

Job Description for EFNEP Adult Coordinator

Who Coordinators Are

The position of EFNEP Coordinator can be two different types of County Faculty. The first, EFNEP Adult Coordinator, has Extension Program Assistants to supervise. The second, EFNEP County Faculty, does not have Program Assistants to supervise.

The EFNEP Coordinator is responsible for implementation, management, staff training, and program assessment and evaluation for EFNEP in his or her county. The faculty is responsible for initial and in-service training for paraprofessionals and the management of EFNEP.

Specific Responsibilities—Adult Coordinators

1. Recruit, employ, oversee daily activities and assess performance of paraprofessionals working with EFNEP and handle the routine personnel procedures including applications and interview data, employment papers, time worked cards, travel, leave records, and performance evaluations in cooperation with the County Extension Director.
2. Become familiar with and identify the specific convenient community facilities where the program will be conducted and to schedule work in each setting.
3. Conduct initial and continuous training for program assistants in appropriate and relevant subject matter, using selected instructional materials, program assessment for EFNEP, understanding the audience, objectives, guidelines, supervision, volunteer recruitment, management, and agency cooperation.
4. Conduct nutrition education programs on a regular basis.
5. Oversee daily activities of the EFNEP Program Assistants:
 - a. Observe and evaluate the quality of the PAs' teaching in group meetings.
 - b. Identify areas in which PAs need improvement and provide for these in training programs or individual conferences.
 - c. Evaluate the proficiency with which PAs perform their duties and establish goals for improving performance. Input is received from appropriate county faculty.
 - d. Review family records and interpret food recall and food behavior data to increase PA's awareness of changes made in food consumption practices of families.
 - e. Provide leadership for use of the identified EFNEP curriculum to teach clients.
 - f. Hold regular individual conferences for program management and to assist PAs to coordinate, plan, and review performance.
 - g. Continually reevaluate work environment and potential clients.
 - h. Emphasize having PAs function within guidelines related to roles they may perform; to clearly understand the objectives of the program, and avoid PAs performing service roles.
 - i. Continually work to strengthen program supervision and evaluation.
6. Prepare long-range plans designed to meet program objectives and needs of clientele.
7. Place emphasis on a volunteer program, including recruitment of indigenous volunteers from Adults EFNEP and other phases of the Extension program.
8. Manage the reporting system and provide accurate reports as needed to document the impact of the EFNEP program with families.
9. Operate within the budget and fiscal management guidelines for salaries, travel, and expenses for FNP.
9. Keep the County and District Directs and State EFNEP Coordinator informed on progress of program, program assistants, impact with clients, personnel, and budget problems.
10. Organize within the county's program framework, the Expanded Nutrition Program Advisory Committee and other organized family programming or advisory groups. Involve the program audiences in program planning and evaluation.
11. Become familiar with resource agencies and familiarize other agencies and organizations with the objectives of EFNEP and serve as a resource person to the EFNEP PAs in advising on their services for program families.
12. Plan visibility efforts to communicate the results of EFNEP programs to prospective clientele, cooperating agencies, and county/state governments.

Job Description for EFNEP Youth Coordinator

Who Coordinators Are

The position of EFNEP Coordinator can be two different types of County Faculty. The first works with EFNEP part of the time, but also performs other FCS duties. The second works solely with EFNEP or FNP/EFENP.

The EFNEP Coordinator is responsible for the management, coordination, and supervi-

sion of the 4H phase of the EFNEP program to achieve program objectives. Faculty is responsible for conducting the 4H EFNEP program in identified geographic areas within the county and will plan with County Directors and Program Leaders for the incorporation of EFNEP with the total County Extension Effort.

Specific Responsibilities—4H EFNEP Coordinators

1. Recruit, employ, oversee daily activities and assess performance of paraprofessionals working with 4H EFENP and handle the routine personnel procedures including applications and interview data, employment papers, time worked cards, travel, leave records, and performance evaluations in cooperation with the County Director.
2. Become familiar with and identify the geographic areas where the program will be conducted and identify areas where 4H EFENP PAs will work.
3. Conduct initial and continuous training for program assistants in appropriate and relevant subject matter, program methodology for 4H EFNEP, and understanding the objectives, guidelines, volunteer recruitment and training.
4. Oversee daily activities of the 4H EFNEP Program Assistants:
 - A. Observe and evaluate the quality of the PAs' teaching in group meetings.
 - b. Identify areas in which PAs need improvement and provide for these in training programs or individual conferences.
 - c. Evaluate the proficiency with which PAs perform their duties and establish goals for improving performance. Input is received from appropriate county faculty.
 - d. Provide leadership for the involvement of youth in other 4H programs.
 - e. Continually re-evaluate geographic areas, potential clientele and ration ethnic group composition.
 - f. Emphasize having PAs function within guidelines related to roles they may perform; to clearly understand the objectives of the program, and avoid PAs performing service roles.
 - g. Continually work to strengthen program supervision and evaluation.
6. Hold weekly individual conferences for program management and to assist PAs to coordinate, plan, and evaluate working visits with individual volunteers.
7. Place emphasis on a volunteer program, including recruitment of indigenous volunteers for 4H and Adult EFNEP and other phases of the Extension program.
 - A. Recruit, train, and support volunteer leaders working with 4H EFNEP groups.
 - B. Assist PAs and/or volunteers in getting supplies, securing meeting places, and enrolling youth.
8. Prepare reports as needed to document the impact of the EFNEP program with volunteers and youth.
9. Manage the reporting system and provide accurate reports as needed to document the impact of the EFNEP program with families.
10. Operate within the budget and fiscal management guidelines for salaries, travel, and expenses and maintain accurate records.
11. Keep the County and District Directs and State EFNEP Coordinator informed on progress of program, program assistants, impact with clients, personnel, and budget problems.
12. Secure program representation for the Expanded Nutrition Program Advisory Committee and the 4H Advisory Committee. Involve the program audiences and 4H youth/adult volunteers in program planning and evaluation.
13. Become familiar with resource agencies and familiarize other agencies and organizations with the objectives of EFNEP and serve as a resource person to the EFNEP PAs in advising on their services for program participants.

Job Description for EFNEP County Faculty

Who County Faculty Are

The position of EFNEP County Faculty differs from EFNEP Coordinator because the County Faculty does not have Program Assistants to supervise. The County Faculty is the primary contact with clients, and essentially

does the job of the paraprofessional.

The EFNEP County Faculty is responsible for implementation, management, teaching and program assessment and evaluation for EFNEP in his or her county.

Specific Responsibilities—Adult County Faculty

1. Become familiar with and identify the specific convenient community facilities where the program will be conducted and to schedule work in each setting.
2. Conduct nutrition education programs on a regular basis. Expected caseload is 200 adult clients per 1.0 FTE. Please see the description for EFNEP Adult PAs for more information.
3. Prepare long-range plans designed to meet program objectives and needs of clientele.
4. Place emphasis on a volunteer program, including recruitment of indigenous volunteers from Adults EFNEP and other phases of the Extension program.
5. Manage the reporting system and provide accurate reports as needed to document the impact of the EFNEP program with families.
6. Operate within the budget and fiscal management guidelines for salaries, travel, and expenses for FNP.
7. Keep the County and District Directs and State EFNEP Coordinator informed on progress of program, program assistants, impact with clients, personnel, and budget problems.
8. Organize within the county's program framework, the Expanded Nutrition Program Advisory Committee and other organized family programming or advisory groups. Involve the program audiences in program planning and evaluation.
9. Become familiar with resource agencies and familiarize other agencies and organizations with the objectives of EFNEP.
10. Plan visibility efforts to communicate the results of EFNEP programs to prospective clientele, cooperating agencies, and county/state governments.

Job Description for EFNEP Adult PA

Summary of Responsibilities

As an Extension Program Assistant, you will be taught how to teach nutrition education. Then you will travel to sites and teach low-income audiences about nutrition. You will keep track of who you teach with program reports. You will complete any reports that the program needs to run, including your time card and activity reports. You will help your Coordinator create new nutrition lessons and find people to teach. You will also spend time learning

more about nutrition.

Regular working hours are Monday through Friday 8 am to 5 pm, but sometimes you might need to work evenings or weekends. You are never permitted to work more than 40 hours in one week.

You will have to use your own car for travel, but you will be reimbursed at the state-approved amount for each mile.

Specific Responsibilities—Adult EFNEP Paraprofessional

Program Delivery Teach lesson topics from EFNEP Curricula. Locate, recruit, and organize groups and enrolls homemakers with young children. Uses group teaching as a major delivery method. Works toward increasing the number of participants enrolled.

Conducting Group Classes Locate adequate meeting sites to teach groups the series of EFNEP lessons on a regular basis. Teach the series of EFNEP lessons in six months or less, using 30 minutes to one hour for each group lesson. (Exception: when clientele assemble once a month classes can be extended beyond six-month period.) Lessons should consist of at least ten EFNEP priority topics, and not more than two of the optional topics. Deliver a planned series of lessons within designated time frames. Refine techniques of recruiting and working with homemakers in groups. Maintain continuous participation by a reasonable number of EFNEP clients. Provide for orderly graduation of participants from group after providing a minimum of 10-12 priority lessons.

Caseload PAs are expected to enroll a minimum of 250 participants each year. Graduation rate is expected to be at least 80%.

Training Participate in orientation training, continuous on-the-job training, and self study to: develop and improve knowledge of food and nutrition subject matter, become more proficient in determining client needs, understand various methods of reaching and teaching the clientele, develop proficiency in using the EFNEP teaching materials.

Reporting Understand the specified EFNEP reporting procedures. Maintain accurate records and reports on clients and personnel requirements. Submit reports on time to EFNEP Coordinator. Work with EFNEP Coordinator, agency staff, and co-workers in utilizing records, reports, and other resources to assist in program implementation and in evaluating program impact.

Travel Stay within assigned travel allocation while traveling to assigned teaching and training sites from the official headquarters.

Planning Understand and comply with CES and EFNEP guidelines and State priorities for conducting the program. Maintain a viable workload by continually enrolling new groups, by graduating participants, and progressing participants into other extension activities. Determine the groups knowledge and skills in food and nutrition and related areas. Use available resources to determine specific needs and evaluate progress of participants. Stay knowledgeable of Extension opportunities available for EFNEP adult and youth clientele and inform families of these programs. Actively recruit participants as volunteers and group members in Adult EFNEP, 4H EFNEP, and/or on-going Extension programs. Determine appropriate resources and encourage homemakers to use federal nutrition programs and other community resources. Develop and maintain multi-agency cooperation. Actively recruit food stamp families.

Job Description for EFNEP Youth PA

Summary of Responsibilities

As an Extension Program Assistant, you will be taught how to teach nutrition education. Then you will travel to sites and teach low-income audiences about nutrition. You will keep track of who you teach with program reports. You will complete any reports that the program needs to run, including your time card and activity reports. You will help your Coordinator create new nutrition lessons and find people to teach. You will also spend time learning

more about nutrition.

Regular working hours are Monday through Friday 8 am to 5 pm, but sometimes you might need to work evenings or weekends. You are never permitted to work more than 40 hours in one week.

You will have to use your own car for travel, but you will be reimbursed at the state-approved amount for each mile.

Specific Responsibilities—4H EFNEP Paraprofessional

Program Delivery Work with 4H EFNEP Groups as determined by EFNEP Faculty. Involve youth and leaders in other 4H and Extension Programs.

Training Participates in orientation training, continuous on-the-job training, and self study to: develop and improve knowledge of food and nutrition subject matter, become more proficient in recruiting volunteers and youth, and develop proficiency in using the EFNEP teaching materials and techniques.

Planning Understands and complies with CES and EFNEP guidelines and State priorities for conducting the program. Maintains a viable workload. Stays knowledgeable of Extension opportunities available for EFNEP adult and youth clientele and informs families of these programs.

Recruitment of Volunteers and Youth Maintain a work load of volunteer leaders with groups bases on number of hours assigned to 4H. Actively recruit interested individuals including graduated EFNEP participants, interested parents, agency personnel, community leaders, and college students. Volunteers do not have to be from the limited income clientele. Identify and recruit limited income youth, including individuals from program families to participate in 4H EFNEP or on-going 4H program.

Volunteer Leader Training Conduct volunteer leader training meetings in: Organizing a 4H EFNEP Group, Understanding Youth, Teaching Techniques, and Food and Nutrition. Use a variety of effective teaching techniques in work with volunteer leaders, including effective use of audio and/or visual aids to support teaching. Work with leaders to secure meeting places and enroll group members. Work with 4H Faculty, 4H Advisory Committee, and EFNEP Faculty to involve youth and leaders in other 4H opportunities. Involve volunteers in small group meetings when possible. Determine appropriate referral resources and encourage leaders to use the community resources.

Reporting Understands the specified EFNEP reporting procedures. Maintains accurate records and reports on volunteers and youth enrolled in the program. Submits reports on time to EFNEP Coordinator. Works with EFNEP Coordinator, agency staff, and co-workers in utilizing records, reports, and other resources to assist in program implementation and in evaluating program impact.

Travel Stays within assigned travel allocation while traveling to assigned teaching and training sites from the official headquarters.

Role Description for EFNEP Volunteer

Summary of Responsibilities

Volunteers are defined as persons (adults or youth) who assist with adult and youth programs and who are not paid from Extension funds. Volunteers should be recruited by paraprofessionals, professionals, youth and adult participants, and other volunteers. Adults and youth of other socio-economic groups should be encouraged to volunteer to assist with program activities.

Volunteers should be involved as much as possible in the 4H EFNEP program, because their involvement can expose youth and adults to successful role models and positive self-concepts. Graduated and enrolled program participants are often the most effective EFNEP volunteers. 4H teen leaders and 4H food and nutrition leaders are also effective volunteers.

Continuous effort is needed to develop volunteers as a major resource to conduct the 4H EFNEP program. Trained volunteers can also contribute to adult EFNEP and to the progression of youth and adult into other Extension opportunities.

Adult EFNEP Volunteer A volunteer can serve as:

- Teacher or team assistant to the program assistant, particularly in a workshop or group situation where s/he helps teach the lesson.
- Supporter to homemaker and a reinforcement for the PA's teaching.
- Initiator for group teaching.
- Recruiter for program participants.
- Arranger of meeting facilities.
- Organizer for transportation.
- Teacher for related subject matter.
- Planner for additional learning experiences.

4H EFNEP Volunteer A volunteer can serve as:

- Teacher of nutrition and related subject matter to youth.
- Recruiter of youth. Helper to secure community and other volunteer support.
- Organizer of 4H EFNEP groups.
- Assistant in training other volunteers.
- Arranger for meeting facilities.
- Organizer of nutrition-related experiences such as camps or tours.
- Arranger of transportation.

Differences between Volunteer and Paraprofessional in EFNEP

- Performs on own initiative.
- Works at their convenience.
- Keeps simple and/or no reports.
- Audience usually identified.
- Selected on willingness to receive some training and to work.
- Normally works as member of the group.
- Receives some training.
- No office required.
- Performs a specific task or teaches a series of lessons.
- Possesses abilities to can perform a specific task.
- Compensation: self-satisfaction
- Work is closely supervised and performed at times set by Extension Faculty.
- Employed to work each day and on a specified schedule.
- Must keep detailed reports and records.
- Must locate audience and build up audience interest in learning.
- Selected on basis of specific criteria.
- Resource person to groups.
- Receives intensive and continuous training.
- Provided space for office from Extension Office.
- Performs specific job duties assigned by supervisor.
- Trained in qualities of leadership and their identification.
- Compensation: salary and paid expenses, also self-satisfaction

Employment Information

Complete information regarding employment at the University of Florida may be found at the UF Human Resources website, www.hr.ufl.edu. This is also where the USPS and TEAMS Handbook is located. This document will review some of the basic employment information. We suggest that you review the information at the HR website for complete details.

Paydays and Paychecks



All university employees are paid on a biweekly basis. Provided you complete payroll sign-up prior to the payroll closing deadline, you should receive your first paycheck on the second payday following your initial date of employment and every other Friday thereafter.

Pay distribution slips that list any deductions from your pay (or paychecks if you have not yet enrolled in the Direct Deposit Program) can be found at my.ufl.edu. This will also include a leave status report, which provides information about your leave accrual. Please see the section on MyUFI information to learn how to print your pay stub.

All employees have federal income tax and social security tax deducted each pay period. Other deductions may be made at your request for items such as various insurance plans, tax-sheltered annuities, and contributions to the community fundraising campaign.

Performance Evaluations

So that you may obtain essential information about your work performance, university policy requires that employees with more than six months of service be formally evaluated by their supervisors on an annual basis.

Annual evaluations will be completed in March of every year for the period of March 1 to February 29. This evaluation addresses the past 12 months of work performance as related to the specific duties of your position description, any special assignments that you may have performed, and the direction of upcoming goals and timetables.

Before your evaluation meeting, you will be given the opportunity to complete a self evaluation. Your Supervisor must provide you with the opportunity to complete this, but you are not required to complete the self-evaluation. Once your supervisor has reviewed your self evaluation and your official evaluation with you, and both of you have signed it, your supervisor should forward a copy of the evaluation to Employee Relations. You should be given the original for your records.

Dress Code



While the University of Florida does not have a specific dress code, it is clearly expected that all employees will dress professionally and in a manner consistent with the university's public agency corporate environment. It may be appropriate for certain university departments to develop their own dress codes consistent with the university's public interests. Please see your supervisor about what type of dress is appropriate for your work area.

Changing Your Name

If you have a change of name, please follow these directions:

1. Apply to the local Social Security Office for a new Social Security Card.
2. When you get your new SSC, submit two copies of the new SSC and complete a new W-4 form.
3. Be sure to check with your health life insurance providers to change your name on your policies.

Performance and Conduct

The University of Florida encourages all staff members to contribute to a positive and productive environment in which to work and learn.

While the majority of university employees never need discipline, exceptions do occur. Disciplinary actions may include oral reprimands, written reprimands, suspensions, and dismissals, depending on the severity of the offense. Management, in accordance with applicable policy, has the discretion to determine the degree of discipline to administer for a particular offense.

Please see the HR website for more information on the Standards for Performance and Conduct, including Right of Appeal and Grievance Procedures.

Your Personnel File



Your personnel file is kept and maintained by Processing and Records. This file may contain items such as your application, performance appraisals, deficiency reports, changes in work or personal status, and any other information pertinent to your job at the University of Florida. We depend on you to help us keep your personnel file up to date; however, because of space restrictions, we only are able to add to your file information necessary to support your work status at the university.

You may review your file by contacting Processing and Records at 392-1204, 622-1204 (SC), or processing-records@ufl.edu. Please provide at least a 24-hour notice. This office also can provide instructions regarding changes to your name, address, telephone number, etc.

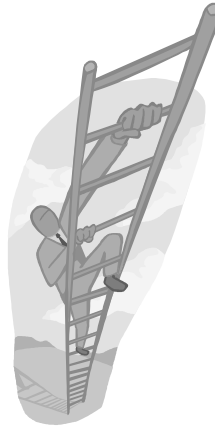
As a University of Florida employee, all public records, including your personnel file, shall be made available, upon reasonable request, to any person requesting to review it. This includes home addresses and phone numbers, as well as education and employment information. Copies of such documents will be provided upon request once appropriate payment is received. Exemptions may apply to certain individuals and their spouses according to current and former employment classifications. Exempt classifications include law enforcement personnel, firefighters, judges, and attorneys.

Layoff

USPS A USPS layoff is defined as a termination of employment due to abolishment of positions caused by a shortage of funds or work or a material change in the duties or organization of the university. FNP and new EFNEP USPS employees are time-limited, so they have no lay-off rights. If you are an EFNEP employee who is not time limited, that is, in general, you were hired more than 7 years ago, please see the HR website for your layoff rights.

TEAMS A TEAMS staff member may be laid off at any time as a result of adverse financial circumstances; reallocation of resources; reorganization of degree or curriculum offerings or requirements; reorganization of academic or administrative structures, programs, or functions; or curtailment of one or more programs or functions.

Voluntary Resignation



While we hope your employment with the University of Florida is positive and lasting, should you plan to resign voluntarily university policy asks that you give as much notice as possible. To help ensure you remain eligible for rehire consideration at the University of Florida, you should give your department at least two weeks' notice. Employees who resign normally must wait 180 days before reapplying for University of Florida employment.

Job Abandonment



If you are absent for three consecutive days without notifying your supervisor, you have abandoned your job. You can be terminated and have forfeit the right of appeal. You will be given notice of termination through certified or registered mail. Coordinators should contact the State Office before any termination action is taken.

TEAMS Contract

Non-exempt TEAMS employees serve a six-month probationary period upon hire at the University of Florida, unless your probationary period is extended (in which case, your probationary period could be extended to last up to one year). After successfully completing your probationary period, TEAMS employees are issued annual appointments. You will receive your contract after your six-month probationary period.

If you are dismissed during your probationary period, you do not have rights to appeal the dismissal. In light of this, it is important for you to get feedback from your supervisor while you are in your probationary period. Should you be dismissed during your probationary period, you may not be eligible for re-employment with the university.

Teams Contract, cont.

TEAMS employees may be issued a Notice of Non-Reappointment (i.e., may be non-renewed) at any time. The decision not to issue another appointment of employment is not a "termination" for misconduct and therefore does not require "just cause" to support the decision. The non-reappointment process is governed by university rules.

Employees provided a written notice of non-reappointment generally have the right to six months of employment or the end of your contract, whichever is greater, from the date of the notice if

you have one or more years of service (or three months of employment or the end of your contract, whichever is greater, with less than one year of service). Any employee may be terminated from employment at any time if you have engaged in misconduct or are unable to perform the essential functions of your position. Such "just cause" terminations are governed by university rules. Any employee may be laid off at any time for legitimate layoff reasons pursuant to university rules.

Termination Procedures

An Employee Exit Checklist must be completed for any employee leaving University of Florida employment. All employees must submit time cards, leave slips, and travel reimbursement through the last day of employment.

Employees with more than six months of satisfactory service will be paid for the balance of accrued annual leave. Employees with more than ten years of service will be paid for sick leave on a pro-rated basis.

Personnel must have terminal interviews with the County Director. The terminal interview is designed to obtain as much information as possible concerning the employee's reasons for terminating and future plans. Answers such as "personal reasons" are not sufficient. Detailed ex-

planations must be furnished. The purpose of conducting the terminal interview is to enable the University to develop information needed to minimize costs under unemployment compensation and insure that only proper unemployment compensation claims are paid. The question regarding rehire must be answered. If left blank, the assumption is you will rehire this person.

All supplies and materials that belong to the county office or the university must be returned. These include, but are not limited to, PA Handbook, ID badge, Florida tourist attraction cards, files, records, nutrition lesson materials.

Worker's Compensation

The information provided on this page is designed to promote a general understanding of the university's responsibilities under the State of Florida Workers' Compensation Law. The information provided does not have the full effect of the law.

The University of Florida is committed to providing a safe and healthy environment in which academic personnel, staff, and students may work and study.

The UF workers' compensation program for treating injuries or illnesses that occur at work is intended to provide necessary medical care, compensation, and return-to-work options.

As a university employee, you will want to practice good safety habits and observe ap-

propriate precautions at all times for the protection of yourself and your coworkers. Even then, accidents or injuries on the job can happen. If you sustain a work-related injury, your medical expenses and a portion of your earnings are covered under the University of Florida workers' compensation program.

If you have any questions, please contact UFWC for guidance. Complete, up-to-date procedures can be found on the Human Resources website.

Workplace Injury Leave

If you are a faculty, A&P, or USPS employee and you sustain a job-related injury or illness that is compensable under workers' compensation law, you are entitled to full-pay status for the 40 work hours (either intermittent or consecutive) of such workplace injury if you have been placed off work by a Humana medical provider. If you are unable to resume work at the end of that period, you will be placed on leave without pay and will receive workers' compensation benefits. You may use your accrued annual and sick leave in combination with the workers' compensation benefits—not to exceed your normal University of Florida compensation level.

OPS Employees

OPS employees (including student assistants) are covered under WC but are not kept in full pay status for the first 40 hours of lost time. If their authorized WC medical provider places them off work beyond that initial 40 hours (1 week waiting period), then on the 8th day off from work, they would go on WC. They too, only get 66 2/3 of their average weekly wage. However, if OPS employees miss at least 21 work days, WC will go back and pay them for that initial waiting period.

Modified Duty

The university's modified duty program strongly encourages departments to return injured workers who have been released to perform work with limitations back to the workplace. When your Humana approved medical provider releases you to perform work, he or she will specify restrictions, if any, that should be considered. Identifying and assigning modified duties rests with the department chair or director of the injured employees' department—based on input received from your Humana provider. Once your provider releases you, you must be willing and available to return to work.

The program provides modified duty work to you for a period up to 90 days. The director of University Personnel Services may, under certain circumstances grant an extension of the modified duty work. Your participation in the modified duty program is essential for your continued receipt of workers' compensation benefits.

All modified duty jobs are of a temporary nature and are not to be considered a permanent accommodation to a work-related injury or illness. If you refuse to participate in the program, workers' compensation benefits may cease and you may be subject to discipline that may include termination.

Reporting a Work-Related Injury

Steps in the Process

If you are injured while performing your job you must:

1. Notify your supervisor immediately. You/ your supervisor must then contact the UF Workers' Compensation Office (UFWC) at 392-4940 or SC 622-4940. UFWC will complete a First Report of Injury or Illness form for you. *Even if you do not think you need medical care, you should contact UFWC to discuss your injury.*
2. If you require medical attention, contact UFWC prior to going to a medical care provider. UFWC staff will assist you in selecting an authorized medical care provider to treat your injury, thereby insuring that you do not incur any expenses.
3. Remember to seek treatment only from an authorized medical provider as set forth in the Workers' Compensation Handbook. If you are uncertain as to what procedures to follow, please contact the UF Workers' Compensation office for assistance.
4. When you arrive at the authorized medical provider's facility, show the provider your copy of your First Report of Injury or Illness form.
5. Provide your supervisor and the UFWC office with medical documentation of your work status, and inform your supervisor and the Workers' Compensation office of any subsequent changes. The authorized medical provider must support all requests for time off due to an injury in writing.
6. Contact your supervisor daily or according to a schedule established by your supervisor in order to keep him or her informed about your treatment and recovery.
7. You must attend all of your scheduled medical appointments. Failure to do so may result in disciplinary action up to and including termination.
8. Read the modified duty program statement. Once your medical provider has released you to return to work (regardless of the limitations or restrictions the medical provider assigns), you must be willing and available to return to the workplace.

Contact WC Office:

- If you are uncertain as to which medical providers are authorized providers for your work unit.
- If you are unable to attend a scheduled medical appointment.
- Concerning the recording of time while you are receiving workers' compensation benefits.
- For instructions if you are continuing to have medical problems related to your injury and need additional medical care.
- If your office/department has difficulty accommodating your authorized medical provider's release to perform modified duty work.

Further Information

All information relating to Worker's Compensation can be found on the UF HR website at <http://www.hr.ufl.edu/emprelations/workers.htm>. This site has a Worker's Compensation Handbook and all WC forms. Or, call the WC Office at (352) 392-4940, SC 622-4940.

MyUFI

The University of Florida has gone digital with the MyUFI portal. All of your employment, payroll, and travel reimbursement information can be found at this website.

GatorLink Account

All UF employees need to have a GatorLink username and password to use the new myUFL systems. All UF employees will use these systems due to new self-service features. The new systems will only be accessible through the myUFL portal <<http://my.ufl.edu>>. If you do not have a GatorLink account, please visit <https://login.gatorlink.ufl.edu/~am/create>.

A lot of personal information can be found on your MyUFI. Please do not share your password.

All important University information will be sent through the GatorLink email account.

Using Self-Service System

To access online information through the Self-Service menu of MyUFL, follow these instructions. The information you will need to get from this will be your pay stubs, leave balances, and just about anything else you will want to know about.

1. Go to <http://my.ufl.edu> and log on with your GatorLink username and password.
2. Under the myUFL menu, click on UF Applications/Services.
3. Click on My Self Service.
4. Each of these items will give you various information.

Self-Service Offerings

You will have direct access to a lot of information about yourself. You will be able to access information about payroll, expense reimbursements, benefits or other university services. The following is a list of self-service features available to all employees.

- Update your contact information in the UF Directory.
- Set up a forgotten-password hint and easily reset your own password if you forget it.
- View your current or past travel authorizations.
- View the status and details of your expense reimbursements--check to see if it has been entered into the system, pending approval or deposited in your bank account.
- View a complete employee profile, including contact information, purchasing card number(s), banking information regarding paycheck direct deposit and other funds, and more.
- View your benefits enrollments--health, life, disability, 403b accounts, and more.
- View and print out a copy of your pay stub and leave balances.
- Revise your W-4 on-line and in real-time—change your marital status, number of dependents, and additional withholding.
- Request a duplicate W-2 (earnings statement) when you do your taxes next year.

Pay and Leave Statements

To view or print you pay and leave statements, follow these directions.

1. Log on to my.ufl.edu.
2. Go to My Self Service and Payroll & Compensation.
3. Click View Paycheck. This will show your current paycheck stub. At the bottom, you will see your annual and sick leave balances.
4. If you would like to see a previous pay stub, click View a Different Payment.
5. This will list all paychecks you've received since July 1. It shows the pay period ending date and the amount of the check.
6. To view more detailed information about each c heck, click on the date and it will show you the pay stub for that pay period.

Travel Reimbursement

To view the status of your travel reimbursement and see how much you've been paid and when, follow these directions.

1. Log on to my.ufl.edu
2. Go to My Self Service and Travel and Expense.
3. Click on Other Expense Functions, Employee Expense History.
4. Select Name and enter your last name. OR keep it EmplID and enter your UFID.
5. You will be able to see each travel reimbursement, its status, and amount.
6. Click on the ID and you will see all days you traveled in that period.
7. Click Print Document to view the printer-friendly version.
8. Go to File, Print.
9. Select Layout.
10. Select Landscape for the Orientation and 2 pages per sheet.
11. Click Print.
12. When finished, click Return to Expense Report Details, Return to Transaction Start, and then Return to Travel Expense Home to get back to the beginning.

Directory Information

Keeping your records up-to-date ensures you will continue to receive important announcements and paperwork at your campus and home addresses (about the fall benefits open enrollment, for example) and e-mail messages about PeopleSoft.

Directory Listing

Employees should check their directory information through the portal (my.ufl.edu) to be sure it is accurate. To do this, log in to the portal using your GatorLink username and password. (See the February/March 2004 issue if you don't have one yet.)

Once you're in the system, click on "My Account" in the "myUFL Menu" in the left top corner, then select "Update my Directory Profile" from the choices that drop down. Each heading with orange text is a link to an area where you can edit your information. Select the area, then select from the options on the left and follow the instructions to edit your information. When you're finished, you may select "Published View" to see how your changes will appear.

Check your profile to be sure your business e-mail address, campus mailing address and phone number, and other information are up-to-date. If you have trouble, contact the UF Help Desk at 392-HELP or helpdesk@ufl.edu.

Pay Stub Address

If the address listed on your pay stub is incorrect, please obtain a W-4 card from the Human Resources website, www.hr.ufl.edu. Completed cards should be mailed to Processing and Records at P.O. Box 115004. Contact Processing and Records at 392-1204 (SC 622-1204) or processingrecords@ufl.edu with questions.

University of Florida Benefits

The benefits of employment at the University of Florida range from health care plans to long-term investment packages to generous paid time off. In addition to these essential benefits, the university offers ample opportunity for professional development and personal enrichment. Below is information on some of these benefits. For more information, go to www.hr.ufl.edu or speak to your Supervisor.

Signing Up and Changing

If you would like to participate in benefits, some require enrollment. You must enroll, or sign up, within 60 days of your hiring date. If you do not, you may not enroll until Open Enrollment. You should receive a benefits enrollment package during your first or second week of work. If you do not, please ask your Supervisor.

After you sign up for benefits, you may only change them for a Qualifying Event or during Open Enrollment. A Qualifying Event is usually a change in personal or family status, such as marriage, divorce, death, birth, or adoption.

Open Enrollment is a period of time each year when you can enroll in new benefits or change existing benefits for any reason. During Open Enrollment, a Qualifying Event is not necessary.

Voluntary Savings Plans

In addition to the Florida Retirement System, UF also offers Voluntary Savings Plans. These are usually tax-deferred programs called 403b and 457 plans. There are rules and limits to these programs, so please speak with a University Retirement Counselor.

Insurance

The most-used insurance that UF offers is state of Florida health insurance. Employees may choose from an HMO or a PPO. Co-pays are low and coverage is high. Employees may also take advantage of other types of insurance: life insurance, dental insurance, vision care, supplemental insurance (cancer, short-term disability), flexible benefits, personal accident insurance, etc. Please refer to your benefits package or contact IFAS Personnel Office at 352-392-4777 to receive more information.

Retirement

UF is part of the Florida Retirement System. You must decide whether you would like to use the traditional Florida Retirement System or the FRS Investment Plan. There are benefits and drawbacks to both. Be sure to speak with a Retirement Counselor before making this important decision.



Retirement & DROP

DROP is the Deferred Retirement Option Program and is available to employees who have 30 years of service or are age 62. There are a few other rules and restrictions, so be sure to speak with a Retirement Counselor first.

But what is DROP and how does it work? If you are eligible, you “retire” according to the State of Florida, but keep working at the University and receiving your full paycheck. The State puts your monthly retirement check into an interest-bearing account. After you complete DROP (you can stay in as long as 5 years), you will get the entire balance in the account and begin receiving your monthly retirement checks (but no UF paycheck because you aren’t working any more).



UF has **FREE** Retirement Counselors. We highly recommend you speak to one before making any retirement decisions.
Call 352-392-4777

Leave and Leave Cash Out



You do not have to enroll to receive your leave. It begins accruing after your first two weeks of work.

Paid Time Off: The University of Florida

gives TEAMS employees more paid time off than most US employers, both public and private. For more information about paid time off, please see the section on Time Worked and Leave in the PA Handbook.

Termination Cash Out: When you leave UF employment, you may cash out all annual leave at your current rate of pay. If you have worked at UF for 10 or more years, you may cash out 25% of your sick leave at your current rate of pay.

December Cash Out for TEAMS Employees: You may cash out up to 16 hours of annual leave each December, if you will have at least 40 hours of vacation remaining after the cash out.

Scholarships for Your Kids



If you're a full-time TEAMS employee with kids, this is an amazing opportunity! Each year, the Division of Human Resources will choose at random from a pool of eligible applicants 50 children of TEAMS employees to participate in

this program. If selected, the university will pay the in-state matriculation fees, less any Bright Futures scholarship award, for a maximum of 132 credit hours toward an undergraduate degree at the University of Florida or a public community college in the state over a six-year period for each selected child. Some restrictions apply. That's four years of college for your kids—for free! There are some additional rules and restrictions. Speak to your Supervisor or the State Office to find out more.

Attraction Discounts



Discount cards for Sea World, Busch Gardens, Weeki Wachee, Silver Springs, Wild Waters, Universal Studios, and other attractions are available. For more information,

contact University Benefits at 352-392-1225 (SC 622-1225) or benefits@ufl.edu.

Free College for YOU!

Full time UF employees may take up to six credit hour per semester and UF will pay the tuition and fees! USPS employees may use this benefit at the state universities only. TEAMS employees may use this either at the state universities, public community college, or vocational technical center.

If you are enrolled as a student at the school, you will receive college credit. This means you have to apply and be accepted by the school. If you are not enrolled as a student, the class will not count for college credit. This is called auditing a class and UF will still pay for the class.

This must be approved by your Supervisor. You should try to schedule your classes when you are not working. UF is not required to give you time off or a flexible schedule for you to take classes, so if your classes are during the day, you must clear this with your Supervisor first. He or she may not have a problem with it, but it may also affect your teaching schedule. Talk with your Supervisor and work something out before you begin this process.