



# UFHR Forum

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August 7, 2024

903 W University Ave. Gainesville, FL 32601-5117  
HR.UFL.EDU | (352) 392-2477

UF

**Human Resources**

# AGENDA

ADA Compliance for Students | Loren Israel

Emergency Management | Kenneth Allen

UF Engaged | Bob Parks

Classification & Compensation | Kenya Williams

Talent Acquisition & Onboarding | John Sun & Christina Digulimio



Training & Organizational Development | Shannon Powell

Employee Education Program | Verlissa Ford

Important Dates







# ADA Compliance for Students

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Loren Israel



**Human Resources**



# **UF Compliance and Ethics (UFCE) Learn over Lunch Series**

## **Topic: Americans with Disabilities Act Compliance (Students)**

Date: Thursday, August 8  
Time: Noon – 12:50pm  
Presenters: Jenna Gonzalez, Director, UF Disability Resource Center  
Platform: Zoom

- Disability Resource Center (DRC) promotes accessibility amongst UF students
- Learn about DRC programs and how DRC promotes ADA compliance throughout UF
- If your (or your colleagues') work involves students, this webinar is for you.

To register for this webinar, click [here](#).

This event will be recorded and available for viewing within a week (or so) of the presentation at:  
<https://compliance.ufl.edu/integrity-toolbox/learn-over-lunch/>.



A child wearing a bright yellow raincoat and floral-patterned rain boots is jumping into a large puddle on a wet street. The child is bent over, and their reflection is clearly visible in the water. The background shows a blurred street scene with trees and a stop sign, suggesting a rainy day in a suburban neighborhood.

# Emergency Management

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Kenneth Allen

UF

Human Resources

# Workplace Preparedness

- Capture departmental successes (what worked well) and areas for improvement (how we can do better) from Debby to update your internal emergency plans and closure checklists
- Short-term/immediate enhancements for this year, and long-term plan updates beyond this hurricane season





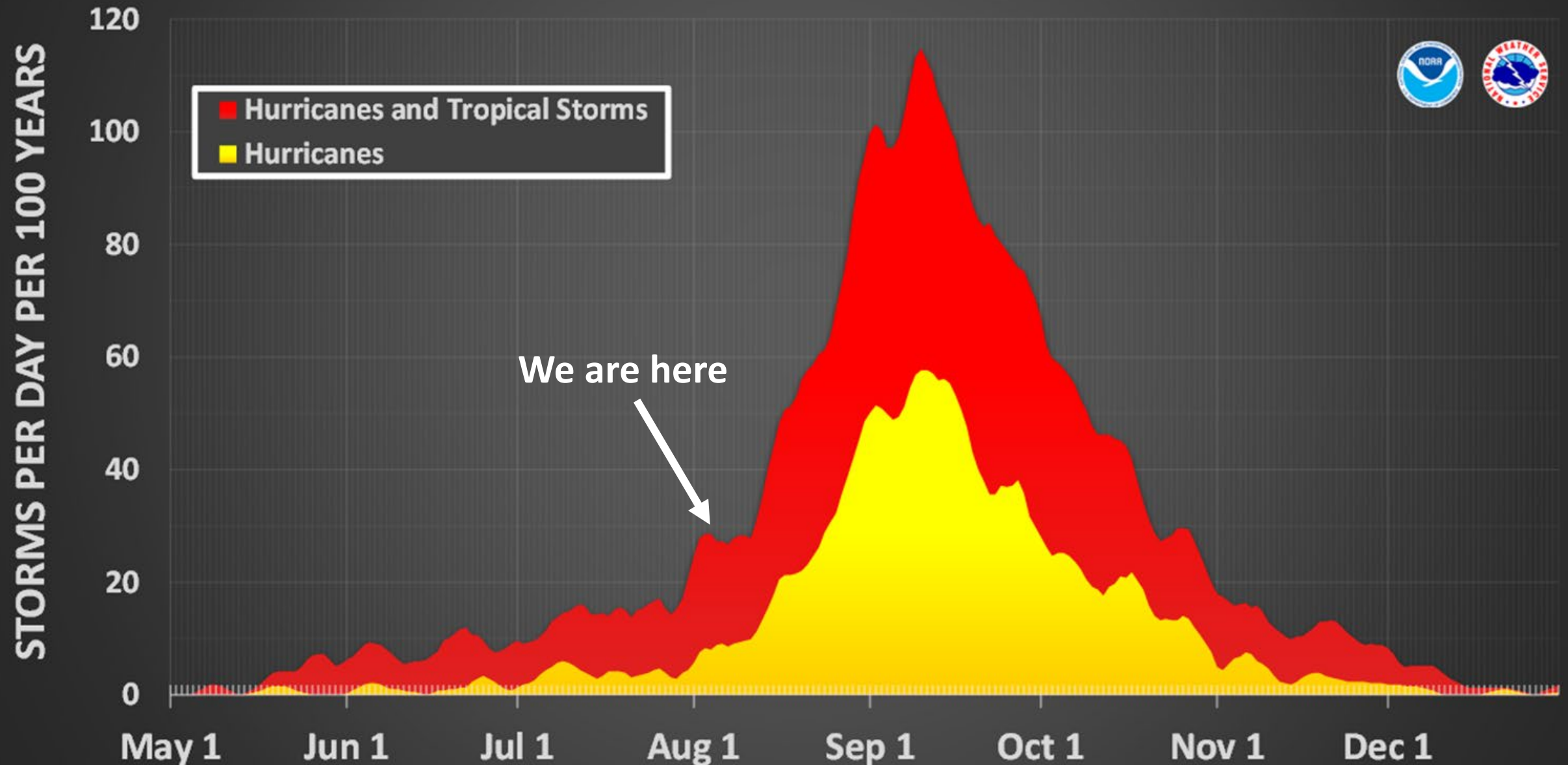
# Essential Employees

- Review departmental essential employees and understanding of their roles/responsibilities
- Essential employees may be needed before and after storms during a university closure



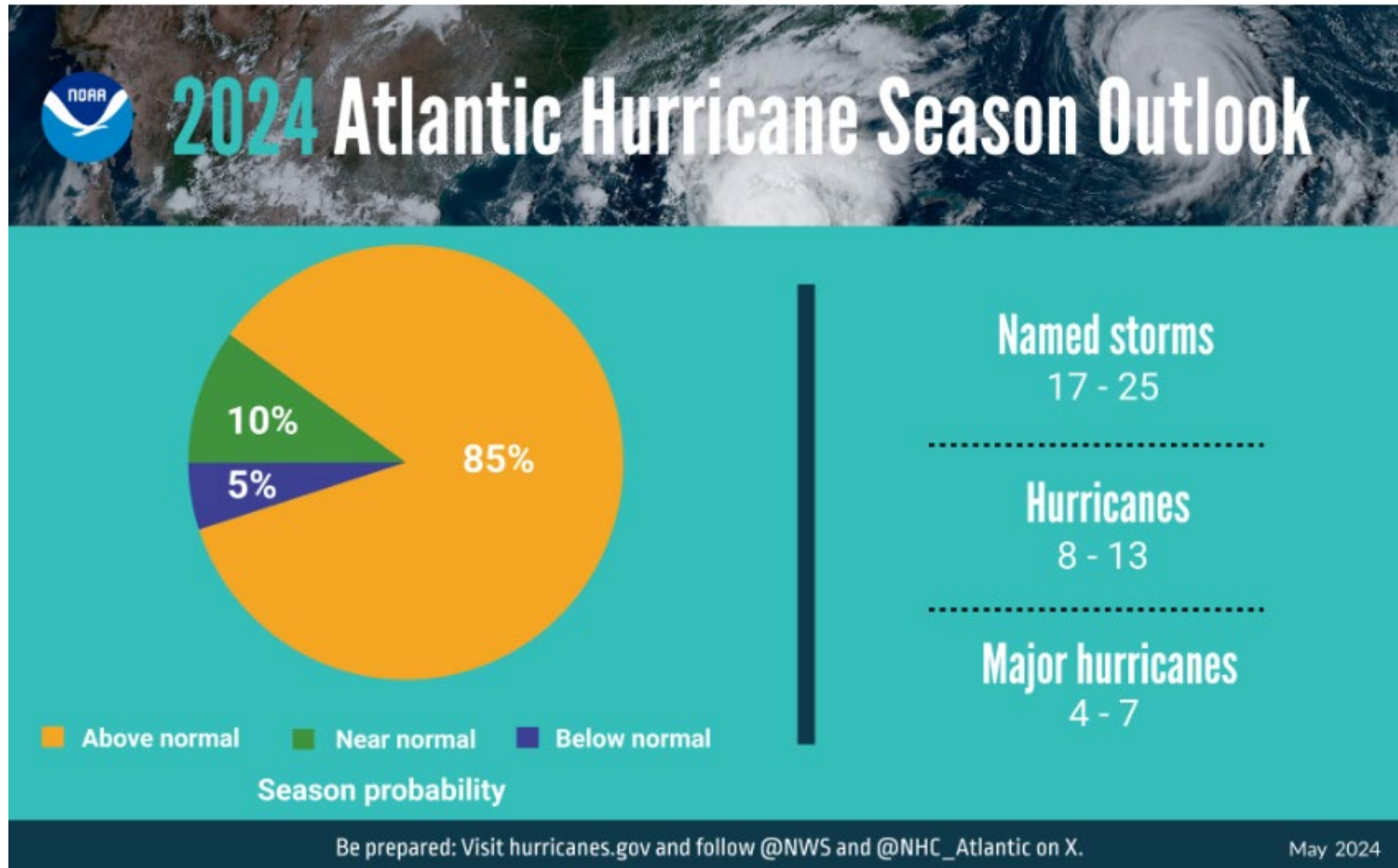
# Atlantic Hurricane and Tropical Storm Activity

Based on Data from 1944 to 2020





# Hurricane Season Outlook

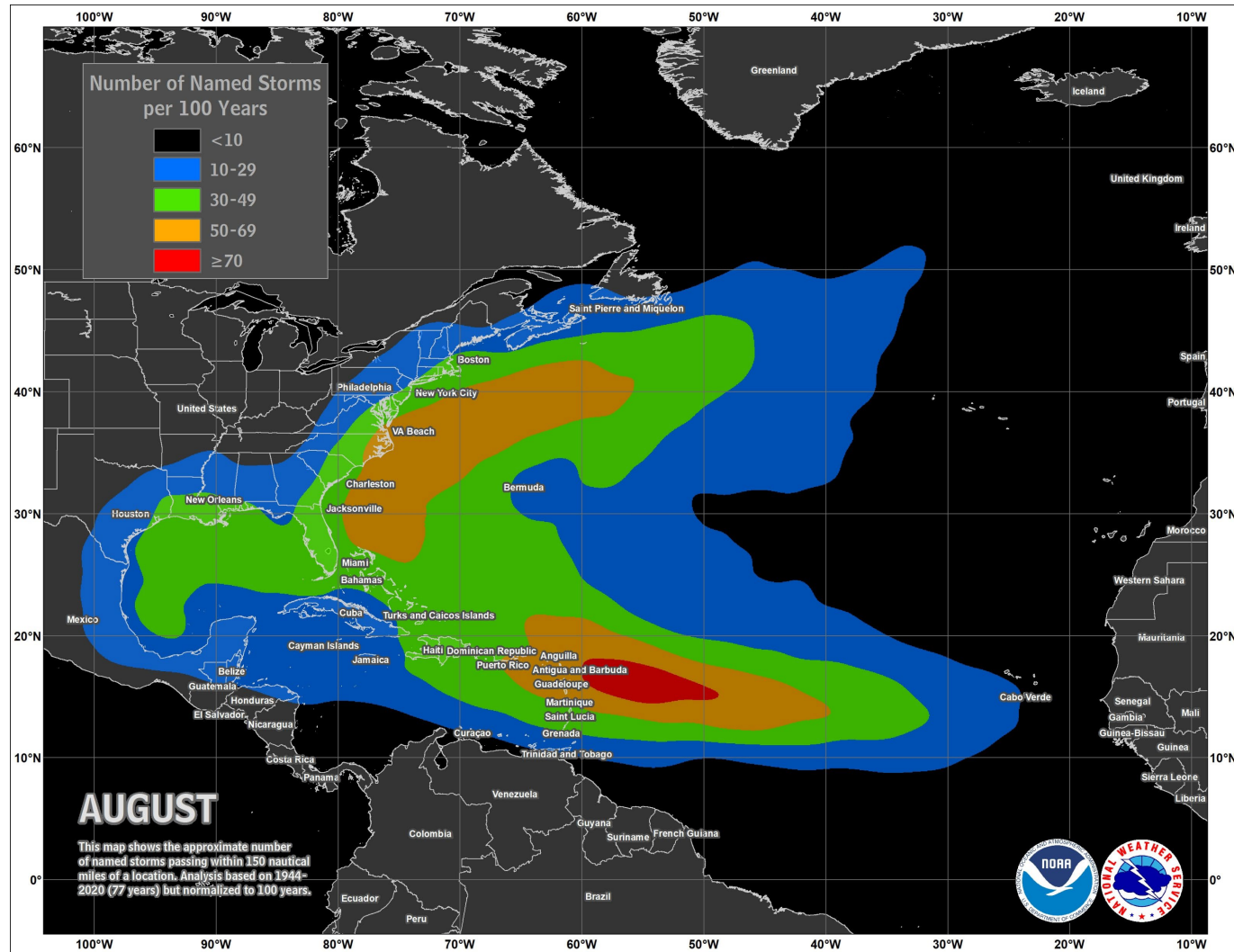


# UF Main Campus Closures Over Last Decade

- 2014 – None
  - 2015 – None
  - 2016 – Hermine, **September 2**  
Matthew, **October 8-9**
  - 2017 – Irma, **September 8-12**
  - 2018 – None
  - 2019 – Dorian, **September 3**
  - 2020 – Eta, **November 12**
  - 2021 – Elsa, July 7
  - 2022 – Ian, **September 28-30**  
Nicole, **November 10**
  - 2023 – Idalia, **August 30**
  - 2024 – Debby, **August 5**
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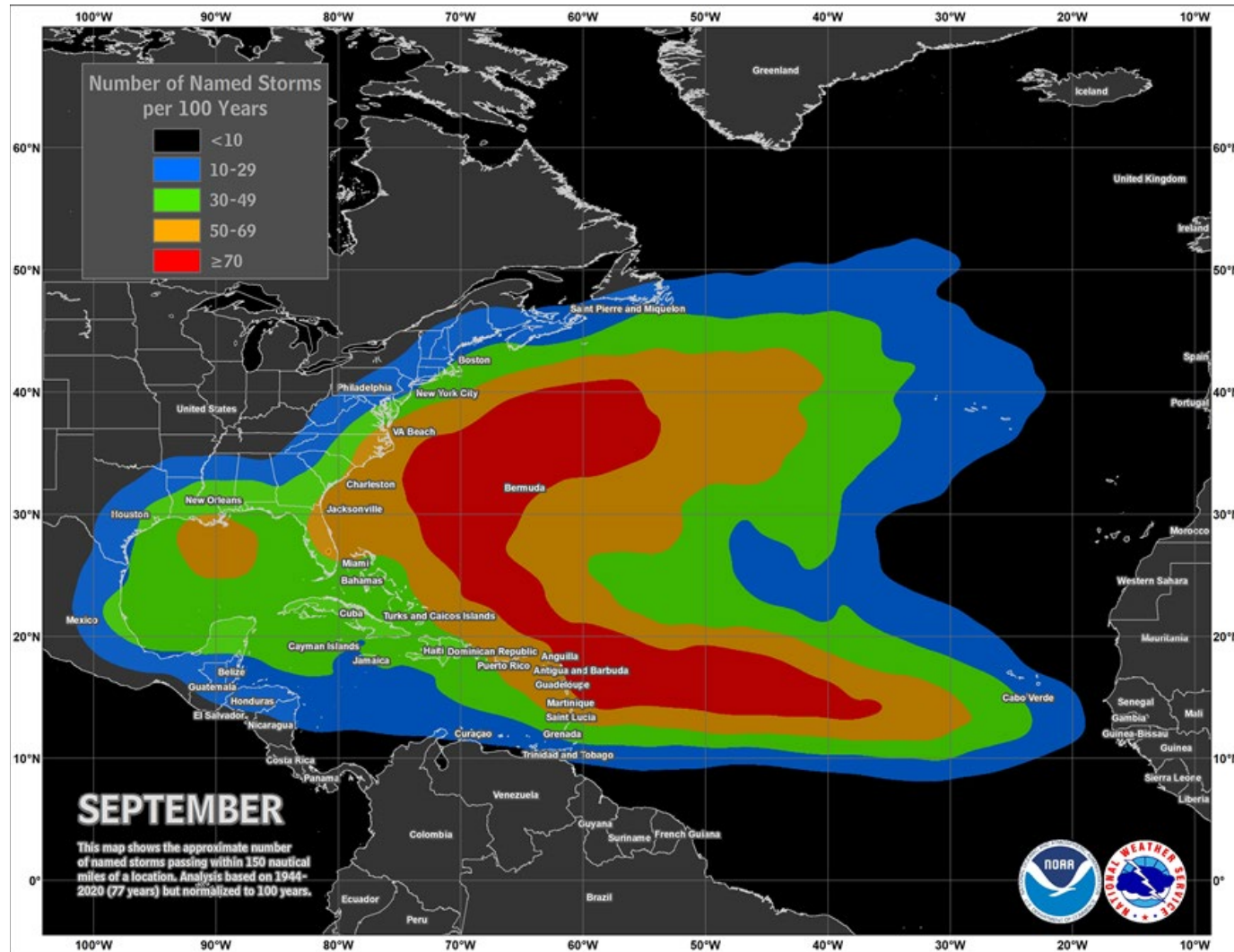


# August Areas of Occurrence



- Average 3-4 storms basis-wide
- Cape Verde season usually begins

# September Areas of Occurrence



- Climatological peak of season
- Average 4-5 storms basis-wide
- Storms can form nearly anywhere
- Long-track Cape Verde storms are more likely



# 2025 Emergency Planning Cohort Invite

- Update or develop internal emergency plan based on templates from UFDEM
- 5-10 colleges and departments, 2-3 staff members each
- Monthly meetings January-December
- 12-month commitment
- Email [emergencymanagement@ufl.edu](mailto:emergencymanagement@ufl.edu) if interested or with questions



# Personal and Family Preparedness



## WATER

Minimum guidance is 1 gallon per day, per person with half for drinking and half for sanitation.

**Tip:** Before the storm, fill large containers (such as clean soda bottles) with water for drinking and cooking, and fill the bathtub for cleaning and flushing.



## SHELF-STABLE FOOD

Store food that does not require refrigeration or preparation such as canned goods or shelf-stable meals.

**Tip:** Have a manual can opener.



## BATTERY-POWERED RADIO

It is important to monitor local media and a battery-powered radio can be used when electrical service is out (some even have cell phone charging attachments).



## FLASHLIGHT

Have a flashlight in case the power goes out and always keep extra batteries in stock.



## BATTERIES

Have extra batteries in order to power your radio, flashlight, and other supplies in the event that the power goes out. Some power outages can last for days, especially after a hurricane.



## FIRST AID SUPPLIES

Check your supply of non-prescription pain relievers, band-aids, antibacterial ointment, insect repellent, sunscreen and other items.



## TOILETRIES

Have extra hygiene items, including feminine hygiene products, hand sanitizer, and toilet paper.



## SPECIALTY ITEMS

Gather prescription medications, infant formula, or any other specific needs you or your family may have.



## IMPORTANT DOCUMENTS

Safeguard copies of key documents, including your insurance policy, driver's license, birth certificate, Social Security card, and passport.



## CASH

Maintain some cash on hand. During power outages, some stores may not be able to accept credit cards, debit cards, or other forms of electronic payment.



## PET CARE ITEMS

If you have pets, store emergency supplies for them as well!



## PORTABLE CHARGER

During power outages, use to charge your phone, tablet, and other portable devices.

- *Have a Plan*
- *Build a Kit*
- *Stay Informed*



# Disaster Preparedness Sales Tax Holiday

## \$10 or less

- Wet dog or cat food if sold individually or the equivalent if sold in a box or case

## \$15 or less

- Manual can openers
- Collapsible or travel-sized food or water bowls for pets
- Cat litter pans
- Pet waste disposal bags
- Hamster or rabbit substrate

## \$20 or less

- Reusable ice
- Leashes, collars, and muzzles for pets
- Pet pads

## \$25 or less

- Cat litter weighing 25 or fewer pounds

## \$40 or less

- Portable self-powered light sources
- Pet beds

## \$50 or less

- Portable self-powered radios, two-way radios, or weather-band radios
- Gas or diesel fuel tanks
- Batteries, including rechargeable batteries, listed sizes only:
  - AA-cell, AAA-cell, C-cell, D-cell, 6-volt, 9-volt

## \$60 or less

- Nonelectric food storage coolers
- Portable power banks

## \$70 or less

- Smoke detectors or smoke alarms
- Fire extinguishers
- Carbon monoxide detectors

## \$100 or less

- Tarpaulins or other flexible waterproof sheeting
- Ground anchor systems
- Portable pet kennels or pet carriers
- Dry dog or cat food weighing 50 or fewer pounds
- Over-the-counter pet medications

## \$3,000 or less

- Portable generators used to provide light or communications or to preserve food in a power outage

June 1-14, 2024

**August 24-September 6, 2024**

Visit [floridarevenue.com/DisasterPrep](https://floridarevenue.com/DisasterPrep)

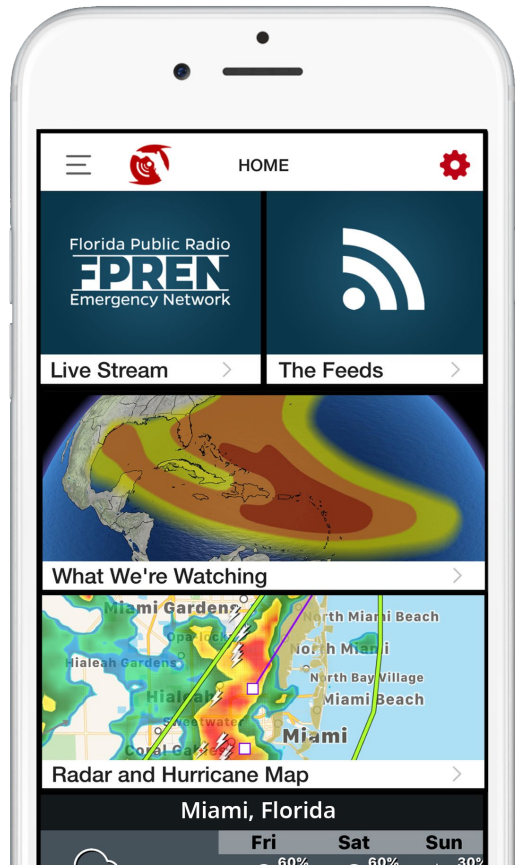


DEPARTMENT OF REVENUE



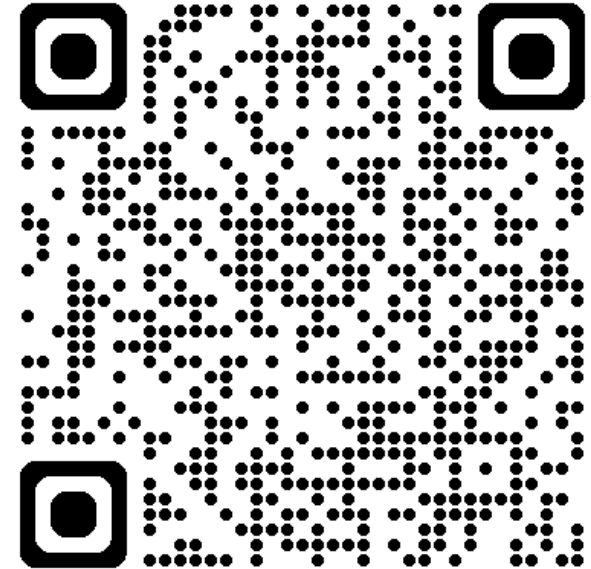
# Florida Storms App from FPREN

<https://floridastorms.org/download>



## It's more than a map.

- Warnings from the National Weather Service
- Advisories from the National Hurricane Center
- Lightning and strong storm alerts
- Evacuation zones, routes and open shelters
- Information from local emergency managers
- News and traffic information for your location
- Forecast perspective from certified meteorologists
- Preseason checklists and risk assessment
- Storm survival tips and recovery resources





# UF Engaged

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Bob Parks



Human Resources

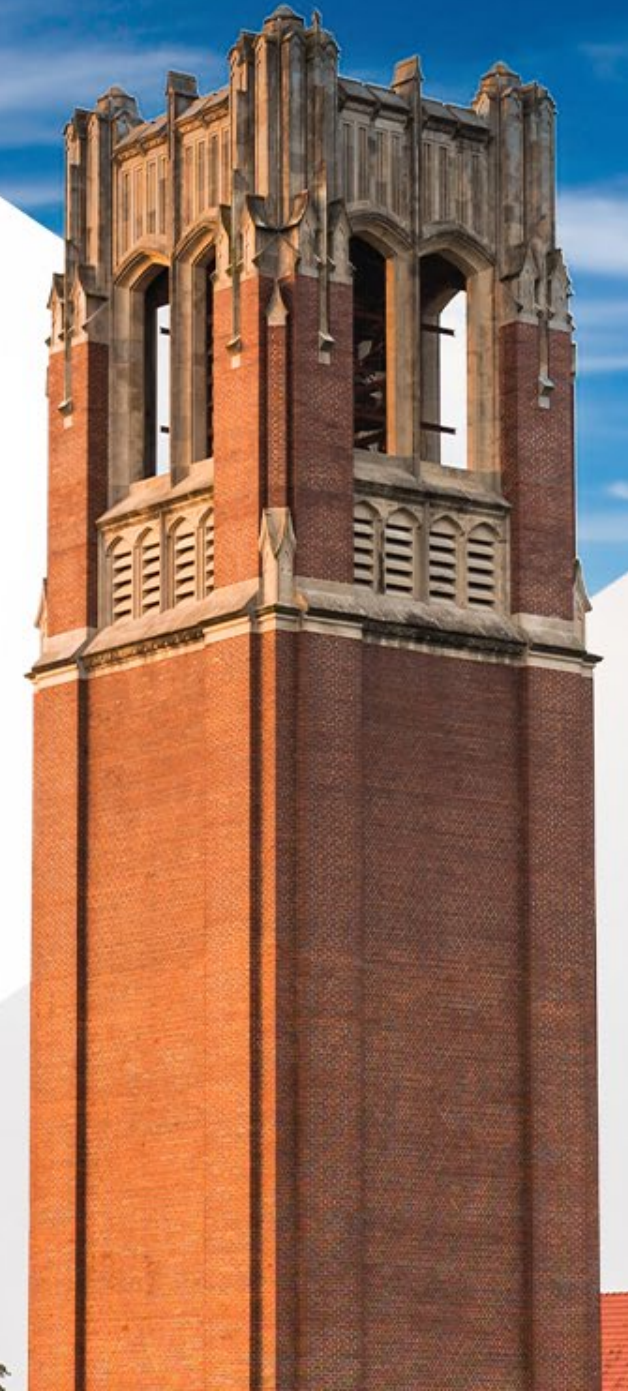


**Human Resources**

# UF Engaged

Upcoming changes

903 W University Ave. Gainesville, FL 32601-5117  
HR.UFL.EDU | (352) 392-2477





# Current progress

- The updated UF Engaged form is scheduled to launch on September 3.
- UF Engaged Check-ins will take place twice a year:
  - Fall: Sept. 1 to Oct. 31
  - Spring: March 1 to April 30
- UF Engaged supervisor and employee emails have been updated.
  - Supervisors will receive an email on Sept. 3 with the names of all the employees they manage prompting them to complete an evaluation. A reminder email will go out seven days before Oct. 31.
  - Employees will receive an email notification on Sept. 3 with the UF Engaged deadline.

# Current progress

- The revised form has three sections:
  - Document progress, strengths, events and accomplishments.
  - Specific performance opportunities
    - Indicate areas where good performance can be elevated
    - Indicate areas, if any, where improvement is needed to meet expectations. Provide a plan of action if desired or appropriate.
  - Identify goals, areas for skill development, and/or career/growth opportunities.
- The UF Engaged toolkit on the HR website was updated with new resources.



# Upcoming forums

- UF employees are encouraged to attend two open forums where we will provide an overview of upcoming changes and answer questions.
  - Aug. 27, 11 - 11:30 a.m.
  - Sept. 11, 1 - 1:30 p.m.
- Registration links and more information will go out through the Aug. 19 UF at Work issue.

# UF Engaged Reminders

- Probationary check-ins, both at three and six months, will continue based on the employee's hire date and may be extended as needed beyond the additional six-month period with additional quarterly check-ins issued until the probationary period is satisfactorily completed or the employee separates.
- Special Performance Improvement Plans (SPIP) will continue to be an option as an off-cycle review when someone is off track in terms of performance. Contact Employee Relations with any questions.



# Important Considerations

- UF Engaged check-ins are essential for supervisors to provide feedback, discuss professional development, and support career growth, thereby boosting employee performance, engagement, and retention.
- Supervisors are expected to complete a check-in with each employee during the designated timeframe.
- UFIT and UFHR are working together to create tools to improve tracking of “in progress” and “completed” check-ins in real time.

# Questions?





# Classification & Compensation

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Kenya Williams



UF

Human Resources



# UF Staff Salary Structure

- As part of UFHR's strategic commitment to create a culture of care, opportunity and excellence for all, our team reviews the staff salary structure and market information annually to ensure the structure aligns with current market condition
- Based on this review, a 2% adjustment to the overall structure was applied and 7% discount to jobs predominantly in Gainesville removed effective as of **July 1, 2024**
  - Allows structure to remain relevant over time
  - Reduces need for significant changes in the future
- As expected, these changes resulted in some jobs being regraded

[UF StaffSalaryStructure Jul 2024.pdf](#)



# Additional Pay Code Update

- In December 2022, the Board of Trustees (BOT) approved UF regulation 1.202 University Bonus Plans
- The bonus regulation includes three bonus plans
  - Work Performance
  - Recruitment
  - Retention
- To ensure bonuses are accurately reported to the UF BOT
  - Lump Sum Payment – Relocation Allowance (LSP/REL) earnings/reason code has been repurposed to Bonus – Recruitment (BNS/REC) earnings/reason code
  - Process payments as BNS/REC instead of LSP/REL



# Administrative Supplements Policy


- Implemented as of **July 1, 2024**, this policy aims to integrate administrative payments into an employee's base salary
  - Ensuring wages are appropriately reported for retirement purposes in compliance with FRS guidelines
  - Promote transparency, consistency, and fairness in compensation practices
- Payments no longer processed as additional payments

[UF Admin Supplements Policy July 2024.pdf](#)





# Changes to the FLSA

- On April 23, 2024, the Department of Labor (DOL) announced the final rule to amend the Fair Labor Standards Act (FLSA)
  - Effective as of **July 1, 2024**, the minimum salary threshold increased from \$35,568 (\$684 per week) to \$43,888 (\$844 per week)
    - Final rule does not make any changes to the job duties test
  - Large groups of employees will not be impacted as they are not subject to the minimum salary threshold
    - Graduate Assistants
    - Faculty
    - Doctors, including residents, who practice medicine
    - Lawyers who are engaged in practicing law
- 

# Changes to the FLSA

- Additionally, on **January 1, 2025**, the final rule will increase the minimum salary threshold to \$58,656 (\$1,128 per week)
  - Adds a mechanism to update the salary level every three (3) years with the first update being July 1, 2027
- As in 2016, there is a broad expectation that the changes will encounter legal obstacles
- We will continue monitoring and evaluating the current proposal and work with campus stakeholders

Questions? Classification & Compensation - [compensation@ufl.edu](mailto:compensation@ufl.edu)



# Talent Acquisition & Onboarding

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John Sun

Christina Digulimio



**Human Resources**



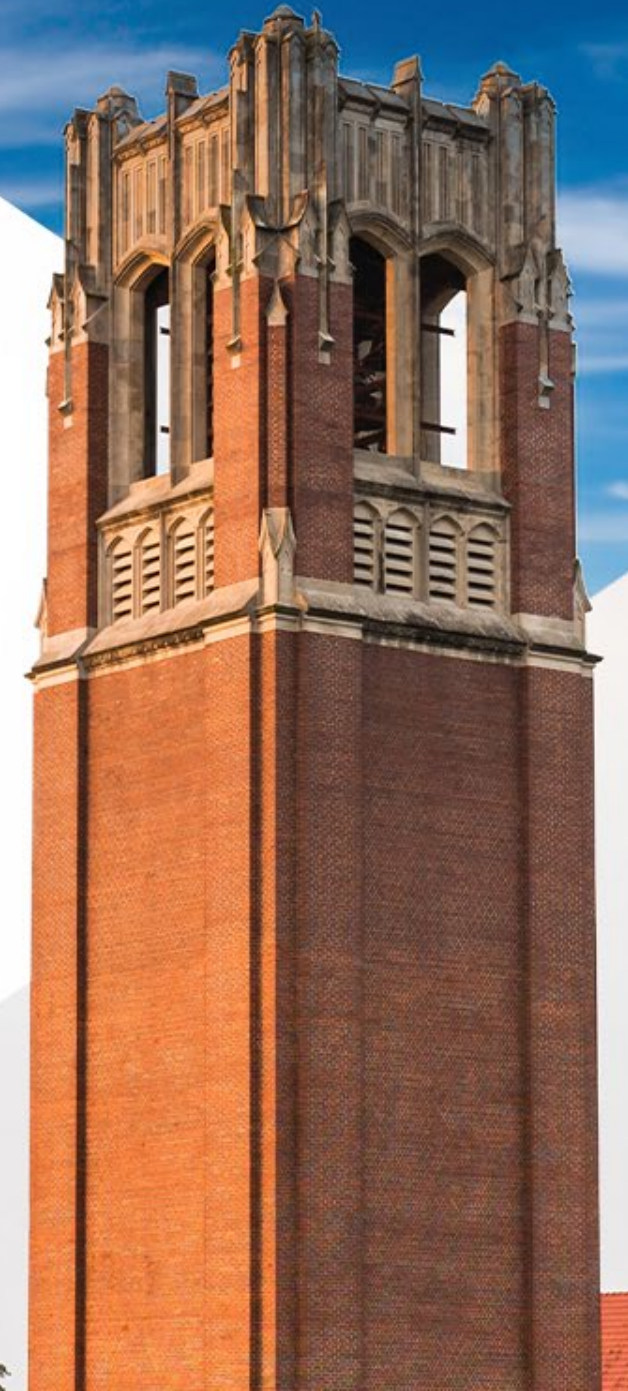




**Human Resources**

# Level 2 Screenings

## Updates and Enhancements



# Process Improvement

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- Create Efficiency
- Enhance the end user experience
- Reduce Cost
- Leverage existing resources
- Create continuity across TA&O programs





# UF Bookings for Background Screenings

## Level 2

Level 2  
20 minutes



Level 2 DCF  
20 minutes



Summer Camp  
20 minutes



Summer Camp (UAA)  
20 minutes



## June 27

< > June 2024

S M T W T F S

8:00 AM

8:20 AM

8:40 AM

1

9:00 AM

9:20 AM

9:40 AM

2      3      4      5      6      7      8

10:00 AM

10:20 AM

10:40 AM

9      10      11      12      13      14      15

11:00 AM

11:20 AM

16 17 18 19 20 21 22

23 24 25 26 27 28 29

30



Hi John S

**Your Booking is confirmed.**

**Bookings details**

Service Name

**Level 2**

With

**@ HR Background Check**

When

**Tuesday, June 25, 2024**

**9:00 AM - 9:20 AM**

(UTC-05:00) Eastern Time (US & Canada)

Location

**University of Florida (903 W University Ave, Gainesville, FL, 32601, United States)**

 [Reschedule](#)

**Additional Information**

Your appointment will take place at the **UF Human Resources Building, 903 West University Avenue, Gainesville, FL 32601.**

Please arrive a few minutes before your appointment time and bring your original identification document (driver's license, state identification card, or passport) to your appointment. If a copy of the "Livescan Request Form" was provide to you, then please be sure to bring a paper copy of the form. You may have to reschedule if an appropriate identification form or both identification document and "Livescan Request Form" are not presented at the time of your appointment.



# UF Bookings for Background Screenings

Upcoming booking for  
John S

Level 2



Tuesday, June 25, 2024  
9:00 AM (20 minutes)



University of Florida (903 W University Ave,  
Gainesville, FL, United States)

Reschedule

Cancel booking

New booking

ⓘ All times are in (UTC-05:00) Eastern Time (US & Canada)

903 W University Ave (903 W University Ave, Gainesville, Florida, United States)  
The Policies and Practices of UF Bookings for Background Screenings apply to the use of your data



Powered by Microsoft Bookings  
© 2023 Microsoft

# Next Steps

- DaySmart/Appointment Plus calendar will no longer be available for appoint scheduling effective August 4<sup>th</sup>
- Appointments for August 5<sup>th</sup> and beyond will be scheduled using MS Bookings.
- A link to the new scheduler is available on the following:
  - Website
    - “What is Level 2 Screening?”
  - Form
    - Level 2 Screening Request Form
    - Background Screening Request Form for Youth Camps and Activities





**Human Resources**

# PageUp and HireRight

Updates and Enhancements



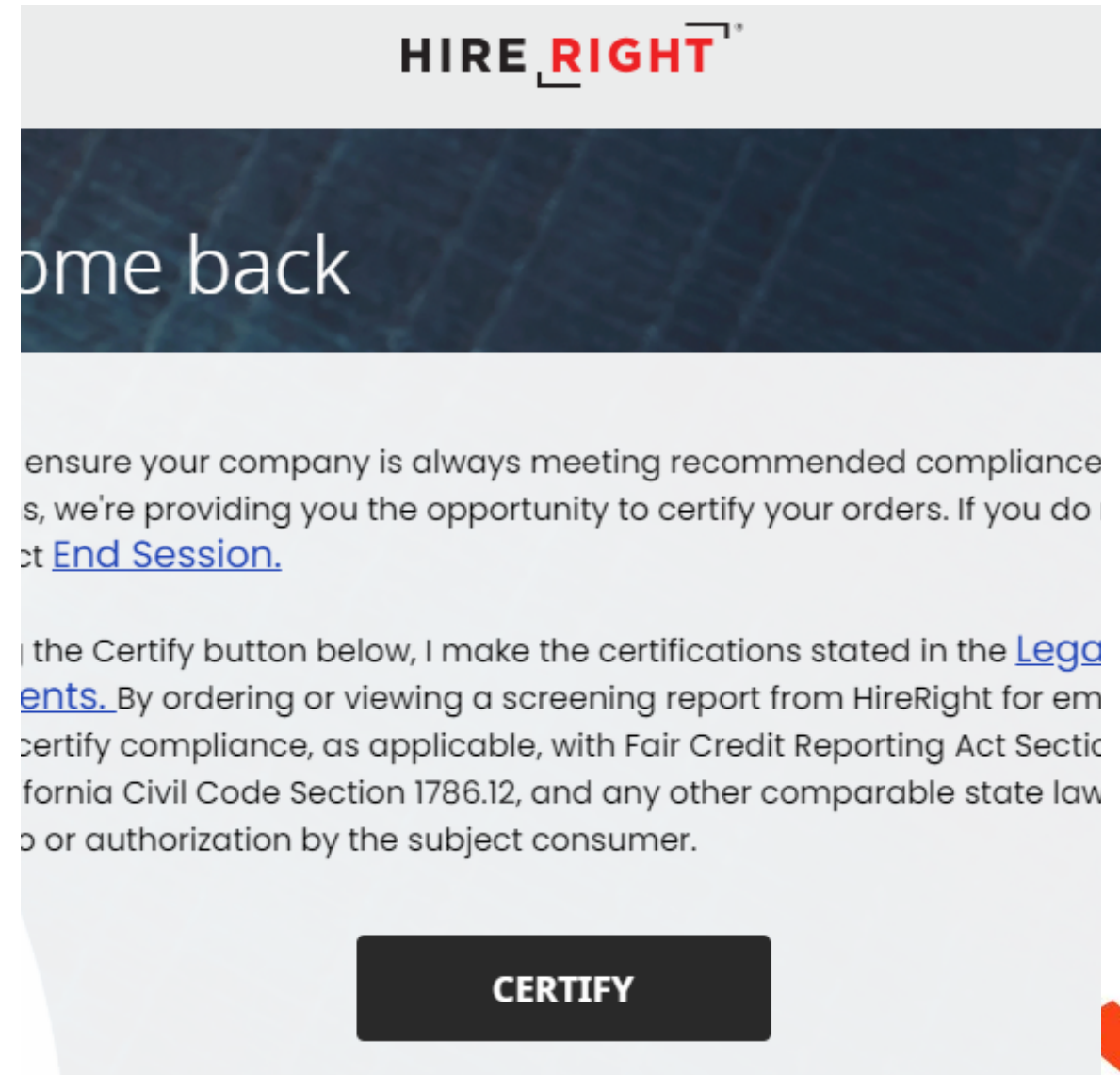
# Background Screening Update in PageUp

- Effective August 12, PageUp will implement a minor update to support their effort in complying with the Fair Crediting Reporting Act (FCRA).
- Users will experience this update when initiating a background check packet in PageUp.

The screenshot displays the 'Background checks' section of the PageUp interface. At the top, there is a search bar labeled 'Background check:\*' containing the text 'HireRight Test'. Below the search bar, a dropdown menu shows 'HireRight Test' as a selected option. A yellow highlighted box contains the text: 'By selecting the Move Now button, we make the certifications described in [https://ows01.hireright.com/legal\\_requirements.html](https://ows01.hireright.com/legal_requirements.html).' Below this, there is a section for 'Email: Applicant:' with radio buttons for 'Yes' (selected) and 'No'. The 'From:\*' field is populated with 'puadmin'. The 'Subject:\*' field is empty. The 'Message:' field is also empty. A rich text editor toolbar is visible below the message field, including buttons for bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, table, and code. A 'Merge fields' link is located to the right of the message field. At the bottom of the form, there are two buttons: 'Move now' and 'Cancel'.

# Background Screening Update in PageUp

- Support PageUp's and HireRight's effort in complying with the Fair Credit Reporting Act (FCRA).
- No additional action is needed. Proceed as normal.
- This is the same statement found on the page where you select "Certify" when accessing the HireRight portal.



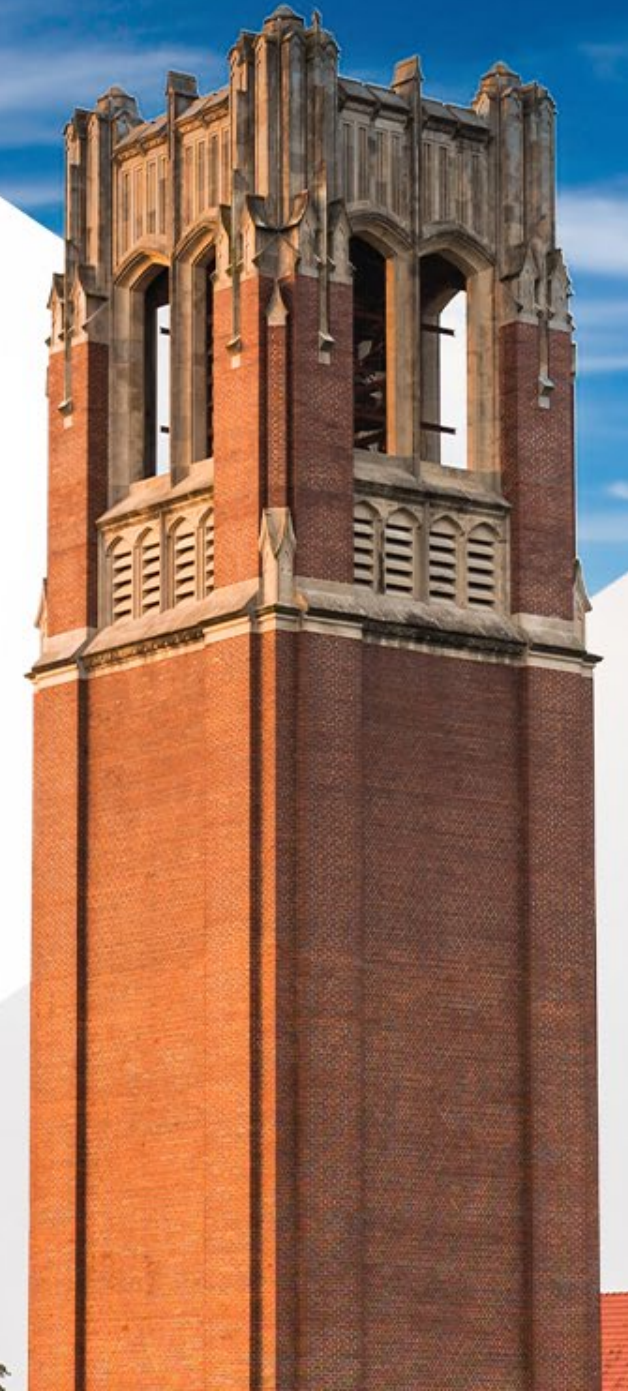




**Human Resources**

# Countries of Concern

Screening Support for Employment



Effective August 19, departments will be able to use PageUp when screening the domicile address for candidates in accordance with Florida statute.



- When domicile status is unclear, prior to interviewing a candidate, initiate screening in PageUp by changing their applicant status to “Countries of Concern – Initiate”.
- This will generate a questionnaire to the candidate requesting response to one question. Once the candidate responds, the status will automatically update to “Countries of Concern – Complete for Dept Review”
- Departments will receive a system notification and either proceed with the interview or move to applicant status “Ineligible (CoC)”.

Check one of the following three boxes:\*

- ☐ I attest that I am not domiciled in China, Russia, Iran, North Korea, Cuba, Venezuela or Syria. OR
- ☐ I attest that I am domiciled in China, Russia, Iran, North Korea, Cuba, Venezuela or Syria and: (1) I am a US citizen/US permanent resident, and I will not be domiciled in any of the above seven countries during or after my employment with the University of Florida (UF); or (2) I am entering the US on a visa with a pathway to citizenship, I am seeking US citizenship/US permanent residency, and I will not be domiciled in any of the above seven countries during or after my employment with UF.
- ☐ The two options above do not apply to me.





The Domicile Questionnaire can be found in the following direct hire/courtesy appointment processes:

- Screening for Countries of Concern for Direct Hires and Courtesy Appointments
- Screening for Researcher/Research Support and Countries of Concern for Direct Hires
- Screening for Researcher/Research Support and Countries of Concern for Courtesy Appointment

Links to these processes can be found on the UF HR Hiring Website <https://admin.hr.ufl.edu/hiring/>

The Domicile question has been added to the Researcher/Research Support supplemental forms and CoreHR and RISC will continue to review those forms.



**For additional support with PageUp functionalities  
when screening countries of concern:**

**Talent Acquisition and Onboarding  
[talent@hr.ufl.edu](mailto:talent@hr.ufl.edu)**





**Human Resources**

# PageUp AI-Assisted

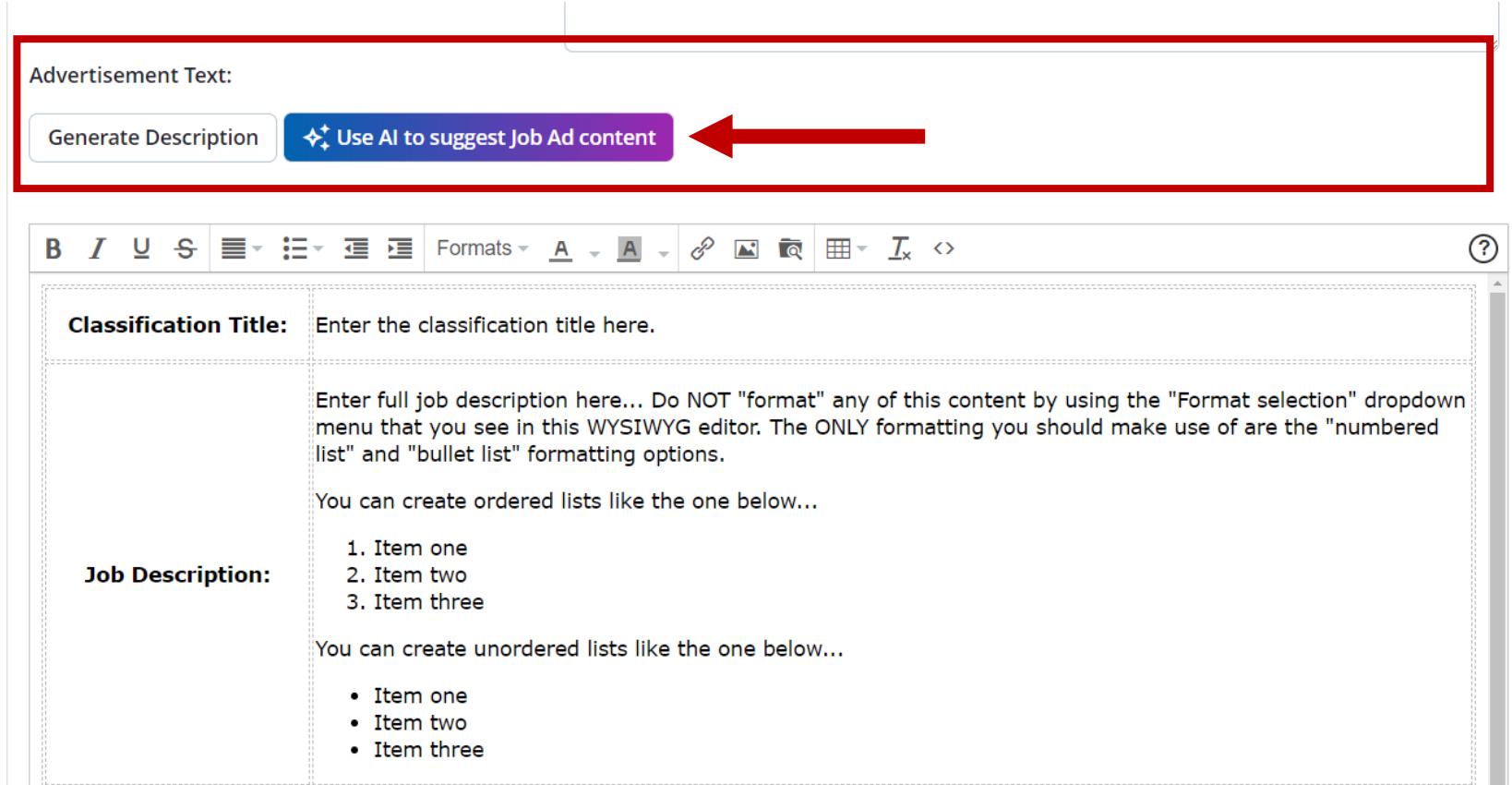
Job Posting Language



# PageUp AI-Assisted Job Ad Content

Effective **August 16th** departments will be able to use Generative AI in PageUp to enhancements job ads.

This will assist hiring managers with communicating what is required to be successful in a role while improving the advertising content and structure of the ad in a way that attracts the right candidates.



Advertisement Text:

Generate Description [Use AI to suggest Job Ad content](#)

**Classification Title:** Enter the classification title here.

**Job Description:** Enter full job description here... Do NOT "format" any of this content by using the "Format selection" dropdown menu that you see in this WYSIWYG editor. The ONLY formatting you should make use of are the "numbered list" and "bullet list" formatting options.

You can create ordered lists like the one below...

1. Item one
2. Item two
3. Item three

You can create unordered lists like the one below...

- Item one
- Item two
- Item three

# PageUp AI-Assisted Job Ad Content

- The AI-Assisted Job Ad Generator takes data points from the Job Requisition to provide suggested content.
- Users can then further prompt the AI to improve the initial draft, for example:
  - Change the tone of the job ad content
  - Include other contextual information
  - Improve sections of a pasted position description to make it sound appealing
  - Summarize or improve existing job template content.

## Here's an initial prompt that we made for you

"Write a job ad that references details in the Job Card including Title, Description and Location."



We are seeking an experienced and highly skilled Senior Software Developer to join our dynamic and innovative team. The ideal candidate will have a strong background in software development, a passion for technology, and a proven track record of delivering high-quality software solutions. As a Senior Software Developer, you will play a key role in designing, implementing, and maintaining complex software systems that meet the needs of our organization and its clients.

### Responsibilities

#### Software Development:

- Lead the design and development of robust, scalable, and efficient software solutions.
- Collaborate with cross-functional teams to gather and analyze requirements, and translate them into technical specifications.
- Write clean, maintainable, and well-documented code using best practices.

#### Technical Leadership:

- Provide technical expertise and guidance to junior developers and other team members.
- Mentor and coach team members, fostering a culture of continuous learning and improvement.
- Stay abreast of industry trends, emerging technologies, and best practices to ensure the team remains innovative and competitive.
- Architecture and Design:
  - Contribute to architectural decisions and ensure that software solutions align

Change the tone into casual please

Copy text

Use this text

Regenerate suggestion

Support



# PageUp AI- Assisted Job Ad Content

- You can "Use AI to suggest job ad content" or ignore it and write your own Job ad with no AI input.
- Once suggested content is generated, you **MUST** review the accuracy and quality of the content.
- You can choose to copy/paste part or all of the content or send a further prompt to the AI to generate another response. Once you're happy, click "Copy Text" to insert it into the "Advertising Text".

### Advertisement

Do you wish to advertise over multiple levels?: ☐ Yes ☒ No

Please confirm the levels over which to advertise (eg, Level A/B or HEW 6/7):

Give reasons for advertising over multiple levels:

Re-advertised: ☐ Yes ☒ No

Primary location:\*

Advertising timeframe (eg, 1 week or 2 weeks):

Text to appear in Job Ad:

Generate description
Use AI to suggest job ad content

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**B I U S** [List Icon] [Table Icon] Formats - [Font Color Icon] [Background Color Icon] [Link Icon] [Image Icon] [Video Icon] [Grid Icon] [Indent Icon] [Outdent Icon]



We're on the lookout for a skilled and experienced Senior Software Developer to join our lively and innovative team. The perfect fit would be someone who's passionate about tech, has a knack for software development, and a solid track record of delivering top-notch solutions. As a Senior Software Developer, you'll be right at the heart of designing, building, and maintaining complex software systems that cater to both our organization and our clients.

**Responsibilities**

**Software Development:**


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### SELECTION COMMITTEE DETAILS

Panel Chair:     
No user selected.

Panel members:

Add Panel member

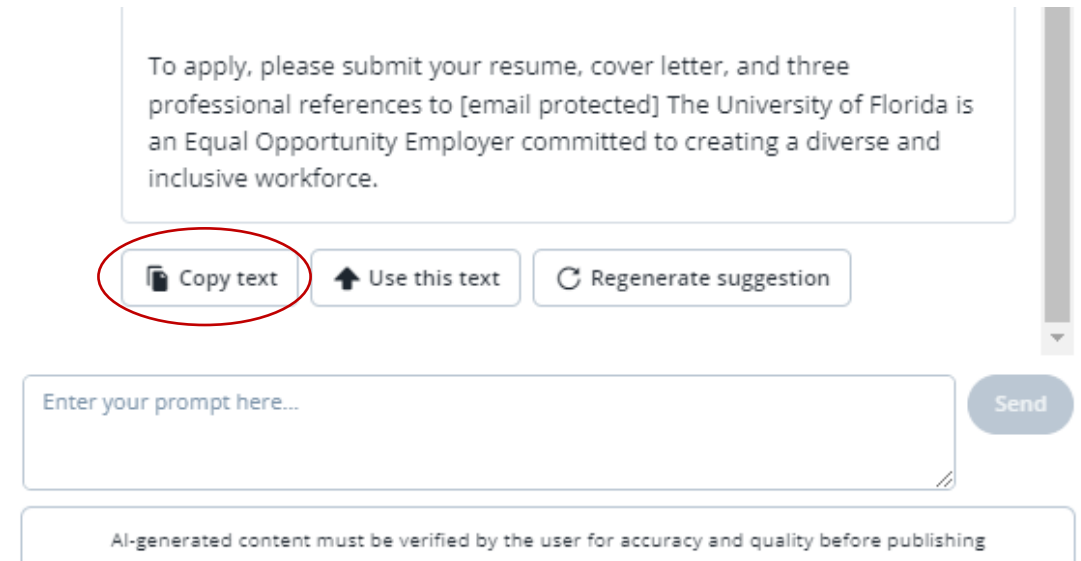
Recipient 

No Panel member selected.




Panel member information:


# Best Practices for Using the PageUp AI-Assisted Job Ad Content

- Consider your prompt
- Do not click the “Use this text” button
- Use the “Copy text” button or copy and paste sections manually
- Always review AI generated content for accuracy, quality and alignment with the scope of the role before posting.



To apply, please submit your resume, cover letter, and three professional references to [email protected] The University of Florida is an Equal Opportunity Employer committed to creating a diverse and inclusive workforce.

 Copy text    Use this text    Regenerate suggestion

Enter your prompt here... 

AI-generated content must be verified by the user for accuracy and quality before publishing

For additional support contact:  
Talent Acquisition and Onboarding  
[talent@hr.ufl.edu](mailto:talent@hr.ufl.edu)



# Training & Organizational Development

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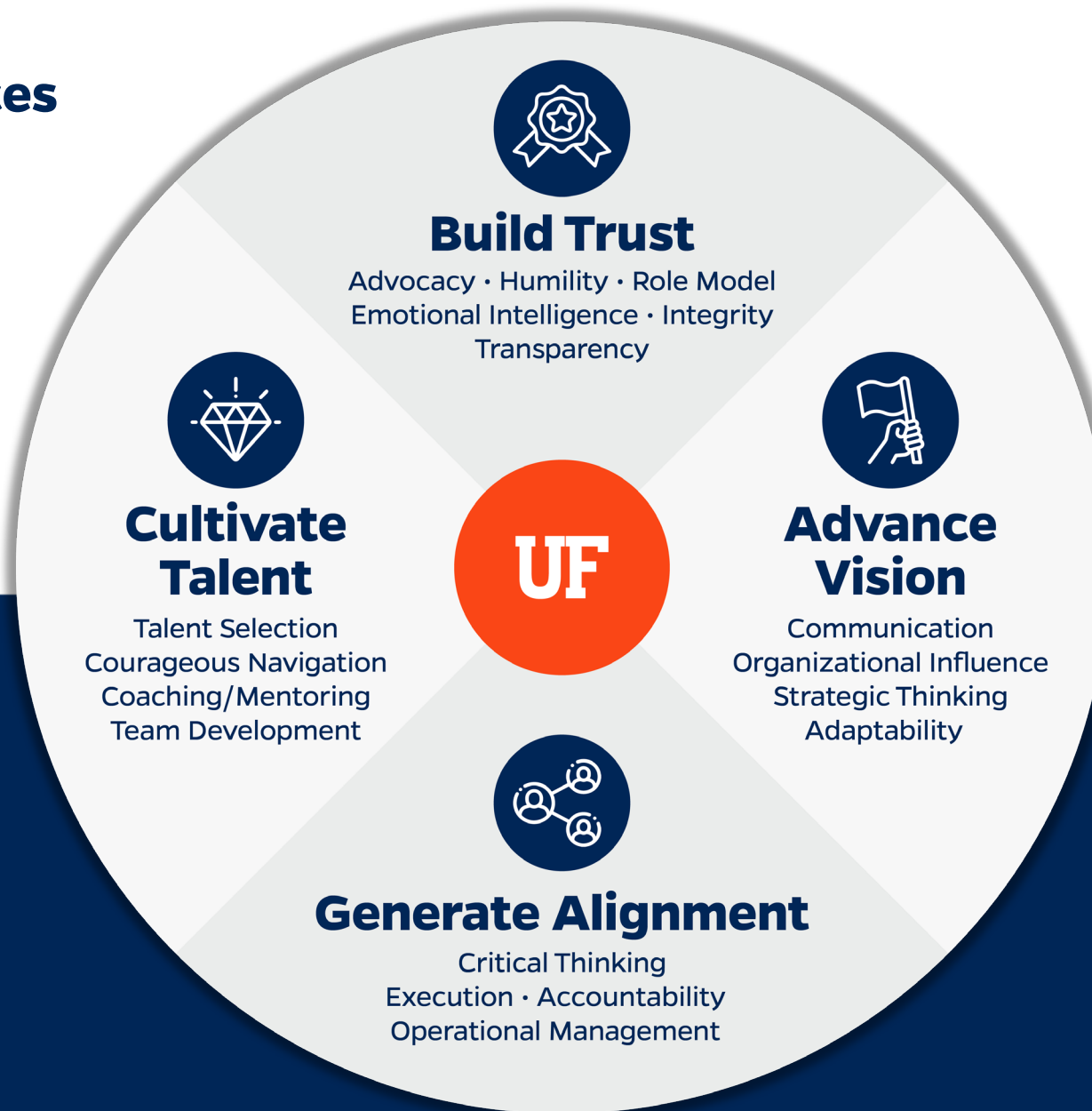
Shannon Powell



**Human Resources**



# Leadership Competency Model





# Managing at UF

## NEW COURSE!

### The Coaching Compass

*Replacing Power of Feedback and Coaching for Success*

## New Course Titles:

*What To Do First When Everything Is Important:  
Planning, Priorities, Delegation is now...*

### » Priorities, Planning, and Delegation

*Cultivating Judgment: Critical Thinking Skills for  
Complex Work Environments is now...*

### » Critical Thinking

*\*Effective September 1<sup>st</sup>, 2024*



## New Course Requirement:

The Art of Difficult  
Conversations

*(previously an elective)*



## New Elective Offerings:

**PRO302**

The Color of Money

**TRV030**

Multitasking Mirage

# Training Calendar

Fall Classes are available now!  
Register Today!



# FERPA Course Update



## ONE FERPA COURSE FOR ALL:

**PRV802**

FERPA Training

*(all employees: faculty & staff)*



## RETIRING:

**PRV803**

FERPA for Faculty

## OUR ASK:

Update your onboarding documents, etc.

## REVAMPED!

*MORE ENGAGING, STREAMLINED & MODERN*



## Take Less Frequently

*Every 2 years instead of annually; New expiration dates were manually updated using PRV802 & PRV803 completion data, so no need to retake until new due date approaches*

## Shorter with Relevant Content



*20-minute course with content specific to both faculty and staff*

# GBAS Certification

The GBAS Certification window is open for 2024 Applications!

1 Have you met the basic requirements?

2 Have you effectively used a variety of components offered by the GBAS program to the benefit of your unit, department, and/or college?

**If so, we encourage you to apply!**

For additional information about the application process and requirements, visit our [website](#) or contact [GBAS-HR@ufl.edu](mailto:GBAS-HR@ufl.edu).

Information sessions every Wednesday, 2-2:30pm, now through August 28<sup>th</sup>. Reach out to [GBAS-HR@ufl.edu](mailto:GBAS-HR@ufl.edu) to request a link for a particular date.

Application window **closes August 30<sup>th</sup>**.





# Career Catalyst: Building your Professional Journey at UF

Introducing a new career development webinar series



“Charting Your Career Success,” a 3-part series

Part 1 – *Internal Awareness: Who I AM*

Presented by Audrey Gainey, Director of Talent Acquisition & Onboarding

Focus:



## Self-assessment

Professional milestones  
Personal achievements



## Career Portfolio

Accomplishments  
Skills & experiences



## Your Value

Employer’s perspective

Kicks off  
**Aug. 13 at noon**

*Register by Aug. 9*

**Learn more  
and Register**





# Employee Education Program

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Verlissa Ford

A woman with curly hair, wearing an orange turtleneck, is sitting at a desk and writing in a notebook. She is looking down at her work with a focused expression. The background is slightly blurred, showing a window with greenery outside.

UF

**Human Resources**

# Employee Education Program (EEP)

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 up to (6) eligible credits per semester term.
- Florida public university (or college, if TEAMS) closest to their work location.
- Must be admitted, or have expectation of admission, to their EEP eligible institution (for semester of attendance) as degree or non-degree seeking student.

**Accepting Applications Now!**  
**Application & Director Approval Deadlines**

**UF EEP Fall Semester – 5PM, August 14**

Questions? [EEP](#) or Contact - [eep@admin.ufl.edu](mailto:eep@admin.ufl.edu) or 352-273-0149



A high-angle photograph of a person mowing a green lawn with a yellow lawnmower. The person is wearing a light-colored shirt and dark pants. A large shadow of a person is cast across the lawn from the left. The background shows some green foliage.

# Important Dates

- August 8 • Learn over Lunch: ADA Compliance for Students
- August 9 • Registration Deadline for Career Catalyst (Begins Aug. 13)
- August 9 • Application Deadline for EEP Fall Semester
- August 30 • Application Deadline for GBAS Certification
- September 4 • HR Forum
- October 11 • Benefits & Wellness Fair (9am-2pm)
- October 14-November 1 • Open Enrollment