical and policy-driven issues at our university to programs dealing with personal and professional development, you can expect to find a program that is right for you. Be Your Best courses are designed to enhance polish, poise, and perspective. The Business Communication series is devoted to helping employees learn how to communicate more effectively in our environment—including basic grammar, diversity awareness, listening skills, and more. The Project Management series focuses on the critical skills needed for managers and coordinators to execute projects thoroughly and on time.

**EDUCATION PROGRAMS**

**Employee Education Program.** UF provides tuition assistance for full-time employees to take college courses at the state university closest to their work location. Some employees may also be eligible to attend classes at a local community or state college. You must be employed for six months prior to the EEP deadline to qualify. Visit [http://hr.ufl.edu/learn-grow/education-programs/employee-education-program](http://hr.ufl.edu/learn-grow/education-programs/employee-education-program) to learn more.

**Higher Education Opportunity.** Each year, UF selects 50 children of full-time TEAMS (staff) employees to receive undergraduate tuition assistance at the University of Florida. Children who are not accepted at UF may use the benefit to attend any public community or state college in the state of Florida. For more information, please visit [http://hr.ufl.edu/learn-grow/education-programs/higher-education-opportunity](http://hr.ufl.edu/learn-grow/education-programs/higher-education-opportunity).
UNIVERSITY OF FLORIDA PERFORMING ARTS

Take advantage of UF’s extensive musical, theatrical, and dance performances brought to you by UF Performing Arts. UFPA regularly presents a variety of programs in the Phillips Center, University Auditorium, and the Baughman Center. You can also participate in pre- and post-performance discussions, which are typically held for most UFPA-presented performances. Attendees have the opportunity to learn more about the artists, composers, pieces, and influences on the works. Discussions are led by the artists themselves, tour members, directors, choreographers, UF faculty, community members and UFPA staff.

You can find detailed performance schedules, virtual tours of the facilities, seating charts and other information online at www.performingarts.ufl.edu or by calling (352) 392-2787. Be sure to sign up for the mailing list to receive information on upcoming performances and events!

PHILLIPS CENTER FOR THE PERFORMING ARTS

The Phillips Center features a 1,700-seat proscenium hall and the 180-seat Squitieri Studio Theatre. It is located in the University of Florida Cultural Plaza near the intersection of 34th Street and Hull Road. Since opening its doors in January 1992 with three sold-out performances of CATS, the Phillips Center has hosted performers as diverse as Tony Bennett, Itzhak Perlman, RIVERDANCE, Dame Kiri Te Kanawa, Ray Charles, Alvin Ailey American Dance Theater, Alison Krauss, STOMP, Yo-Yo Ma, David Sedaris, Bolshoi Ballet, Wynton Marsalis, Jerusalem Symphony Orchestra and Capitol Steps. In recent years, the Phillips Center has hosted world premieres and been home to productions of AEROS and The People of the Forest as they mounted new, collaborative works.

NADINE MCGUIRE THEATRE AND DANCE PAVILION

The Nadine McGuire Theatre and Dance Pavilion, a 46,000-square foot facility, is the home of the School of Theatre and Dance, the renovated 415-seat Constans Theatre and the 200-seat Black Box Theatre. The beautiful building features a soaring glass atrium at its center that is surrounded by classrooms; three dance and four acting studios; large scene and costume shops with natural lighting; computer, design and lighting labs; physical therapy and dressing rooms; and faculty and staff offices.

UNIVERSITY AUDITORIUM

The University Auditorium is a historic hall on the UF campus suitable for musical concerts, special lectures, convocations, and less technically-demanding dance concerts and pageants. The Auditorium is one of several university buildings included in the National Register of Historic Places. It was completed in the mid-1920s and renovated and expanded as a bicentennial project in 1976. The facility includes a concert stage, seating for 867 guests, and the Friends of Music room—a tastefully designed and decorated room used for receptions. The Auditorium is also home to the Anderson Memorial Organ. Donated in 1925, the organ has since been expanded and improved with the installation of additional pipes and a five-manual console, making it one of the major instruments of its kind in the southeast. More information, as well as a virtual tour of the University Auditorium, can be found at the UFPA website, www.performingarts.ufl.edu.
BAUGHMAN CENTER
The Baughman Center is a non-denominational space open for private contemplation on weekdays. On weekends, it often hosts private events such as weddings and memorial services. The center consists of two separate buildings: a 1,500-square-foot pavilion and a 1,000-square-foot administrative building. The pavilion has fixed-bench seating that accommodates 96 people.

THE UNIVERSITY GALLERIES
The University Galleries have recently focused on the development of exhibitions involving interdisciplinary partnerships. Their mission is to present the work of studio faculty and students in the School of Art and Art History. For more information on any of the galleries, please call (352) 273-3000 or visit www.arts.ufl.edu/galleries.

The University Gallery is an integral part of the programs and curricula of the School of Art and Art History. High quality, thought-provoking exhibitions are presented every four to eight weeks that engage the university and wider community in stimulating dialogue through visual language. Internationally recognized artists are featured each year. A department faculty exhibition, a professionally-organized juried student arts exhibition and MFA graduating thesis shows are presented annually. The 3,000-square-foot space is a lively, exciting venue that is also utilized for other events—such as film screenings, receptions and lectures—throughout the academic year.

Focus Gallery is an 850-square-foot space that presents curated exhibitions of student and invited artists’ work. Shows change monthly. Focus Gallery is located in the lobby of the School of Art and Art History’s administrative offices. This is a fun and vibrant venue.

Grinter Gallery is located in the lobby area of Grinter Hall. Its mission is to present international artwork and artifacts. Exhibitions are educational and are installed for several months at a time. Input from many multicultural campus organizations guides the planning for Grinter Gallery.

The Art in State Buildings Program at the University of Florida (UF ASB) highlights nationally and internationally recognized artists in its growing collection of diverse art. UF ASB is dedicated to expanding and caring for the university’s collection, which includes more than 157 works of public art. Up to one-half of one percent (0.5%), not exceeding $100,000, of the state funds appropriated for a new building are allocated to the acquisition of public art for that facility. The program is financially neutral and contributes stabilizing income for artists, trade workers and craftsmen. Florida is a national public art leader, and UF’s program continually provides notable contributions. Please visit www.arts.ufl.edu/asb to see the entire collection of art.

THE REITZ UNION GALLERY
Located on the second floor of the J. Wayne Reitz Union, “The Gallery” features artwork by UF students, faculty, staff and alumni. The exhibitions and performances presented are intended to advance public awareness of contemporary art as an educational, cultural and inspirational adventure. Also a part of the gallery is Art Underground, a gift shop featuring ethnic crafts and jewelry from developing countries around the world as well as the work of local students and professional artists.

On the ground floor of the Reitz Union is The Studio, a facility that offers a variety of artistic opportunities to its guests. Please visit https://www.union.ufl.edu/ProgramsArtsLeisure/thegallery for more information.
THE SAMUEL P. HARN MUSEUM OF ART

Founded in 1990, the American Association of Museums-accredited Harn Museum of Art is an integral part of the University of Florida. The Harn contributes to an interconnected, international community by integrating the arts and culture into curricula throughout the university’s system of colleges and centers. Its holdings include more than 8,300 works in five main collecting areas: Asian art, African art, photography, modern art of the Americas and Europe, and international contemporary art. In addition to rotating installations drawn from its permanent collection, the Harn organizes traveling exhibitions, public lectures, panel discussions, academic symposia and educational programs for adults, students and children.

The Harn opened the 26,000-square-foot David A. Cofrin Asian art wing in 2012. The galleries are dedicated to art from China, India, Japan, Korea, and South and Southeast Asia, and feature masterpieces from the Neolithic period to the present day.

Admission is free. Hours are 11 a.m. to 5 p.m. Tuesday through Friday, 10 a.m. to 5 p.m. Saturday, and 1 to 5 p.m. Sunday. The museum is open from 6 to 9 p.m. the second Thursday of every month for Museum Nights. The Camellia Court Café is open seven days a week from 11 a.m. to 3 p.m. For more information, call (352) 392-9826 or visit www.harn.ufl.edu.

FLORIDA MUSEUM OF NATURAL HISTORY

The Florida Museum of Natural History is Florida’s official state museum of natural history, chartered by the Florida Legislature in 1917. The museum and its staff are dedicated to understanding, preserving and interpreting biological diversity and cultural heritage to ensure their survival for future generations. The Florida Museum is one of the largest natural history museums in the United States, with nearly 40 million specimens of amphibians, birds, butterflies, fish, mammals, mollusks, reptiles, vertebrate and invertebrate fossils, recent and fossil plants, and associated databases and libraries.

With a diverse range of changing exhibits on everything from chocolate to dinosaurs—as well as Florida wildlife, ecology, fossils and native peoples—everyone can find something of interest at the Florida Museum of Natural History. The museum sponsors field trips, movie nights, children’s classes, adult programs and fossil digs—and offers a wide variety of volunteer opportunities.

Admission to the museum is free, though fees are charged for admission to special exhibits and the Butterfly Rainforest. For more information, please visit www.flmnh.ufl.edu.

BAT HOUSE

The largest occupied “bat house” in North America, and perhaps the world, resides on UF’s campus across from Lake Alice on Museum Road. Each evening at dusk, visitors line up along the street awaiting the exodus of more than 300,000 free-tailed bats. This “bat house” provides free pest control for the university and Gainesville—removing between 2.5 billion insects (more than 2,500 pounds) each night! Assuming that each bat consumes 500 to 1,000 insects, 1,000 pounds of leafhoppers, moths, midges, winged ants, beetles, and mosquitoes are removed from our yards, gardens and farms on a daily basis. For more information, see www.fimnh.ufl.edu/bats.
GEORGE A. SMATHERS LIBRARIES

The libraries of the University of Florida form the largest information resource system in the state of Florida and include seven libraries. Six are in the system known as the George A. Smathers Libraries, and one (Lawton Chiles Legal Information Center) is attached to the law school’s administrative unit. All of the libraries serve the entire community, but each has a special mission to be the primary support of specific colleges and degree programs. Because of the interdisciplinary nature of research, scholars may find collections built in one library to serve a specific discipline or constituency to be of great importance to their own research. The University of Florida Gator 1 card provides access to library services. Libraries and collections may be found at:

- Library West
- Smathers Library
- Marston Science Library
- Architecture and Fine Arts Library (201 Fine Arts Building A)
- Education Library (1500 Norman Hall)
- UF Digital Collections at www.uflib.ufl.edu/UFDC
- Health Science Center Libraries

UNIVERSITY PRESS OF FLORIDA

Established in 1945, the University Press of Florida ranks within the top third of publishing houses in the Association of American University Presses, of which it is a member. It is the second largest university press in the Southeast, with nearly 4,000 books currently in print (including nearly 2,000 available in various electronic formats). With another 300 manuscripts in production or under advance contract, the press is an important element in enhancing the scholarly reputation and worldwide visibility of Florida’s state universities. The Press is also an active member of the Association of American Publishers and the Society for Scholarly Publishing.

The Press furthers and supports the missions of Florida’s state universities with a publishing program that seeks to maintain the professional excellence of American university presses and to present the finest national and international scholarship. Areas of publication include the arts, humanities, and natural and social sciences. More specifically: fine arts, American religion, southern history, Latin American and Caribbean studies, literary criticism, environmental studies, archaeology, anthropology, natural history, horticulture, natural science, and space and technology. In recognition of our state universities’ educational outreach and public roles, books of general interest and significance for our region and our state are also published.

As a nonprofit publishing house, the Press operates as both an Academic Infrastructure Service Organization and a publishing business. In its latter role, the Press recognizes the need to operate the business and financial dimensions of its publishing activities in a responsible manner that continues to generate increased revenues that help sustain its program and support its growth and development. To this end, the Press defines its programs to include vigorous and imaginative promotion, sales, and distribution, both domestically and internationally, in order to achieve maximum dissemination of its books. To learn more about the Press, please visit www.upf.com.

Discounts on UPF books

All full- and part-time faculty and staff receive a 20% discount on University Press of Florida books. Orders can be placed by calling (352) 392-6867.
Health, Wellness and Recreation

PARTNERS IN WELLNESS
The University of Florida has partnered with UF Health Shands to provide enhanced wellness opportunities to both organizations’ employees while exploring opportunities to maximize shared resources and expertise.

For more information, including a directory with links to year-round UF- and UF Health-affiliated wellness information, resources and programs, please visit gatorcare.org/wellness.

GATOR ATHLETICS
UF faculty and staff may purchase tickets without a contribution. For information about tickets and event schedules, please visit www.gatorzone.com. To purchase tickets to any Gator sporting event, call 1-800-34-GATOR.

THE STEPHEN C. O’CONNELL CENTER
The Stephen C. O’Connell Center (SCOC) is a multi-purpose facility that is the site of various academic, athletic, recreational, and entertainment activities. Users/clients include university departments, student and campus organizations, the University Athletic Association, as well as the Gainesville and surrounding communities. In addition to hosting daily educational classes and sporting events, the building is the site for concerts, family activities, trade shows, lectures, and commencement ceremonies. During designated hours, the weight rooms, indoor track, and pool are available for use by students, faculty, and staff. The SCOC employs one of the largest part-time student workforces on campus. For more information and event calendars please visit the O’Connell Center website at www.oconnellcenter.ufl.edu.

Please note that the O’Connell Center will be closing in March 2015 for major renovations and is expected to re-open late in the Fall 2015 semester. Information regarding renovation progress and anticipated re-opening will be posted on the website regularly.

Family & Work/Life Balance

U Matter, We Care
UF community members care about each other and proactively reach out to help when needed. U Matter, We Care extends UF’s caring culture by educating our community about signs and symptoms of distress, and providing those in distress with appropriate resources to receive professional, confidential assistance.

Departments may request a printed version of UF’s Helping Employees in Distress Resource Guide by emailing human-resources@ufl.edu.

For more information about the U Matter, We Care initiative, please visit www.umatter.ufl.edu.

Employee Assistance Program (EAP)
The EAP, available free of charge to all UF faculty and staff (including OPS), provides a wide range of mental health services including individual employee evaluation and referral, consultation services for supervisors, workshops and training sessions, and support groups.

Individual consultation is available by calling the EAP at (352) 392-5787. These confidential sessions are provided by licensed mental health professionals employed by the university. If additional counseling is necessary, the EAP will refer employees to community providers that accept university health insurance or charge fees based on income level. For more information, visit www.eap.ufl.edu.

Flexible schedules and alternate work location
While the university’s workweek is typically Monday through Friday, 8 a.m. to 5 p.m., many departments and supervisors allow flexible work schedules. You must obtain your supervisor’s approval in advance for any variations to your normal schedule. Your supervisor will keep you informed of your work schedule should there be any change from what was assigned originally.

Flexible schedules and alternate work locations are subject to approval. Visit http://hr.ufl.edu/manager-resources/recruitment-staffing/recruitment-resources/recruitment-policies for more information.
RECREATIONAL SPORTS
The Department of Recreational Sports offers programs and services at various recreation facilities and fields available to UF faculty and staff. A Recreational Sports membership is required for access to some facilities, while others are free with a valid Gator1 Card. For specific information about fees and hours of operation, visit recsports.ufl.edu.

RecSports offers many fitness and recreation opportunities—including strength training seminars, more than 120 group fitness classes each week, personal training packages, fitness assessments and a variety of special events and competitions. As members, faculty and staff can take advantage of these programs as well as strength and conditioning facilities housed in the Southwest Recreation Center, Student Recreation & Fitness Center, and the O’Connell Center. The Southwest Recreation Center and the Student Recreation & Fitness Center both feature weight rooms, basketball courts, group fitness studios and racquetball courts. In addition, outdoor field space and basketball courts throughout campus and open-recreation opportunities at the Broward Outdoor Recreation Complex are available.

INTRAMURAL SPORTS
The Department of Recreational Sports offers a number of free team and individual activities to faculty and staff with a valid Gator1 Card. These include flag football, basketball, soccer, volleyball, softball, tennis, racquetball, 3-point contests, bowling and sport competitions. For a complete list by semester, please visit recsports.ufl.edu.

LAKE WAUBURG
Located just eight miles south of campus on Highway 441, Lake Wauburg offers UF students, faculty, and staff a place to relax and enjoy the great outdoors. Many activities are available, including boating, volleyball, disc golf, challenge course, climbing wall, biking and more. Admission and activities are free with a Gator1 Card. Card-holders may bring up to four guests.

UF Health Fitness & Wellness Center
Located on the first floor of the UF Health Cancer Hospital parking garage on SW 13th St., the UF Health Fitness and Wellness Center offers UF employees a fitness option for a low monthly membership fee. To learn more, visit www.fitness.ufhealth.org.

Discounts to Florida attractions
Discount offers to a variety of Florida attractions, as well as other area goods and services, are available through the Gator Perks program. Visit www.hr.ufl.edu/benefits/gatorperks for more information.

PK Yonge Developmental Research School
Established in 1934, PK Yonge (PKY) is a public school in the College of Education at the University of Florida. It is a center of educational innovation for students from Kindergarten through 12th grade with approximately 1,150 students chosen by lottery.

The mission of PKY is to build a community of learners who work well together, respect differences, and hold high expectations for intellectual, social, and emotional growth.

For more information, please visit the PKY website at www.pkyonge.ufl.edu or call (352) 392-1554.

Baby Gator
Baby Gator, UF’s Child Development and Research Center, offers high-quality care and early education for children of UF students, staff, and faculty. The multi-cultural, multi-lingual curriculum is designed to encourage children ages six weeks to five years to explore and experience the world around them. In addition, Baby Gator provides research and training opportunities for students and faculty investigating topics in early childhood.

Baby Gator has locations at Lake Alice, Newell Drive, PK Yonge, and Diamond Village. For more information, please contact Director Pamela Pallas at (352) 273-2264 or visit www.babygator.ufl.edu.

Higher Education Opportunity for Children of TEAMS Employees
The Higher Education Opportunity provides children of full-time TEAMS employees with the opportunity of tuition assistance for an undergraduate education at UF. Each year, 50 children of TEAMS employees are chosen at random from a pool of eligible applicants to participate.

To learn more, visit http://hr.ufl.edu/learn-grow/education-programs/higher-education-opportunity/.
Campus Safety

UFPD

The University of Florida Police Department (UFPD), located at the corner of Museum Road and Newell Drive, provides law enforcement service 24 hours a day, 365 days a year and is an integral part of the university’s dedication to developing and maintaining a safe and secure campus through the cooperative efforts of many university departments and community organizations.

The University Police Department is organized as a department of 89 sworn law enforcement officers and 72 civilian employees under the auspices of the Office of the Vice President for Business Affairs.

The department provides a full range of police services including, but not limited to, investigating all crimes committed in its jurisdiction, making arrests, providing crime prevention/community services programs, enforcing traffic laws and maintaining crowd control for campus special events. The department maintains a close liaison with local, state and federal law enforcement agencies in implementing and coordinating campus law enforcement operations.

The police department understands the overall academic mission of the university and strives to play a vital role in enhancing that mission. Concern for the community’s well-being, a desire to provide service and assistance whenever possible, and a commitment to support the academic environment are all factors inherent in the department’s daily operations and policies.

If you have a need for non-emergency law enforcement services on the University of Florida campus, please call (352) 392-1111. If you have an emergency however, please call 9-1-1 immediately.

EQUAL EMPLOYMENT OPPORTUNITY

UF is committed to providing equal opportunity in all university practices, programs, policies and procedures. Any applicant or employee who believes that he or she has been discriminated against may file a complaint with the Employee Relations office. All complaints shall be investigated in accordance with the procedures set forth by university regulations and policies or law.

SEXUAL HARASSMENT

UF seeks to maintain a safe and comfortable workplace and academic environment. HRS provides online preventing sexual harassment training for employees and students. Sexual harassment of employees, students or visitors will not be tolerated by the university. Call Employee Relations with questions or concerns about sexual harassment, including information about reporting procedures. For more information, visit http://hr.ufl.edu/manager-resources/recruitment-staffing/institutional-equity-diversity/sexual-harassment.

TITLE IX

The Director of Employee Relations or a Title IX Coordinator should be notified of any allegations of sexual harassment or sexual misconduct involving an employee. Allegations involving a student should be reported to the Deputy Title IX Coordinator for Students. UF Title IX coordinators include:

- Elnora Mitchell, Assistant Director, Institutional Equity and Diversity, University Title IX Coordinator, 352-392-2477, emitch@ufl.edu
- Chris Loschiavo, Associate Dean of Students and Director of Student Conduct and Conflict Resolution, Deputy Title IX Coordinator for Students, 352-392-1261, chrisl@dso.ufl.edu
- John Rouse, Manager of Investigations, Employee Relations, Deputy Title IX Coordinator for Employees and Faculty, 352-392-1072, jsrouse@ufl.edu

Online training available

New employees are expected to complete an online preventing sexual harassment training within their first 30 days of employment, and current employees are expected to complete the online refresher training program every two years. To do so, sign on to the myUFL system at my.ufl.edu and navigate to My Self Service, Training and Development, myTraining Enrollment. Use the Activity Search box to search for “Preventing Harassment.”

Employee Relations Office
Phone: (352) 392-1072
http://hr.ufl.edu/manager-resources/employee-relations

Online training available
New employees are expected to complete an online preventing sexual harassment training within their first 30 days of employment, and current employees are expected to complete the online refresher training program every two years. To do so, sign on to the myUFL system at my.ufl.edu and navigate to My Self Service, Training and Development, myTraining Enrollment. Use the Activity Search box to search for “Preventing Harassment.”
Gainesville, Florida

POPULATION
Approximately 124,000 of Alachua County's total population of approximately 247,000

CLIMATE
Average highs between 76º and 82º F in the spring and fall, between 89 and 91º F in the summer, and as high as 69º F in the winter. Average rainfall is 47 inches per year and average hours of sunshine is 2,800 annually.

TAXES
6.00% Retail Sales Tax (food & medicine exempt)
Homestead Exemption - up to $50,000
No state personal income tax
No state inheritance tax
No franchise tax
No inventory tax

AGE
29.4% age 18-24
26.7% age 25-44
16.4% age 45-64
8.3% age 65-up

Cities within two-hour drive: Jacksonville, Orlando, Tallahassee, Tampa, Ocala, Lake City, St. Augustine, Cedar Key, Live Oak

Resources
Gainesville Chamber
of Commerce
http://www.gainesvillechamber.com

Gainesville Visitors & Convention Bureau
www.visitgainesville.com

Alachua County Schools
www.sbac.edu
Century Tower is one of the most identifiable features on UF’s campus. The dream of raising funds resulted in the construction of the 157-foot-tall tower, completed in 1956. The tower also commemorates the 100th anniversary of the founding of the University of Florida, in 1853. Their fund raising efforts resulted in the construction of the monument in memory of students killed in World War I and World War II. The tower began to construct a monument in 1953, when alumni building a tower began in 1953.