Online Employee Handbook

This Employee Handbook was developed by Human Resources staff as a guide for policies, benefits, and general information to assist University of North Florida (UNF) employees. Access to all policies and UNF information can be found on www.unf.edu. The University reserves the right to make changes in content or application at any time, as it deems appropriate. Please consult the Human Resources website for the most current policies and procedures, as well more exhaustive resources. Additional information relevant to faculty is found at http://www.unf.edu/acadaffairs/Faculty_Handbook.aspx.

We believe in our employees and want you to know that we are happy to have you with us!

Rachelle Gottlieb
Vice President, Human Resources

About the University

Welcome from the President

Fast Facts

Mission and Vision

Office and Services Directory

Organizational Chart

Governance

Board of Trustees

Collective Bargaining

American Federation of State, County and Municipal Employees (AFSCME): Support Staff Florida State Lodge Fraternal Order of Police, Inc. (FOP): University police officers
United Faculty of Florida (UFF): In-unit faculty members

Constitution

Human Resources Policies and Procedures

Resolution on Presidential Authority

Getting Started at the University

ADA Compliance [Americans with Disabilities Act] (Review for New Employees Requesting Accommodations)

Key Request Form (Complete for New Employee Requiring keys)

MyWings Web Portal
Nepotism Form  (Review for New Employee- Completed by Hiring Official)

New Employee Resources

Osprey Card Application  (Complete for New Employee)

Outside Activity and Financial Interest Form  (Complete for New Employee ONLY if you hold employment outside of UNF)

Parking and Transportation Services  (Parking Pass is Required)

Telephone Usage  (Review for New Employees)

University Regulations, Policies and Procedures

Amorous or Sexual Relationship Policy

Code of Conduct and Ethics Policy

Disruptive Behavior Regulation

Equal Opportunity and Diversity Regulation

Information Technology Services

Public Records in Florida

Rights and Responsibilities  (See Article II)

Sexual Harassment Regulation

Health and Safety on Campus

ADA Compliance

Drug and Alcohol Education Policy

Environmental Health and Safety

Florida Relay Service

HIV/Aids Policy

Tobacco Policy

University Police Department

Wellness Resources

Workers Compensation
Human Resources Areas and Services

Benefits (specific links including insurance, retirement, and others)

UNF Benefits Summary Document

Center for Professional Development and Training (Free Employee Training)

Classification and Compensation

Employee Perks

Employee and Labor Relations

Collective Bargaining

Employee Assistance Program

Equal Opportunity and Diversity

Human Resources

New Employee Orientation

Pay and Leave

Employee Resources and Services

Child Development Research Center (On-campus VPK/ Child Learning Care)

Continuing Education (Fee-based Employee and Community Training)

Employee Education Program

Employee Assistance Program

Internal Employee Directory

Management Resources

Marketing Guidelines and Campus Publications

Thomas G. Carpenter Library

Office and Services Directory
Campus Affinity Groups and Offices Focused on Diversity and Inclusion

- African American Faculty and Staff Association
- Lesbian, Gay, Bisexual and Transgender (LGBT) Resource Center
- Military and Veterans Resource Center
- Intercultural Center for PEACE
- UNF Hispanic Council
- VOICE
- Women’s Center

Other University Resources

- Auxiliary Services (Provides Bookstore, Food Services, and other campus goods and services)
- College and Programs