



Employee Handbook

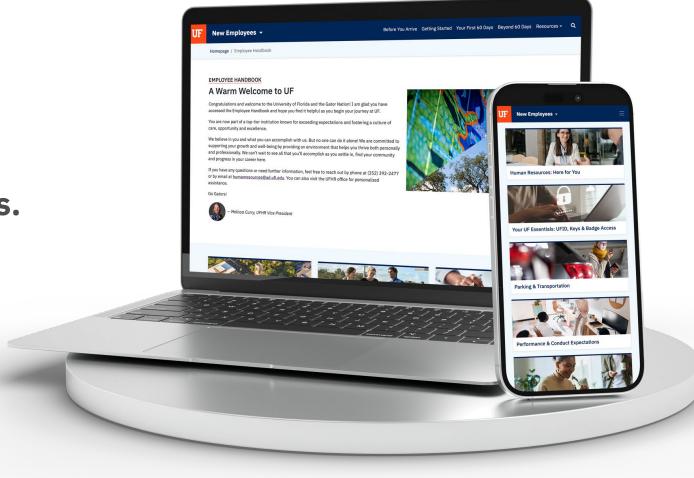
Brook Mercier



2025 Employee Handbook

The latest employment information at your fingertips.

- Fully web-based & mobile friendly
- Up-to-date & accurate
- Accessible any time, anywhere



We've fully restructured the handbook content with employees in mind:

- Plain-language writing
- Streamlined navigation
- Quick links to key policies & resources
- Helping new and current employees find what they need—fast
- Stakeholder edits and quarterly review



Getting Started

Your First 60 Days

Beyond 60 Days

Resources

Page Contents
Health Benefits
Retirement Plans
We're Here to Help!
Other Sections in
This Chapter:

Our comprehensive health and retirement benefits are designed to provide you with essential coverage and help you plan for a secure retirement.

Whether you're looking for the right health insurance plan or exploring retirement options, we offer a variety of choices to meet your needs.

♡ Health Benefits

UF offers a diverse range of plans to meet your healthcare needs. In addition to standard health insurance, there are also dental and vision plans, long-term disability plans, and other supplemental insurance benefits.



Printed Handbooks

Prefer Print? We've got you covered!

A professionally printed version of the handbook will still be available for purchase.

Visit the Employee Handbook website to join the waitlist today.



Explore the handbook today!

Whether you're onboarding a new hire or refreshing your policy knowledge, the UF Employee Handbook is your central source for workplace guidance.



go.ufl.edu/handbook



Employment Operations & Records

Rachel Blue



I-9 Management: E-Verify Training Certification

Required Training

- All users who have E-Verify access, both <u>current</u> and <u>new</u> employees with an ePAF role (excluding POI), must take this training by <u>September 26</u>, 2025.
- Users who fail to complete the training will be locked out from accessing E-Verify.
- Training is being mandated by E-Verify for Equifax clients.
- We strongly encourage all users complete the training at their earliest convenience to help ensure continued access to E-Verify services.

I-9 Management: E-Verify Training Certification

Training Details

- The in-application training consists of four modules with an estimated total completion time of 30-40 minutes for all modules.
- To obtain certification and maintain access to E-Verify, users must complete all four modules and achieve a score of 70% or higher on the final exam by September 26, 2025.
- Navigate to I-9 Management > E-Verify Training in the left navigation menu.



I-9 Management: E-Verify Training Certification

Training Details Cont.

- Once the exam is completed with a score of 70% or higher, you may then exit the course.
- Printing and providing certification is not necessary as we will monitor course completion from an administrator dashboard.
- For any questions on access and training expectations with current and/or new hires moving forward, please contact Employment Operations & Records at ufhr-employment@ufl.edu.

Classification & Compensation

Kenya Williams



UF Bonus Plan Policy

- Designed to comply with Section 1012.978, Florida Statutes; Florida Board of Governors Regulation 9.015; UF Regulation 1.202
 - Allow use of bonuses to enhance employee performance, facilitate the recruitment of highly qualified candidates, and support the retention of valuable employees
- Incentive bonuses for work performance, recruitment, and retention
- Eligible to faculty, TEAMS, and law enforcement officers
 - Employee must be active and in good standing at payout
- Denial rights reserved for the Vice President for Human Resources

UF Bonus Types & Specifics

Work Performance Bonuses

- For outstanding work performance and significant milestones
- Up to 15% of base salary

Recruitment Bonuses

- Signing Bonus Attracts top-tier talent, up to 15% of base salary
- Relocation Bonus Offsets moving costs, up to 10% of base salary

Retention Bonuses

- Offered for competing offers, market disparities, or professional development
- Up to 15% of base salary
- Requests exceeding the threshold requires approval by the VP or designee of the applicable unit, VP for Human Resources, Senior VP and CFO

UF Bonus Plan - Relocation Bonus

- Repurpose Lump Sum Payment Relocation Allowance (LSP/REL) earnings/reason code
- Implement new Bonus Relocation (BNS/REL) earnings/reason code
 - Available only for TEAMS, Faculty, and Law Enforcement employees
- All other relocation assistance requests should be processed through Disbursements with Finance & Accounting

UF Bonus Plan Policy - Repayment

- Repayment of Recruitment & Retention Bonuses
 - Required if employee leaves within 12 months
 - Proportionate repayment calculated based on completed months
- Repayment Formula

- Administrative Roles
 - HR Liaisons track metrics and repayment obligations
 - Clear communication of repayment terms in offer letters/bonus agreements

UF Bonus Plan - Next Steps

- Finalize UF Bonus Plan Policy
 - Create Bonus Plan Approval Request Form
- Prohibit tax gross-up
 - Bonuses are paid as gross amounts
 - Employees are responsible for taxes

Questions? Classification & Compensation – compensation@ufl.edu



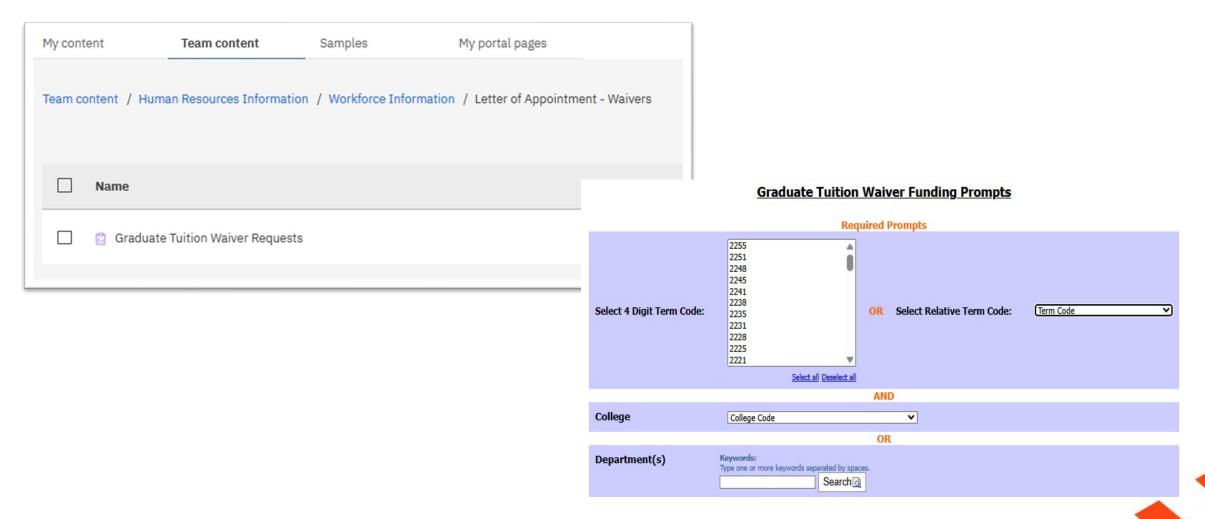
NEW Graduate Tuition Waiver Requests Report

Ensure that waivers are:

- Created for each applicable grad student/fellow
- Free of errors (budget, registration, etc)
- Consistent with UF policies and procedures
- Compliant with sponsor guidelines



Navigation and Prompts



What changed?

- Job Dept
- Total Amount
- Supervisor Name
- Supervisor UFID
- Account Code

- Complete Combo Code Chartfield
 - Dept CF
 - Project ID
 - Cris Code
 - Fund Code
 - Program Code
 - Source of Funds Code
 - Budget Reference
 - Flex Code



Apps to support your well-being

- WeightWatchers
 - Build healthier habits to lose weight
 - Tracking, healthy recipes and more
 - 1,000 employees
- Calm Health
 - Sleep, meditation and clinical programs
 - Available to employee + 5 dependents
 - 5,000 employees





Employees may choose one app to best suit their needs and goals.

UF Community Supported Agriculture Program

- Available to faculty and staff, including graduate assistants, across various counties.
- Select between two farms:
 - Frog Song Organics
 - Siembra Farm
- \$50, \$75 and \$100 discounts available for CSA memberships
- Weekly, family, and individual CSAs are available for the fall and spring semester, with registrations currently ongoing.



Fall fitness classes

Streamed Classes

15 minutes at noon each day

Mondays: JumpStart

Tuesdays: Relax

Wednesdays: Build Thursdays: Unwind

Fridaya. Alian

Fridays: Align

Gentle Yoga for Health

Shands Arts in Medicine Wednesdays, 4:15 – 5:30 p.m. via Zoom

RecSports YouTube videos

In-Person Fitness Classes

Yoga: 12:15 – 1 p.m.

Tuesdays: Ustler Hall Atrium

Classes start Sept. 2

Cycling: 5:30 – 6:15 p.m.

Thursdays: Student Rec &

Fitness Center

Classes start Sept. 4

Zumba: 5:30 – 6:15 p.m.

Tuesdays & Thursdays

UF Health Professional Park



UF Employee Assistance Program

- Request up to six (6) free visits per person, per event, per calendar year.
- Available to all faculty, staff, graduate assistants, non-student OPS, house staff/residents and postdoc associates, as well as their spouses or domestic partners. Individuals must be present within the State of Florida.
- Three on-campus therapists are available to meet in person or via telehealth.
- Individual, department and manager resources available on the EAP website.



Massiel Snow, Psy.D. Licensed Psychologist



Devin Shorey, M.Ed., Ed.S., LMHC, LMFT Licensed Mental Health Counselor



Allison Rider, MA Registered Mental Health Counselor

Department presentations

Well at UF

- 45 minutes long, including Q&A.
- Provides an overview of wellness programs, including the EAP.

Employee Assistance Program

- Presentation can be customized depending on department needs.
- Up to an hour, including Q&A.

Introduction to Mindfulness for Departments

- Myths and realities of mindfulness and how to incorporate it into your daily routine.
- One-hour introductory session. Departments can add up to four supplementary 45-minute sessions.

To schedule a presentation: https://eap.ufl.edu/outreach/

Explore more presentations through GatorCare: https://gatorcare.org/wellness/wellness-programs/book-a-workshop/

Questions?

UF EEP & Florida's Government Productivity Awards

Verlissa Ford





UF 2025 Nomination Cycle Open Now – Aug 13 5PM!

Nomination Criteria: Achievements in process improvement, technology integration, and creative problem-solving **Nomination Eligibility:** Full-time and OPS employees, staff and faculty, as well as teams of up to ten members **Awards:** Plagues and \$2500 cash awards

UF nomination details can be found here:

https://hr.ufl.edu/professional-development/employee-awards/florida-government-productivity-awards/

Employee Education Program (EEP)

Provides a professional and personal development opportunity that enables fulltime (1.0 FTE) UF staff and faculty, employed at least (6) months, to receive:

- Tuition assistance for up to (6) eligible credits per semester term
- Florida public university (or college, if TEAMS) closest to their work location
- Must be admitted to the EEP eligible institution as a degree or non-degree seeking student

Accepting Fall Applications Now!

https://hr.ufl.edu/professional-development/eep/

Application & Director Approval Deadlines UF EEP Fall Semester – 5PM, August 13

Questions? EEP website or Contact - eep@admin.ufl.edu or 352-273-0149



2025 HR & Business Professionals Conference: Behind the Scenes, Beyond Expectations

Date: Thursday, September 11, 2025 from 8:00 AM - 5:00 PM

Location: Santa Fe College Charles L. Blount Center

(530 W. University Ave, Gainesville, FL 32601)

For Registration information: <u>ncfshrm.shrm.org</u>
Pricing:

July 1- Sept 9: \$149

At the door: \$175



Speakers & Panelists





Ricky Baez Jr., MHR, SPHR Chief HR Consultant Baezco Learning



Jonathan "JJ" Jarrell,
SHRM-CP, PHR
Senior Employment Law
Consultant
The Krizner Group



Ella Kimbrel
SHRM-SCP, SPHR
Senior Vice President- HR
Harrell's LLC



Ying Zhang

Al and RSE Services Manager
UF Information Technology



Chris Cavaliere
Practical Labor &
Employment Lawyer
Jackson Lewis P.C.

Carmen Burse
Energy & Business Services
Manager
Gainesville Regional Utilities



John Medina President & CEO First Federal Bank



Debbie Johnson
Founder
K9s United



Leroy Williams
Principal
Eastside High School



Joshua Wehinger
Fire Chief
Lake City Fire
Department



