Policies & Regulations for New Hires

Department of Human Resources
PART A: General Information
When key parts of the health care law take effect in 2014, there will be a new way to buy health insurance: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace and employment-based health coverage offered by your employer.

What is the Health Insurance Marketplace?
The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace begins in Oct. 2013 for coverage starting as early as Jan. 1, 2014.

Can I Save Money on my Health Insurance Premiums in the Marketplace?
You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?
Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit.¹

Note: If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the employer contribution (if any) to the employer-offered coverage. Also, this employer contribution -as well as your employee contribution to employer-offered coverage- is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

How Can I Get More Information?
For more information about coverage offered by your employer, please visit myFlorida.com/myBenefits or call People First at 1-866-663-4735, Monday through Friday, from 8 a.m. to 6 p.m. Eastern time.

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit HealthCare.gov for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

¹ An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs. (Section 36B(c)(2)(C)(I) of the Internal Revenue Code of 1986)
PART B: Information About Health Coverage Offered by Your Employer

This section contains information about any health coverage offered by your employer. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information. This information is numbered to correspond to the Marketplace application.

<table>
<thead>
<tr>
<th>3. Employer Name</th>
<th>4. Employer Identification Number (EIN)</th>
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<tr>
<td>State of Florida</td>
<td>59-3458983</td>
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<tr>
<th>5. Employer Address</th>
<th>6. Employer Phone Number</th>
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<tr>
<td>PO Box 5450</td>
<td>1-850-921-4600</td>
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<th>7. City</th>
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<tr>
<td>Tallahassee</td>
<td>Florida</td>
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<th>9. ZIP Code</th>
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<tr>
<td>32314</td>
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10. Who can we contact about employee health coverage at this job?
    People First Service Center, Monday through Friday, from 8 a.m. to 6 p.m. Eastern time.

<table>
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<th>11. Phone Number (if different from above)</th>
<th>12. Email Address</th>
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<tr>
<td>1-866-663-4735</td>
<td>N/A</td>
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Part-time and full-time employees as defined in Section 110.123(2)(c) and (f), Florida Statutes, are eligible for health coverage under the State Group Insurance Program. Pursuant to this statute, you may become eligible for health coverage if you work an average of 30 hours or more each week over the defined measurement period. If you become eligible following the measurement period, you will be notified.

For details regarding the Program’s terms of eligibility, including exceptions and dependent coverage, see the Benefits Guide for a summary program description at myFlorida.com/myBenefits.

Health plans offered under the Program meet the minimum value standard, and the cost of this coverage to you is intended to be affordable, based on employee wages. Even if your employer intends your coverage to be affordable, you may still be eligible for a premium discount through the Marketplace. The Marketplace will use your household income, along with other factors, to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee or you work on a commission basis), if you are newly employed mid-year, or if you have other income losses, you may still qualify for a premium discount.

If you decide to shop for coverage in the Marketplace, HealthCare.gov will guide you through the process.
I. OBJECTIVE & PURPOSE

In keeping with the spirit of free intellectual inquiry that is fundamental to our mission, the principles of academic freedom and individual privacy will be respected by the University as outlined in this policy. In turn, all users of the University’s computing and information technology resources are expected to demonstrate the highest respect for the rights of others in their use of these resources. Access to and use of these resources and services are privileges. These privileges may be limited or revoked by the President or his designee if an individual violates University policies or state or federal laws.

This policy outlines the standards for acceptable use of University computing and information technology resources that include, but are not limited to, equipment, software, networks, data and telecommunications equipment whether owned, leased or otherwise provided by UNF. This policy reflects the University’s commitment to information technology as a strategic resource. All users are expected to familiarize themselves with the contents of this policy.

II. STATEMENT OF POLICY

Computing, networking, telecommunications, and all other information technology resources of the University of North Florida are available and intended to advance the education, research, administration and public service mission of the University. Accordingly, the University encourages and promotes the use of these resources by the University community, within institutional priorities and financial capabilities. Access to and use of these resources and services are privileges which must be accepted in strict compliance with all applicable laws and regulations and with the highest standards of ethical behavior.

This policy applies to all persons accessing and using computing, networking, telecommunications, and other information technology resources through any facility of the University. Such resources include mobile devices, computer and network systems, hardware, software, databases, support personnel and services, physical facilities and data communications systems and services.

III. STATEMENT OF PROCEDURES

Access to computing and information technology granted by the University to an individual is solely for the grantee’s own use. User access privileges must not be transferred or shared, except as expressly authorized by an appropriate University official.

All users of computing, networking, telecommunications, and other information technology resources of the University are required to:

1. Comply with Florida’s public records law and state records retention schedules for public records, including electronic mail.

2. Comply with legally required disclosures (e.g., pursuant to a lawfully issued subpoena or search warrant, discovery request) and cooperate in University investigations, as well as collaborative investigations with outside entities, and in access necessary for repairs, maintenance, and monitoring of University facilities.

3. Comply with all applicable federal, state, and local laws and regulations, including, but not limited to copyright, trademark and licensing laws, the Florida Computer Crimes Act (Chapter 815, F.S.), state obscenity laws (Chapter 847, F.S.), and all Florida Board of Governors and University rules, policies, and procedures. Existing University policies applicable to standards of behavior (such as code of conduct, ethics, sexual harassment, disruptive behavior, academic integrity, use of facilities, etc.) are incorporated in this policy by reference.

4. Protect the confidentiality, accuracy and integrity of institutional data (such as, but not limited to, student education records) which are subject to federal and state confidentiality laws.

5. Protect the integrity of passwords. Computer accounts, passwords, access codes, and other authorizations are assigned
to individual users. It is a violation of this policy to use another's account, password, access code, or other such authorization, to permit access by unauthorized users, or to otherwise misrepresent one's identity in accessing or using any information technology resource of the University.

6. The University employs passwords for the proper administration of its facilities only, and the requirement and use of a password should not give the user an expectation of privacy as to any information on a University system or facility.

Failure to comply with the appropriate use of computing and information technology resources threatens the atmosphere for the sharing of information, the free exchange of ideas and the secure environment for creating and maintaining information property and subjects users to disciplinary action. Any member of the University community found using computing and information technology resources in violation of this policy is subject to disciplinary procedures including, without limitation, suspension of system privileges, expulsion from school, termination of employment and/or legal action as may be appropriate.
Policies & Regulations

Organization/General

Code of Conduct and Ethics

Number: 1.0020P
Effective Date: 12/19/2005
Revised Date:
Responsible Division/Department: President’s Office / General Counsel

1. INTRODUCTION

The University of North Florida’s Board of Trustees and the University’s administration value high ethical standards. Thus, it is expected that all of the University’s businesses, operations and interactions with those within and outside the University community will be executed in a manner exhibiting the highest degree of ethical standards and conduct. To provide the University faculty, staff and representative’s guidance and notice of their obligations, this Code of Conduct and Ethics describes general expectations for achieving and maintaining an organizational culture that affirms the University’s responsibility to protect its resources, its employees, its students and its reputation.

The University, through its faculty, staff and representatives, including contractual agents (hereinafter collectively “personnel”), is entrusted by the public with financial resources and social responsibilities. All University personnel play a key role in assuring that high standards of ethical practice are utilized regarding the custodial and use of these resources. To accomplish this, it is expected that University personnel observe and be faithful to the values embodied in this Code of Conduct and Ethics so that all in the University community will enjoy a professional and supportive work environment.

This Code, however, is not intended to stand alone. Rather, it complements and serves as a link with state and federal laws and other rules and regulations, including applicable collective bargaining agreements that govern the University’s operations and its personnel’s ethical conduct. Further, this Code is described in a general manner and is not intended to address every circumstance of expected ethical behavior. As such, any member of the University community who may be confronted with an ethical dilemma should first contact his or her immediate supervisor or others in their supervisory chain, including the University’s Ethics Office, to seek guidance in addressing issues that are not directly covered by this Code.

2. STATEMENT OF POLICY

A. Compliance with the Law.

All University personnel are required to observe and comply with all state and federal laws applicable to the University. Any questions regarding the application of law to situations, or the compliance requirements of the law, should be referred by University personnel to their immediate supervisor or any other individual in his or her supervisory chain. Should anyone in the supervisory chain require assistance in interpreting the legal requirements of compliance efforts, questions should be directed to the Office of the General Counsel.

B. Discrimination, Harassment and Mistreatment.

The University supports an environment that is free of discrimination, harassment or mistreatment based on one’s membership in a protected class. Thus, any University employee who believes he or she may have experienced any form of discrimination, harassment or mistreatment based on such class membership should contact the Office of Equal Opportunity Programs to seek guidance and assistance in addressing his or her concerns.

C. Use of the University Resources.

The University’s resources and facilities are for official and authorized use only and in furtherance of the University’s mission and organizational culture. Thus, University personnel should not misuse the University’s resources and/or facilities and should not permit others to inappropriately use these resources and/or facilities. The University understands the occasional use of certain resources (e.g. computer and telephone) for personal reasons; however, such personal use by University personnel should not result in expense to the University or interfere with the performance of required duties or the University’s mission. Moreover, it is expected that University personnel will not use any of the University’s resources and facilities for any illegal or unauthorized commercial activities, or in any manner that is inconsistent with the University’s mission. University personnel also should not allow or assist others in illegal or unauthorized commercial use of these resources.
D. Outside Activity.
All full-time University personnel who desire to engage in outside activities must complete applicable outside activity forms and obtain the required supervisory approvals prior to commencing the outside activities. The requirements regarding outside activities for selected University personnel are contained in applicable collective bargaining agreements and those subject to such agreements should refer to the applicable agreements for the specific procedures for reporting outside activities. Information about disclosure of outside activities and the required forms for such reporting purposes are available from the University’s Office of Human Resources.

E. Confidential Information.
The University of North Florida is subject to Florida’s “Government-In-the-Sunshine” law, meaning that most University-related documents, in any form including e-mail, are subject to request and inspection by the public. However, certain personal and official information regarding students, faculty, staff and donors is confidential and cannot be disclosed to others pursuant to federal and/or state laws, including but not limited to the Family Educational Rights and Privacy Act (FERPA), the Americans with Disabilities Act (ADA) and state law regarding limited access to faculty evaluative information. As such, the University expects confidential information about its students, faculty, staff and donors to be protected in accordance with the provisions of these and other pertinent laws. Any questions regarding what constitutes “confidential” information and laws applicable to specific situations should be referred by University personnel to their immediate supervisor or any other individual in his or her supervisory chain. Similarly, should anyone in the supervisory chain require assistance in regarding “confidential” information, questions should be directed to the Office of the General Counsel.

F. Using Organizational Status to Influence Business Decisions.
The University expects that its personnel who hold purchasing or other decision-making positions will not attempt to use their University status to influence business transactions which may result in their experiencing any personal, financial, or material gain on behalf of themselves or others.

G. Nepotism/Reporting Structure.
University personnel should avoid situations where they may influence the decision to hire a family member at the University. A conflict of interest would exist, for example, if personnel serve on a selection committee or in a decision-making chain where a family member has applied for employment. In such a scenario, University personnel should disclose their familial status to the chair of the selection committee or the Director of Human Resources prior to the candidates’ interview. Further, employees are not permitted to supervise family members as a conflict of interest would exist if a supervisor had to conduct a performance appraisal on a family member.

H. Purchase of Property from Board of Trustees.
No University personnel should enter into a personal agreement or a contract to purchase goods or services, except those available to the general public, from a member of the University’s Board of Trustees or the Trustee’s firm without first discussing the transaction with the University’s Office of the General Counsel. Transactions of this type may have the appearance of impropriety and result in a conflict of interest that at the very least may reflect poorly on the individual, the Trustee and/or the University.

I. Gifts and Honoraria.
In accordance with Section 112.3148, Florida Statutes, University personnel are prohibited from giving, soliciting, or accepting any gift which may give the appearance of influencing their objectivity with respect to the University’s business arrangements. Generally, personnel, in conjunction with their supervisors’ approval, may accept gifts with a value of no more than $100 as a token of appreciation or as a “thank you” for assistance with or support for a University-related program. However, acceptance of such gifts would be prohibited if it were to result in a conflict with an individual’s separate professional standard of conduct or if accepting such gifts was not permitted by the bylaws or regulations of other entities applicable to the conduct of University personnel.

J. Use of University Intellectual Property, Copyrights, Patents and Trademark.
The University observes all intellectual property, patent and copyright laws and expects all University personnel to comply with the laws regarding the use of such property. For example, the University’s trademark, seal, and letterhead must only be used in relation to University-related activities and University business matters. Any other use of the University’s intellectual property is strictly prohibited. Should University personnel have any questions regarding whether their intended use of the University’s intellectual property may be in contradiction to “University-related activities and University business matters” the individual should consult their immediate supervisor or any other individual in his or her supervisory chain. Should anyone in the supervisory chain require assistance in interpreting whether the intended use of the University’s intellectual property is in contradiction to “University-related activities and University business matters” the individual should contact the University’s Office of the Provost, the Division of Sponsored Research, or Institutional Advancement to seek guidance regarding any question that they may have regarding the intended use of the intellectual property.

K. Lobbying and Political Activity.
While personal political advocacy on the part of University personnel is encouraged, only the University’s registered lobbyists are authorized to lobby issues as a representative of the University. Other personnel seeking to lobby or express political views on behalf of the University must first receive the express written approval of the President, in coordination with the University’s Office of Governmental Affairs, outlining the terms of the approved lobbying or political activity. Further, should University personnel become engaged in political advocacy or lobbying, they should make all reasonable efforts to make those with whom they come in contact aware that their activities are personal endeavors and not expressed on behalf of the University.
University personnel are strictly prohibited from taking an active part in a political campaign while on duty or within periods of time during which University personnel are expected to be performing services for which he or she receives compensation from the University. Further, University personnel are prohibited from using the authority of their University position to secure support for, or oppose any candidate, party, or issue in a partisan election or affect the results of such election. Similarly, University personnel are prohibited from using a promise of reward or threat to encourage or coerce any other University personnel to support or contribute to any political issue, candidate, or party.

University personnel who desire to seek public office while employed by the University are required to first notify and obtain approval from the President. Approval shall be based upon a determination by the President, in coordination with the appropriate supervisor, department head, and division vice president that such activity would not cause a prohibited conflict of interest or interfere with the individual’s University service. In situations where the individual holding or running for public office would present a conflict or interfere with the full discharge of his or her University duties, the President may require that the individual take a leave of absence or resign his or her employment from the University.

Notwithstanding the foregoing prohibitions, nothing in this provision shall be deemed to prohibit University personnel from expressing their own opinions on any candidate or issue or from participating in any political campaign during the individual’s off-duty hours.

L. Use of Human Subjects in Research.
The University encourages the use of research for the advancement of knowledge. However, all proposed research involving the use of human subjects for testing and obtaining data must be submitted by the primary investigator to the University’s Institutional Review Board for review and approval prior to commencing the research.

M. Media and Public Inquiries.
All media and public inquiries for information that University personnel receive in their capacity as University representatives should be coordinated with the University’s Department of Media Relations so that all inquiries result in a timely and accurate response. The University also expects other forms of communication, such as speeches, press releases, and reports made by individuals in their capacity as University representatives, to be accurate and coordinated with the supervisor of the individual communicating the information or others in his or her supervisory chain. Should the information to be reported or released involve issues that will potentially be subject to media coverage, the supervisor should contact the Department of Media Relations prior to the information being communicated or released for that Department’s input, review and assistance. Notwithstanding the foregoing, the University is aware that many personnel routinely interact with the media and/or public in their capacity as University representatives. In such public interactions, if University personnel are providing personal or professional opinions that have not been authorized in advance by the University, the personnel should take all reasonable measures to make the public and/or media aware that the opinions expressed are their personal or professional opinions and are not being made on behalf of the University.

N. Professional Associations’ Codes of Ethics.
All University personnel who are members of professional associations external to the University are expected to abide by their association’s code of ethics and other membership guidelines. If University personnel are found to have violated an external association’s code of ethics or membership guidelines and such violation may negatively impact the University or the individual’s employment at the University, such personnel must report the alleged violation to their supervisor, or other in his or her supervisory chain so that the impact of the alleged violation may be evaluated by the appropriate University representatives.

O. Alleged Violations of Law.
University personnel are required to disclose to their supervisor or other in his or her supervisory chain, any alleged violations of law or incidents of arrest by a law enforcement official that could impact the individual’s temporary or continued performance of their job duties. Such alleged violations of law often impact the University and its reputation and may place other University employees, students, or visitors at risk.

P. Procedures for Alleged Violations.
All employees are responsible for complying with the University’s Code of Conduct and Ethics and are required to report an alleged violation of this Code to his or her immediate supervisor, anyone in their supervisory chain, or the University’s Ethics Office. The Ethics Office, the Office of the General Counsel, is responsible for conducting a review of the incident(s) in question and forwarding the Information to the appropriate University representatives for review.

3. CONCLUSION
All University personnel are required to become familiar with this Code and conduct themselves in an ethical manner in the performance of their University duties and responsibilities. Should any personnel require advice or clarification regarding their obligations pursuant to this Code, they should consult their supervisor or appropriate University representative in order to gain an understanding of the requirements of this Code so that the reputation of those covered by this Code, including the University, continues to be held in high regard by all that with whom we interact.

Formerly 9.3017
Policies & Regulations
Academic Affairs: Enrollment Services

Student Records - Accessing
Number: 2.0620P
Effective Date: 6/2/2006
Revised Date: 10/10/2011
Responsible Division/Department: Academic Affairs / Enrollment Services

I. OBJECTIVE & PURPOSE

To provide guidelines and procedures to ensure that student educational records are maintained in a confidential and secure manner by the University, its faculty, staff and others who may come in contact with such data in compliance with federal and state laws and University requirements.

II. STATEMENT OF POLICY

Students are the University of North Florida’s first priority and it is paramount that those who come into contact with student educational records are aware of their obligations regarding such records as set forth in this policy.

A. Legal Requirements

The University must maintain student educational records in a confidential manner pursuant to the Family Educational Rights and Privacy Act of 1974, as amended, ("FERPA"), also known as the Buckley Amendment (20 U.S.C. 1232g) and Section 1002.225, Florida Statutes. FERPA provides students with a right of access to their educational records, permits students to challenge the accuracy of the records and prohibits the non-consensual release of such information except in limited circumstances.

This policy applies to all students in attendance at the University of North Florida. In accordance with the federal regulations implementing FERPA, the University of North Florida defines in attendance for first time students to include those having registered for classes. Thereafter, a student is deemed to be "in attendance" during all periods of enrollment, during breaks between terms, during University holidays and vacations, and during periods of suspension.

The University informs students of their rights under FERPA by annual publication of the University policy in the Student Handbook, the University Catalog and online via the University Registrar.

B. Student's Right to Inspect and Review Their Educational Records.

Students who are currently attending or who have been enrolled as a student at the University of North Florida may inspect and review their own educational records upon request. Educational records are, with certain exemptions as listed below, those records, files documents, and other materials which contain information directly related to a student that are maintained by any employee or agent of the University. The following categories of information are exempted and are not considered to be "educational records."

1. Records made by University personnel in the sole possession of the maker and are not accessible or revealed to any other person.

2. Records maintained by the University Police Department for law enforcement purposes.

3. Medical and counseling records used solely for treatment.

4. Healthcare records and documentation of disability maintained by the Disability Resource Center and/or the ADA Compliance office.

5. Student employment records.

6. Records only related to a former student (alumni records). Records of that individual while a student continue to be considered educational records.

While the above-referenced records may not be deemed confidential pursuant to FERPA, the records may in fact be confidential pursuant to other laws requiring that they be maintained in a confidential and secure manner.

In addition, students do not have a right to inspect the following records:
a. Financial records of parents  
b. Confidential letters and statements of recommendations placed in educational records prior to January 1, 1975  
c. Confidential letters and statements of recommendations for admission, employment, or honorary recognition placed in educational records after January 1, 1975, for which students have waived their right of access.  

C. Waiver of Right of Access  
Students may waive their right of access to confidential letters and statements of recommendation. Even if the student signs a waiver, upon the student’s request, the names of all persons making confidential recommendation will be made available.  

Employees or agents of the University may not require a student to waive his or her right of access for receipt of the University benefits or services.  

D. Procedures for Inspection and Review  
A student who desires to review his/her educational records must complete a Student Request to Inspect and Review form and provide it to the University Registrar. The form is available from either One-Stop Student Services or the University Registrar. Upon receipt of the request, the University has 45 days to respond to the student; however, arrangements for inspection will be made as expeditiously as possible.  

Educational records will be inspected and reviewed by the student in the presence of a University Official. Contested records may not be changed or deleted during the process of inspection and review.  

Upon written request the student will be provided with a copy of that portion(s) of his or her educational record at a reasonable cost to the student (as prescribed by state law). When a record contains information about more than one student, disclosure cannot include information regarding the other student(s).  

E. Students Right to Challenge Information In Their Educational Records  
Students who believe that there is misleading, inaccurate or information in violation of their privacy rights in their educational record, may request that the University amend their educational record by providing a written request to the University Registrar which clearly identifies the part of the record they want amended, and specifies the reason the record is inaccurate, misleading or in violation of their privacy rights. The University shall notify the student in writing of their decision. If the University decides to amend the record as requested, the record shall be amended accordingly. If the University decides not to amend the record as requested the written decision will advise the student of rights to a hearing as outlined in this policy.  

F. Procedures for Hearings to Challenge Records  
Students challenging information in their records must submit, in writing, a request for a hearing to the University Registrar listing the specific information in question and the reasons for the challenge. Hearings will be conducted by a University official who does not have a direct interest in the outcome of the hearing.  

Students shall be afforded a full and fair opportunity to present evidence relevant to the reasons for the challenge. Thereafter, the hearing officer will render a decision in writing, noting the reason for the decision and summarizing all evidence presented within 10 days after the challenge is filed.  

Should the hearing officer’s decision be in favor of the student, the record shall be amended accordingly. Should the request be denied, an appeal may be made, in writing, and submitted to the University Registrar within 10 days following the student’s notification of the hearing officer’s decision. The appeal shall be heard by an Appeals Board of three senior University officials who do not have a direct interest in the outcome of the hearing and a decision rendered, in writing, within a reasonable period of time.  

Should the appeal be in favor of the student, the record shall be amended accordingly. Should the request be denied, the student may choose to place a statement with the record commenting on the accuracy of the information in the record and/or setting forth any basis for inaccuracy. When disclosed to an authorized party, the record will always include the student’s statement and notice of the Board’s decision, as long as the student’s record is maintained by the University.  

G. Right to File Complaint If Student Believes Privacy Rights Have Been Violated.  
Any student who believes that his/her privacy rights under FERPA have been violated has the right to file a complaint with the Family Policy Compliance Office (FPCO) at the following address: Family Policy Compliance Office, United States Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920.  

H. Disclosure of Information  
1. With Student Consent  
   Should a student wish to authorize the release of his/her educational records to a parent(s), spouse, child(ren), family member or other third party, he/she must complete a Student Information Release Authorization form, available at One-
Stop Student Services or the University Registrar. Students may choose to have their educational records released to a third party on a one time basis or to provide a third party access to their records for up to one year. Student Information Release Authorization forms may be executed at any time during the school year; however, for security purposes all release authorizations expire at the conclusion of the summer semester and therefore must be renewed each fall. Students have the right to revoke release authorizations at any time by providing written notification of revocation on the prescribed form.

2. Without Student Consent

Personally identifiable information will not be released from an educational record without the prior written consent of the student, except under one or more of the conditions listed below. Personally identifiable information includes, but is not limited to:

(1) the student's name;
(2) the name of the student's parent or other family member;
(3) the address of the student or student's family;
(4) a personal identifier, such as the student's social security number or student number;
(5) a list of personal characteristics that would make the student's identity easily traceable; or
(6) other information that would make the student's identity easily traceable.

Except with respect to the release of directory information, personally identifiable information will be transferred to a third party only on the condition that such party will agree not to permit any other party to have access to such information without the written consent of the student.

Conditions Under Which Personally Identifiable Information May Be Released From An Educational Record Without The Student's Prior Written Consent:

1. The disclosure is to a University Official with a legitimate educational interest.

a. "University Official" includes:
(1) a person employed by the University as a member of its faculty or staff;
(2) a member of the University of North Florida Board of Trustees;
(3) a member or staff members of the Florida Board of Governors;
(4) a person or company with whom the University has contracted to perform a task (such as a consultant, agent, attorney, auditor, or collection agency);
(5) a person or organization acting as an official agent of the University and performing a business function or service on behalf of the University that the University normally would perform itself; or
(6) an official of another University Official in performing his or her tasks.

b. A University Official is determined to have a legitimate educational interest if the information requested is necessary for that University Official to:
(1) perform tasks related to one's professional or assigned job duties;
(2) perform tasks that are specified by a contract agreement;
(3) perform a task related to a student's education;
(4) perform a task related to discipline;
(5) provide a service or benefit relating to the student or student's family, such as (but not limited to) health care counseling, job placement or financial aid.

2. The disclosure is to officials of another school where the student seeks or intends to enroll.

3. The disclosure is to the Comptroller General, The Secretary of Education, state educational authorities or authorized representatives of the Attorney General for law enforcement purposes.

4. The disclosure is in connection with financial aid for which the student has applied or which the student has received to determine eligibility for aid, the amount of aid, the conditions of aid or enforcement of the terms and conditions of aid.

5. The disclosure is to organizations conducting studies for or on behalf of educational agencies or institutions.

6. The disclosure is to accrediting organizations to carry out accrediting functions.

7. The disclosure is to parents of a dependent student, as defined by Section 152 of the Internal Revenue Code.

8. The disclosure is to comply with a judicial order of a lawfully issued subpoena. The University will make a reasonable effort to notify the student of the order or subpoena in advance of compliance, unless the subpoena is a federal grand jury subpoena or other subpoena issued for law enforcement purposes and directs otherwise.

9. The disclosure is in connection with a health or safety emergency if necessary to protect the health or safety of the student or other individuals.

10. The disclosure is of the final results of any disciplinary proceeding conducted by the University against a student who is an alleged perpetrator of any crime of violence (as that term is defined in the section 16 of title 18, USC) or a non-forcible sex offense, if the University determines as a result of the disciplinary proceeding that the student committed a violation of the institution's rules or policies with respect to such crime or offense. The information shall include only the name of the student, the violation committed and any sanctions imposed by the University on the student. The University may include the name of any other student such as a victim or witness, only with the written consent of that other student. The University will notify sexual assault victims of the outcome of any disciplinary proceeding against the alleged perpetrator.

Each University unit has an obligation to keep a record of requests and disclosures of student educational record information except when the request is from the student, a University official with a legitimate educational interest, someone
requesting directory information, or when the disclosure is with the student's consent. Students have the right to review this record of requests and disclosures of student record information.

I. Directory Information

Directory information may be released to anyone without the student's consent. The University of North Florida has designated the following as directory information:

1. Name, mailing address, current telephone listing;
2. Dates of attendance;
3. Admitted college/majors;
4. Degree awarded;
5. Status (fulltime/part-time);
6. Classification as freshman, sophomore, junior, senior, post-bac or graduate student;
7. Participation in officially recognized activities;
8. Honors;
9. Weight/height of athletes;
10. Student images, including photographs, videos or any other media containing a student's image or likeness.

A student has the right to refuse to permit the release of his/her directory information and may do so at the One-Stop Student Services or online via myWings through completion of a Nondisclosure Request form. Following the University's processing of a Nondisclosure Request, the University will not release directory information to third parties without the student's express written consent. A student's Nondisclosure Request will remain in effect until the student advises One-Stop Student Services in writing or online via myWings that he/she desires the Nondisclosure Request to be removed.

J. Records Custodians and Requests for Student Records

Different types of student records are kept by various offices at the University of North Florida as indicated below. The right to inspect and review records, in accordance with University policy and state and federal regulation, may be exercised by presenting a written request to the appropriate custodian:

1. Student Health/Medical: Office of Student Medical Services
2. Student Services: Office of Student Affairs
3. Student Disciplinary: Office of Student Affairs
4. Educational Records: Office of Enrollment Services
5. Financial Aid Records: Office of Enrollment Services
6. Student Placement Records: Office of Enrollment Services
7. Continuing Education Records: Division of Continuing Education
8. English Language Program Records: Office of Student Affairs
9. Student Employment Records: Office of Human Resources
10. Athletics Records: Athletics Office

Questions regarding the identity of the custodian of records other than those listed above should be directed to the University Registrar.

K. Ensuring Security and Integrity of Student Records

As discussed throughout this policy, the University is required to maintain student educational records in a confidential and secure manner. To that end, the University has adopted training, record storage, back up and record disposal criteria to ensure that the University meets its obligation to maintain student educational records in a confidential and secure manner.

In the area of training, each employee in Enrollment Services and the Cashier's Office is instructed in FERPA compliance at the time he/she is hired, and each signs a FERPA confidentiality policy form. So that employees remain aware of their responsibilities FERPA refresher training for current staff is held each year. Additionally, all new faculty members are provided FERPA compliance training at new faculty orientation. The FERPA training materials and answers to frequently asked questions regarding student confidentiality requirements have been posted on both the University Registrar and Office of General Counsel's websites for year-round access. The University Registrar's website provides faculty and staff with practical information regarding the University's requirements for posting grades, returning graded course work, not sending final grades via email and other compliance information for ready access by students, faculty and staff.

Regarding secure record storage, all student educational and financial aid records are imaged and interfaced with the University's Enterprise Resource Planning (ERP) system that is hosted by contract through the Central Florida Regional Data Center, located on the campus of the University of South Florida. Access to student educational records in the ERP is password protected, and the level of access to such records is controlled, with the highest level of restriction for those who have the ability to change a record (i.e., data entry personnel and their supervisors), and lower levels of access for academic advisors, faculty, and administrators.

After all academic records are imaged, indexed, and verified in the ERP, paper records are shredded and deposited into covered shredding bins. Shredding bins are collected weekly and taken directly to be disposed of at an on-campus facility.

In addition to the above, non-current/inactive paper files are stored in a separate, specially constructed file room built
according to applicable fire codes. The University is in the process of imaging these non-current/inactive files with the goal of eliminating the current Records file room and maintaining a paperless file system for all educational and financial aid student records. Some inactive files are kept off campus in a secured, commercially owned warehouse. The University can activate these records and have them returned from the warehouse at any time upon request.

To ensure continued integrity of student educational records, all student data in the ERP is backed up each weekend, with incremental backups occurring each evening. The backup tapes remain in a secure area during the week and are sent to an off-site vault each month for storage and safekeeping.

Formerly 8C9-3.015
Policies & Regulations

Organization/General

Sexual Misconduct Regulation

Number: 1.0050R
Effective Date: 10/27/2006
Revised Date: 10/16/2012
Responsible Division/Department:

☐ New Regulation
☐ Major Revision of Existing Regulation
☐ Minor/Technical Revision of Existing Regulation
☐ Reaffirmation of Existing Regulation
☐ Repealed Regulation

I. OBJECTIVE & PURPOSE

The University of North Florida is committed to providing all students, faculty, staff, vendors, visitors or others, an environment where they can work, study and interact with each other in a safe and dignified learning community free from any form of sexual misconduct. This regulation provides guidance regarding conduct that constitutes sexual misconduct, reporting responsibilities regarding such conduct and information on complaint procedures to address alleged violations of this regulation.

II. STATEMENT OF REGULATION AND AFFIRMATION

For purposes of this regulation, "sexual misconduct" includes sexual exploitation, sexual harassment, non-consensual sexual contact, and non-consensual sexual intercourse, each as more fully defined below. Sexual misconduct violates university policy and federal civil rights law and may also be subject to criminal prosecution. The university is committed to fostering an environment that promotes prompt reporting of all types of sexual misconduct and timely and fair resolution of sexual misconduct complaints.

As a recipient of federal funds, the university is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. ("Title IX")¹, which prohibits discrimination on the basis of sex in education programs or activities. Sexual misconduct, as defined in this regulation, is a form of sex discrimination prohibited by Title IX. The University of North Florida is committed to providing programs, activities and an educational environment free from sex discrimination. Additionally, as an employer, the university is required to comply with Title VII of the Civil Rights Act of 1964 and other federal and state laws regarding sex-based harassment.

The university has designated the Director of the Office of the Equal Opportunity and Diversity ("EOD") as its Title IX Administrator (See contact information in Section VI below).

The university is also required and committed to upholding the First Amendment of the United States Constitution as well as committed to protecting academic freedom. Nothing in this regulation is intended to abridge the rights guaranteed by the First Amendment or to infringe on Academic Freedom.

A. Definitions

1. "Sexual misconduct" is a broad term encompassing "sexual exploitation," "sexual harassment," "non-consensual sexual contact," and "non-consensual sexual intercourse," as defined in this regulation. Sexual misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct can be committed by men or by women, and it can occur between people of the same or different sex.

2. "Effective consent" means words or actions that show a knowing and voluntary agreement to engage in mutually agreed-upon sexual activity. Effective consent cannot be gained by force, by ignoring or acting in spite of the objections of another, or by taking advantage of the incapacitation of another, where the accused student knows or reasonably should have known of such incapacitation. Effective consent is also absent when the activity in question exceeds the scope of effective consent previously given.

3. "Force" means physical force, violence, threat, intimidation or coercion.

4. "Incapacitation" means the physical and/or mental inability to make informed, rational judgments. States of incapacitation include, without limitation, sleep, blackout, and flashbacks. Where alcohol (or other drug) is involved, one does not have to be intoxicated or drunk to be considered incapacitated. Rather, incapacitation is determined by how the alcohol consumed impacts a person's decision-making capacity, awareness of consequences, and ability to make informed judgments. The question is whether the accused knew, or a sober, reasonable person in the position of the accused should have known, that the complainant was incapacitated. Because incapacitation may be difficult to discern, individuals are strongly encouraged to err on the side of caution; i.e., when in doubt, assume that another person is incapacitated and therefore unable to give effective consent. Being intoxicated or drunk is never a defense to a complaint of sexual misconduct under this regulation.
5. "Non-consensual sexual contact" means sexual contact that occurs without effective consent.

6. "Non-consensual sexual intercourse" means sexual intercourse that occurs without effective consent.

7. "Sexual contact" means the deliberate touching of a person's intimate parts (including genitalia, groin, breast or buttocks, or clothing covering any of those areas), or using force to cause a person to touch his or her own or another person's intimate parts.

8. "Sexual exploitation" means taking sexual advantage of another person without effective consent, and includes, without limitation, causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over such other person; causing the prostitution of another person; recording, photographing or transmitting identifiable images of private sexual activity and/or the intimate parts (including genitalia, groin, breasts or buttocks) of another person; allowing third parties to observe private sexual acts; engaging in voyeurism; and/or knowingly or recklessly exposing another person to a significant risk of sexually transmitted infection, including HIV.

9. "Sexual intercourse" means penetration (anal, oral or vaginal) by a penis, tongue, finger, or any inanimate object.

10. "Sexual harassment" means unwelcome sexual advances, requests for sexual favors, or other verbal (including written and electronic communications) or physical conduct of a sexual nature from any person when:

   - Submission to such conduct or request is made either explicitly or implicitly a term or condition of a student's status in a course, program, or activity; or of academic achievement; or
   - Submission to such conduct or request is made either explicitly or implicitly a term or condition of an individual's employment, salary increase, position advancement, or other employment-related benefits; or
   - Submission to or rejection of such conduct or request by an individual is used as the basis for an academic decision or employment decision affecting such individuals; or
   - Such conduct is sufficiently serious (i.e., severe, persistent or pervasive) to deny or limit a student's ability to participate in or benefit from the University's educational programs or activities or such conduct is sufficiently severe or pervasive so as to alter the conditions of, or have the purpose or effect of substantially interfering with, a faculty or staff member's employment by creating an intimidating, hostile or offensive working environment

B. Examples of Sexual Misconduct

In addition to the conduct described in terms defined above, the following are common examples of unwelcome conduct which when sex-based behavior can be found to be a violation of this regulation:

   - Inappropriate touching or brushing against the body of another including, but not limited to patting, fondling, massaging, caressing, pinching, attempted or actual kissing.
   - Requesting sex or sexual acts in exchange for an occupational or educational benefit.
   - Repetitive propositions, invitations, or pressure for sexual activity.
   - Suggestive or inappropriate communications, notes, letters, e-mail, text messages, contact through social media (i.e., Facebook, Twitter, etc.) or other written materials.
   - Displaying, transmitting or sending suggestive or inappropriate photographs, videos, computer images, slides, calendars, cartoons or drawings through any medium.
   - Sexual innuendo, comments, or remarks about a person's clothing, body, or activities.
   - Making suggestive or obscene gestures or making suggestive or insulting sounds.
   - Whistling in a suggestive manner.
   - Attempts at humor or the telling of jokes about sex that denigrate either gender.
   - Actual or implied sexual threats or intimidation which places an individual in fear of imminent physical or psychological harm or injury.
   - Hazing, when of a sexual nature meaning acts likely to cause physical or psychological harm or social ostracism when related to the admission, initiation, pledging, joining a university group, club or organization.
   - Bullying, when of a sexual nature meaning repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally (excluding speech or other conduct protected by the First Amendment).
   - Stalking, when of a sexual nature meaning repetitive and/or menacing pursuit, following, harassing and/or interfering with the peace and/or safety of a member of the university community.

C. Actions that do not Constitute Sexual Misconduct

A postsecondary educational environment is unique in that there must be the freedom to express ideas and to foster communication on subjects that enhance the university's educational mission. Accordingly, while the university is committed to providing a learning environment that is free from sexual harassment, the purpose of this regulation is not intended to abridge academic freedom or to interfere with free speech as guaranteed by the First Amendment. As such, pursuant to this regulation sexual harassment does not include:

   - The expression of ideas in an academic context to provoke thought or discussion on topics germane to the course and advancement of the university's educational mission.
   - Engagement in debate or discourse over issues that society may find to be unpopular, offensive or disagreeable.
   - Discussing, using or displaying views, words, symbols or thoughts in an academic setting which are germane to the course and which some persons may find to be offensive.
Faculty must, however, be mindful that the courts have placed restraints on academic freedom at public institutions, such as UNF, and that conduct in the classroom cannot deny or limit a student’s ability to participate in or benefit from the university’s educational programs or activities. Further, while there is no “bright line” test regarding the appropriateness of the content of expression in an academic setting, all students, faculty and staff have an obligation pursuant to this regulation to conduct themselves in a “reasonable” manner in their interactions with other members of the university community.

III. VIOLATIONS

In determining whether alleged conduct constitutes sexual misconduct in violation of this regulation, the conduct will be evaluated from the perspective of a reasonable person in the alleged victim’s position considering the totality of the circumstances, such as the nature of the alleged conduct and the context in which the alleged conduct occurred. In an academic setting, consideration will be given to free speech and academic freedom. For example, expression that is intended to facilitate discourse or debate in a classroom setting or open debate forum may be considered appropriate, but similar expression in the workplace may be unwelcome and inappropriate in the context of communications between employees. Those found to have violated this regulation will be subject to disciplinary action up to and including termination.

IV. REGULATION REQUIREMENTS

A. Responsibility to Comply with the Sexual Misconduct Regulation.

All members of the university community are responsible for ensuring that their conduct does not violate this regulation. This same responsibility extends to, vendors, contractors (including the employees of third parties), visitors or others on the University’s campus or at any University sponsored or University related function or activity. EOD will consult with the vendor or contract manager to determine how any investigation will be undertaken. The university shall take action against the vendor or contractor, when warranted, in accordance with the terms of the governing contract or agreement.

B. Required Responsibility to Report Perceived or Actual Violations of the Sexual Misconduct Regulation.

1. Responsibility of Supervisors and Managers: All supervisors and managers (defined for purposes of this regulation as supervising 1 or more employees) are required to promptly report to the Office of Equal Opportunity and Diversity (EOD) (either verbally or through written communications) allegations, reports or instances of alleged sexual misconduct by or against any person covered by this Regulation.

2. Responsibility of Faculty: All faculty are required to promptly report to the EOD or alternatively to their department chair, dean or applicable academic administrator allegations, reports or instances of alleged sexual misconduct by or against a student in violation of the University’s Sexual Misconduct Regulation. Persons to whom alleged acts of sexual misconduct are reported must then promptly report the matter to the EOD (either verbally or through written communications).

3. Responsibility of Community members: To maintain an environment free from sexual misconduct, the responsibility for reporting incidents of sexual misconduct rests with all members of the university community. Thus, any employee, staff or faculty member, student, applicant or other community member who believes another community member is being subjected to sexual misconduct in violation of this regulation is strongly encouraged to report the matter to their supervisor, manager, or directly to the EOD (As discussed above, all alleged incidents of conduct in violation of the University’s Sexual Misconduct Regulation must be promptly reported to the EOD).

4. Responsibility of Victim: An individual who deems another’s conduct as sexually offensive is encouraged to advise the offending party that the conduct is unwelcome and to ask the offender(s) to cease same. An individual who feels uncomfortable and/or unsafe by offensive behavior should also try to remove themselves from the offending situation and seek help as quickly as possible by reporting the offending conduct to an individual designated in this regulation. However, failure for an individual to take affirmative steps to stop sexual misconduct in no way bars the individual from seeking relief through filing a claim under this regulation.

C. Amorous and Sexual Relationships

It is not uncommon for university community members who study, work or interact together to develop amorous or sexual relationships. However, when persons in positions of unequal power engage in amorous or sexual relationships (e.g., between a supervisor and an employee, faculty member and student, or staff members and student) the person of greater power places themselves at risk of being accused of sexual harassment, either during the relationship or after the relationship ends. Accordingly, the university has adopted a policy prohibiting amorous or sexual relationships where one individual in the relationship is in a position to exercise authority such that it would impact the educational or work performance of the other individual. (see Amorous or Sexual Relationships Policy 13.0006P).

V. RETALIATION

Retaliation, or otherwise taking adverse employment or educational action, against a member of the university community because they in good faith reported sexual misconduct, or participated in an investigation or review regarding a complaint, is strictly prohibited. Those found to have violated this prohibition against retaliation will be subject to disciplinary action up to and including termination.
VI. REGULATION PROCEDURES

A. Seeking Guidance or Filing a Complaint under this Regulation.

Any member of the university community who believes that he or she has been subjected to sexual harassment; any member of the community who believes that he or she has been subjected to retaliation related to an allegation of sexual misconduct; or any member of the community who believes that others have been subjected to sexual harassment in violation of this regulation, may seek guidance, counseling or file a complaint in accordance with this regulation by contacting: Director, Office of Equal Opportunity and Diversity, University of North Florida, J. J. Daniel Hall, Room 1201, 1 UNF Drive, Jacksonville, Florida 32224-2645, (904) 620-2507 Voice & TDD and (904) 620-1004 Fax or via 711 Florida Relay for persons who are deaf or hard of hearing or those with speech impairments and/or limitations.

B. Complaint Procedure.

Allegations of violation of this regulation including the actual filing of a complaint of sexual misconduct will be addressed by the Director in accordance with the EOD Complaint and Investigation Procedures which can be found on EOD's website at: http://www.unf.edu/eod.

VII. WHERE TO GET HELP

In addition to contacting the EOD office, any of the following offices at the University of North Florida may be contacted for information or assistance regarding matters involving sexual misconduct:

UNF Counseling Center
Founders Hall (Building 2)
Room 2300
(904) 620-2602

UNF Women's Center
Founders Hall (Building 2) Room 2100
(904) 620-2528

Office of Student Conduct
Founders Hall (Building 2)
Room 1011
(904) 620-3979

Office of the Student Ombuds
Founders Hall (Building 2)
Room 2104
(904) 620-1491

Office of Human Resources
J.J. Daniel Hall (Building 1)
Room 1000
(904) 620-2903

Office of Student Affairs
Student Union
Room 2901
(904) 620-2600

Office of Academic Affairs
J.J. Daniel Hall (Building 1)
Room 2300
(904) 620-2700

Office of the General Counsel
J.J. Daniel Hall (Building 1)
Room 2100(904) 620-2828

If fear of physical safety, threats, or assault is involved, contact:

University Police Department
Police Station (Building 41)
(904) 620-2801

or

University's Office of the Victim Advocate (located within the Women's Center)
Founders Hall (Building 2)
Room 2823
(904) 620-2528
Title IX requires that the university have a statement of policy and procedure for handling complaints of Sexual Misconduct. 20 U.S.C. 1092(1)(7) and 1681 (a). This Regulation constitutes that statement.

Revisions approved by the Board of Trustees 10/16/12.
Policies & Regulations
Organization/General

Amorous or Sexual Relationship Policy

Number: 1.0070P
Effective Date: 2/10/2006
Revised Date: 2/2/2006
Responsible Division/Department: Office of the President

- New Policy
- Major Revision of Existing Policy
- Minor/Technical Revision of Existing Policy
- Reaffirmation of Existing Policy
- Repealed Policy

I. OBJECTIVE & PURPOSE

The purpose of this policy is to set forth expectations for University community members regarding amorous or sexual relationships and to ensure that such relationships do not result in actual or perceived impropriety.

II. STATEMENT OF POLICY

A. General Considerations

The University of North Florida is committed to providing and maintaining a working and learning environment that is fulfilling and equitable for all members of the University community including students, faculty and staff. Implicit in the University's commitment is that all community members conduct themselves in an ethical manner in their interactions and relationships with each other. To accomplish the University's goals, relationships between students, faculty and staff must be based on integrity, respect and trust. Any amorous or sexual relationships between community members that call these principles into question interfere with the University's academic mission.

B. Amorous or Sexual Relationships between Individuals of Unequal Power.

Amorous or sexual relationships between individuals of unequal power (e.g., between a supervisor and an employee, faculty member and student, or staff member and student) where the person of real or perceived greater power directly supervises or has the ability to impact either the employment or education of the other, have the potential of resulting in, or causing the appearance of, the following:

1. A conflict of interest (see UNF Code of Ethics and Conduct, see also Chapter 112, Florida Statutes);
2. An abuse of power or trust;
3. The perception of favoritism, bias or unfair treatment;
4. The perception or allegations that the relationship was the result of coercion or exploitation;
5. Allegations of sexual harassment either during the relationship or after it ceases; and
6. Other allegations of inappropriate conduct.

III. STATEMENT OF PROCEDURES

A. Prohibited Amorous or Sexual Relationships.

Faculty members, administrators and staff in any type of supervisory or oversight capacity are prohibited from engaging in an amorous, dating or sexual relationship with a student or employee whom he/she instructs, evaluates, supervises, or advises, or over whom he/she is in a position to exercise authority such that it would impact their educational or work performance.

B. Required Disclosure of Amorous or Sexual Relationships.

1. Faculty members, administrators and staff in any type of supervisory or oversight capacity, who as of the date of the adoption of this policy, are currently involved in an amorous, dating or sexual relationship where there is direct authority relationship between the individuals must immediately disclose the existence of their relationship to their immediate supervisor (i.e., Chair, Director, Dean, Vice President) or, if necessary, the next higher level supervisor not involved in the relationship.

2. Faculty members, administrators and staff in any type of supervisory or oversight capacity who are involved in an amorous, dating or sexual relationship where no direct authority exists, but as a result of reassignment or restructuring of a
department or unit are placed in a direct authority relationship with the person with whom they have a relationship covered by this policy, must disclose the existence of such relationship to their immediate supervisor (i.e., Chair, Director, Dean, Vice President) or, if necessary, the next higher level supervisor not involved in the relationship.

C. The University’s Management of Potential or Actual Conflicts of Interest resulting from an Amorous or Sexual Relationship.

1. The University will manage any potential conflicts of interest created by amorous or sexual relationships where direct authority or the ability to impact the performance of the other individual exists. The University will take these efforts to ensure the integrity of the work and educational environment and may explore the following options:

a) Removing the faculty member, administrator or staff who are in any type of supervisory or oversight authority over the individual with whom they involved in a amorous or sexual relationship from any evaluative decision concerning the other individual;

b) By moving an advisor from his/her involvement as advisor or committee member with an advisee;

c) Relocation of an employee to another supervisory area; or

d) Other action that the appropriate administrators believe resolves the actual or perceived conflict of interest.

2. The University, in managing actual or perceived conflicts of interest, resulting from amorous or sexual relationships may require time or more decisive efforts to effectively address conflicts of interest that arise from two individuals’ involvement in a amorous, dating or sexual relationship where a direct authority relationship exists between the individuals. In such cases, the following may occur:

a) In the case of two employees (including student employees), one or both of the employees may be placed on administrative leave, with or without pay, until a suitable option becomes available to address the actual or perceived conflict of interest.

b) If there is no reasonable option available to address the actual or perceived conflict of interest, one or both employees may be required to separate his/her employment from the University.

D. Violations of this Policy.

Any member of the University community who violates this policy is subject to discipline by the applicable supervisory authority.

Formerly 9-3.018.
Policies & Regulations

Organization/General

Non-Discrimination, Equal Opportunity and Diversity Regulation
Number: 1.0040R
Effective Date: 10/27/2006
Revised Date: 10/21/2014
Responsible Division/Department: Director, Equal Opportunity and Diversity

I. OBJECTIVE & PURPOSE

The purpose of this regulation is to set forth the University of North Florida’s expectations for fostering and maintaining an environment of inclusiveness and equity for all who interact in our university community; and to reinforce the University’s commitment to diversity in the recruitment, selection and retention of students, faculty and staff; and to provide procedures to file a complaint alleging discrimination, retaliation, discriminatory harassment. Sexual misconduct/harassment is covered by a separate regulation (See Sexual Misconduct Regulation 1.0050R)

II. STATEMENT OF REGULATION

The University of North Florida (“University” or “UNF”) is committed to providing an inclusive and welcoming environment for all who interact in our community. In building this environment, we strive to attract students, faculty and staff from a variety of cultures, abilities, backgrounds and life experiences to achieve a diverse University community. In furtherance of the University’s diversity initiatives and focus toward inclusiveness, it is expected that all in the University community will appreciate and respect the dignity, individuality, and the uniqueness of our community members. It is also expected that we will maintain an environment conducive to the pursuit of educational, scholarly, and career interests, where both the distinctiveness of each person’s experience and the common humanity that unites us all will be recognized. This will allow us to take full educational advantage of the variety of talents, backgrounds, and perspectives of those who study and work at the University.

The University is equally committed to ensuring that educational and employment decisions, including but not limited to recruitment, admission, hiring, compensation and promotion, are based on the qualifications, skills and abilities of those desiring to work, study and participate in our University community.

To accomplish the intent of this regulation, the University shall not commit or permit discrimination or discriminatory harassment on the basis of race, color, religion, age, sex (inclusive of Title IX), gender identity/expression, sexual orientation, disability, marital status, national origin or veteran status under the Vietnam Era Veterans’ Readjustment Assistance Act, as amended (VEVRAA) or any other characteristic protected under applicable federal or state law, in any educational, employment, social or recreational program or activity offered by the University. Similarly, the University will not commit or permit retaliation against any individual who complains of discrimination or harassment or any individual who cooperates in an investigation of an alleged violation of this regulation.

The University recognizes that it is a unique learning environment in which its diverse community members have the First Amendment right to free speech and expression of differing opinions. The University also recognizes that it is an environment in which its faculty have the academic freedom to provoke thought and debate and to engage in open discourse related to their individual areas of academic instruction. Thus, in exercising the standards put forth in this regulation, the University will not abridge either free speech or academic freedom based on its context.

The University understands that only by eliminating discrimination, discriminatory harassment and retaliation can we ensure that all community members, especially our students, have the opportunity to work and achieve excellence. Accordingly, the University expects that all community members including students, faculty, staff, vendors, contractors, visitors or others who interact at the University will observe and comply with these equal opportunity and diversity principles.

As a recipient of federal funds, the University is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. (“Title IX”), which prohibits discrimination on the basis of sex in education programs or activities. The responsibility for communicating, interpreting and monitoring this Equal Opportunity and Diversity Regulation and the University’s Affirmative Action compliance obligations rests with the EOD Director and University Title IX Administrator, University of North Florida, J.J. Daniel Hall, Suite 1201, 1 UNF Drive, Jacksonville, FL 32224-2845, (904)620-2507 or via 711 Florida Relay for persons who are deaf or head of hearing or those with speech impairments and/or limitations.

It must also be understood that some acts of discrimination and/or harassment constitute criminal conduct. Faculty, administrators, managers and supervisors are required to report criminal activity on University property, University-controlled property or at University sponsored events to law enforcement (See contact information in Section IX below).
Other University Community members who witness discrimination and/or harassment that places individuals or groups in fear for their health or safety are strongly encouraged to contact law enforcement. The health, safety and welfare of all members of University community should be a shared concern of all who interact in our learning community.

A. DEFINITIONS

For purposes of this regulation, the following definitions are controlling:

1. "Discrimination" means treating another individual unfavorably compared to other similarly situated individuals, whether intentional or unintentional, based solely upon their membership in a protected class as defined by this regulation. To be actionable, the discriminatory treatment must be severe, persistent or pervasive so that it limits or denies a community member's ability to participate in or to realize the intended benefits of an institutional activity, opportunity, or resource.

2. "Harassment" means unwelcome conduct about an individual or protected class covered by this regulation that is sufficiently serious (i.e., severe, persistent or pervasive) to deny or limit a student's ability to participate in or benefit from the University's educational programs or activities or such conduct is sufficiently severe or pervasive so as to alter the conditions of, or have the purpose or effect of substantially interfering with, a faculty or staff member's employment by creating an intimidating, hostile or offensive working environment. Harassment can include such acts as making slurs, physical assaults or threats, and intimidation, when such conduct rises to the level of the definition provided above.

3. "Retaliation" means when an officer, agent, contractor or employee takes an adverse action against any individual for their participation in protected activity under this regulation.

4. "Protected activity" means actions that include, but are not limited to, filing a discrimination charge, testifying or participating in any way in an investigation, proceeding, or lawsuit, and opposing employment practices that one reasonably believes discriminates against individuals or encourages someone to exercise their rights.

5. "Protected classes" means individuals who are provided protection against discrimination or harassment under this regulation because of race, color, religion, age, sex (inclusive of Title IX), gender identity/expression, sexual orientation, disability, marital status, national origin or veteran status under the Vietnam Era Veterans' Readjustment Assistance Act, as amended (VEVRAA) or any other characteristic protected under applicable federal or state law.

B. Preventing Discrimination and/or Harassment — Bystander Intervention

Achieving the University's commitment to providing an inclusive and welcoming environment for all who interact in our community is a shared responsibility that requires all community members to act when they observe discriminatory or harassing behavior. This means not only reporting behavior in violation of this regulation but if a community member can safely intervene to encourage others engaging in actions in violation of this regulation to cease their inappropriate conduct. Examples of how to safely intervene, include, but are not limited to the following:

- Educate yourself and others by reading and understanding this regulation.
- Make sure you know to whom and where to report incidents. the services available to victims/survivors as detailed in the regulation and discussing these issues with others to raise awareness in the campus community.
- Gain awareness of the challenges and experiences of others different than you by interacting and communicating with them and/or reading articles and books regarding cultural and other diversity initiatives.
- When you hear friends or acquaintances making discriminatory or harassing remarks, encourage them to refrain from such behaviors and explain to them why their actions may be harmful to others.
- Don't assume someone else will take action when you observe discriminatory or harassing behavior
- When you see something that is wrong, don't be afraid to speak up.

It cannot be emphasized enough that community members should only personally intervene when they feel it is safe to do so; therefore, if a community member has concerns about safely intervening, do not condone objectionable actions but instead intervene by reporting the inappropriate behavior to an administrator or other University official.

III. STATEMENT OF REQUIREMENTS

A. Responsibility to Comply with this Regulation.

All members of the University community are required to comply with and are responsible for ensuring that their conduct does not violate this regulation. This same responsibility extends to, vendors, contractors (including the employee of third parties), visitors or others on the University's campus and at any University sponsored or related function or activity. EOD shall consult with the vendor or contract manager to determine how any investigation, if necessary, will be undertaken. The University shall take action against the vendor or contractor, when warranted, in accordance with the terms of the governing contract or agreement.

B. Required Responsibility to Report.

All supervisors and managers (defined for purposes of this regulation as supervising 1 or more employees) are required to promptly report to the EOD (either verbally or through written communications) allegations, reports or instances of alleged discrimination and harassment by or against any person covered by this regulation.

1. Responsibility of Faculty
All faculty are required to promptly report to the EOD or their department chair, dean or applicable administrator any allegations, reports or instances of alleged discrimination, retaliation and/or harassment by or against a student in violation of this Regulation. Persons to whom alleged acts of discrimination, retaliation and harassment are reported must then promptly report the matter to the EOD (either verbally or through written communications). If safety and welfare are concerns, the first contact should be to the UPD.

2. Responsibility of Community Members

To maintain an environment free from discrimination, retaliation and harassment, the responsibility for reporting incidents rests with all members of the University community. Thus, any employee, staff or faculty member, student, applicant or other community member who believes an individual is being treated in a manner that is in violation of this Regulation is strongly encouraged to report the alleged violations to their supervisor, manager, or directly to the EOD (As discussed above, all alleged incidents of conduct in violation of the University’s Equal Opportunity and Diversity Regulation must be reported to the EOD).

3. Responsibility of Victim

The alleged victim is not required to inform an alleged offender of the offensiveness of their behavior in order to make a claim under this Regulation. However, any person who deems any action or conduct as unwelcome is encouraged to advise the offending party that their conduct is unwelcome and seek help.

V. CONFIDENTIALITY

The University recognizes the importance of confidentiality and understands that some individuals filing complaints of harassment/discrimination or who are otherwise involved in an investigation may want their identity to remain anonymous and/or confidential. In all cases, issues of confidentiality must be balanced against the University’s need to investigate and take appropriate action. The University will respect the privacy and confidentiality of individuals involved in an investigation to the fullest extent possible. If you have concerns about this please contact the EOD.

VI. RETALIATION

Retaliation, or otherwise taking adverse employment or educational action against a member of the University community because they in good faith reported discrimination or harassment, or participated in an investigation or review regarding a complaint, is strictly prohibited. Those found to have violated this prohibition against retaliation will be subject to disciplinary action up to and including termination.

VII. VIOLATION

Taking all the above into consideration, it shall be a violation of this regulation for any officer, university employee, student, visitor, agent, vendor or contractor to discriminate against, harass, or retaliate against any person covered by this regulation. Prohibited behavior constitutes conduct that limits or denies one’s ability to participate in, interact with, or benefit from an academic program, event or activity or to otherwise participate in campus life. Potential violations of this regulation will be evaluated from the perspective of a reasonable person in the alleged victim’s position, considering the totality of the circumstances, such as the nature of the alleged conduct and the context in which the alleged conduct occurred.

VIII. ENFORCEMENT

As mentioned above, in some situations harassing behavior may lead to criminal prosecution. Any individual, student, faculty or staff, found to have violated this regulation will also be subject to discipline through the appropriate procedures. For example, students will be referred to Student Conduct. Faculty and staff will be subject to disciplinary action in accordance with UNF’s personnel program and any applicable collective bargaining agreements. The University has an obligation to promptly respond to allegations of sexual misconduct and will proceed, unless exceptional circumstances dictate otherwise, with its own investigative and disciplinary procedures while criminal charges are pending.

VIII. STATEMENT OF PROCEDURES

A. Seeking Guidance Regarding This Regulation.

Any member of the university community who believes that they have been subjected to discrimination, discriminatory harassment, retaliation and/or sexual misconduct, or observed or witnessed any member of the community being subjected to the same, may seek guidance, counseling or file a complaint in accordance with this regulation by contacting EOD.

B. Complaint Procedure.

Allegations of violation of this regulation including the actual filing of a complaint of discrimination, harassment or retaliation will be addressed by the EOD in accordance with the Non-Discrimination EOD Complaint and Investigation Procedures which can be found on the EOD’s website at http://www.unf.edu/eod and UNF Policy 1.0060P.

IX. ON AND OFF-CAMPUS SERVICES

If fear of physical safety, threats, or assault is involved contact:
A. On Campus

University Police Department
Police Station (Building 41)
911 or (904) 620-2801

UNF's Victim Advocacy Program (located within the Women's Center)
Founders Hall (Building 2)
Room 2623
(904) 620-1010

B. Off Campus

Jacksonville Sheriff's Office
501 E. Bay Street
Jacksonville, FL
911 or (904) 630-0500

In addition to contacting the EOD, any of the following offices at the University may be contacted for information or assistance:

UNF Counseling Center
Founders Hall (Building 2)
Room 2300
(904) 620-2602

Disability Resource Center
College of Education and Human Services (Building 57)
(904) 620-2709

Lesbian, Gay, Bisexual, Transgender Resource Center
Student Union East (Building 58)
(904) 620-4720

Office of Student Affairs
Student Union East (Building 58)
Room 2091
(904) 620-2600

Office of Student Conduct
Founders Hall (Building 2)
Room 1011
(904) 620-3979

Office of the Student Ombudsman
Founders Hall (Building 2)
Room 2104
(904) 620-1491

UNF Women's Center
Founders Hall (Building 2) Room 2100
(904) 620-2528

Amended 12/16/12; Amended and approved by BOT October 21, 2014.
Policies & Regulations

Organization/General

Non-Discrimination, Equal Opportunity and Diversity Complaint and Investigation Procedure

Number: 1.0060P

Effective Date: New Policy
Revised Date: Major Revision of Existing Policy
Responsible Division/Department: Minor/Technical Revision of Existing Policy
Office of Equal Opportunity and Diversity

Reaffirmation of Existing Policy

I. OBJECTIVE AND PURPOSE

The University has established the following guidelines and procedure to address complaints of discrimination, discriminatory harassment, retaliation, and sexual misconduct in violation of the University's Non-Discrimination, Equal Opportunity and Diversity Regulation and its Sexual Misconduct Regulation. The purpose of this procedure is to ensure compliance with federal, state and local law and to enable the University to address circumstances that may conflict with its commitment to provide an inclusive and welcoming environment for all students, faculty, staff, visitors, vendors, and applicants or other individuals who interact in our University community.

II. STATEMENT OF DELEGATION

The President has delegated to the Office of Equal Opportunity and Diversity (hereafter "EOD") the authority and responsibility to receive, investigate and, where appropriate, attempt to conciliate complaints, or investigate situations that are brought to EOD’s attention, of conduct alleged to be in violation of the University's Non-Discrimination, Equal Opportunity and Diversity Regulation and Sexual Misconduct Regulation. Accordingly, any member of the University community who believes that they have been subjected to discrimination, discriminatory harassment based on race, color, religion, genetic information, national origin, sex, sexual orientation, gender identity/expression, age, disability, and/or veterans status; or any individual who believes they have been subjected to retaliation related to an allegation of discrimination or discriminatory harassment based on the aforementioned categories; or that they have been subjected to sexual misconduct, may seek guidance, counseling or file a complaint by contacting: Director, Office of Equal Opportunity and Diversity, University of North Florida, J. J. Daniel Hall, Suite 1201, 1 UNF Drive, Jacksonville, Florida 32224-7895, (904) 620-2507 Voice & TDD and (904) 1004 Fax or via 711 Florida Relay for persons who are deaf or hard of hearing or those with speech impairments and/or limitations.

Any individual may contact EOD to informally discuss his or her concerns regarding a potential violation of the University’s Non-Discrimination, Equal Opportunity and Diversity Regulation or Sexual Misconduct Regulation. However, if the individual desires that EOD take action to address his or her concerns, the individual will be advised of the University’s formal procedures and requirements for addressing alleged violations of these regulations including the requirement of filing an EOD intake form pursuant to this procedure.

III. STATEMENT OF REQUIREMENTS

Requirements and Scope of Process.

A. Required Reporting – All supervisors, managers and faculty are required to promptly report to EOD (either verbally or through written communications) allegations, reports or instances of alleged discrimination and/or harassment, including sexual misconduct by or against any person covered by this process.

B. Timeliness of Complaint – Any complaint filed under this section must be filed with EOD within sixty (60) calendar days after the alleged incident. EOD may process an alleged violation outside of this time limitation if deemed necessary.

C. Available Remedies – The filing of a complaint under this procedure shall not affect a complainant’s right to file a charge of discrimination pursuant to an appropriate federal or state statute, including the filing of a timely charge with the Florida Commission on Human Relations, the Equal Employment Opportunity Commission or the U.S. Department of Education Office for Civil Rights. Complainants are urged to contact these external agencies directly to learn the filing deadlines and procedures for each agency.

D. Participation of Students, Faculty and Staff – All members of the University community are expected to cooperate with an investigation of allegations of discrimination, discriminatory harassment, retaliation or sexual misconduct, and maintain confidentiality of information discussed and shared during an investigation. Should a member of the community fail to cooperate with this standard, such conduct would constitute reasonable grounds for discipline.

E. Confidentiality – Confidentiality will be maintained to the extent provided by law. The fact that an individual has sought
guidance from EOD or that a complaint has been filed, including the grounds for which the individual seeks assistance from EOD, will only be communicated to those who require such information to fulfill their responsibilities. Additionally, the documents related to an investigation under this process are not public record during the investigation and in the case of alleged sexual misconduct the names of the complainant and any witnesses are exempt from disclosure even after the EOD investigation is completed. Further, student names are exempt from disclosure pursuant to the Family Education Rights and Privacy Act (FERPA).

F. Frivolous/FALSE/Fraudulent Claims or Statements — Any person who knowingly or fraudulently files a frivolous, false or fraudulent EOD complaint will be referred to the appropriate University representative(s) for discipline. Similarly, any person who knowingly makes false statements in any investigation, proceeding, or hearing regarding alleged discrimination and/or harassment and/or retaliation pursuant to this procedure will be referred to the appropriate University representatives for disciplinary action.

G. Standard of Proof — The standard of proof will be based upon a preponderance of the evidence. This means EOD’s investigation resulted in a finding that there was a reasonable cause to believe that more likely than not a Complainant’s treatment was in violation of the University’s Non-Discrimination, Equal Opportunity and Diversity Regulation or Sexual Misconduct Regulation.

H. Not a Disciplinary Proceeding – The EOD’s processing, review and investigation of a complaint is a fact-finding process and does not constitute a disciplinary proceeding. Therefore, any discipline that may result from EOD’s findings is a distinct and separate process not subject to these procedures. All disciplinary action is subject to applicable University Regulations, including but not limited to the University Regulation 4.0270P (University Complaint and Grievance Resolution for Non-Union Employees), University Regulation 5.001OR (Student Code of Conduct), policies, and applicable collective bargaining agreements.

IV. STATEMENT OF PROCEDURES

A. The Complaint and Investigation Process.

1. Intake Process

An individual seeking assistance from EOD will first be asked to complete an intake form that describes the manner in which the individual believes they suffered treatment in violation of the University’s Non-Discrimination, Equal Opportunity and Diversity Regulation or Sexual Misconduct Regulation and on what basis or grounds. The EOD investigator will then meet with the individual to review and discuss their complaint, including such details as the name of the alleged offender(s), and the date(s) or approximate date(s) on which the offending act(s) occurred, the name(s) of any witnesses, and the desired resolution(s).

2. Informal Resolution

After the intake process is completed, the EOD investigator will first explore the opportunity to resolve the complaint prior to invoking the formal review and resulting investigatory procedures set forth below. The specific role of the investigator in such instances is to determine the position of each party, to ascertain in what respect and on what issues each party may be prepared to make an adjustment, and to assess the possibilities of resolving the matter amicably through mediation, conciliation, and persuasion.

3. Formal Resolution

If the Complainant’s concerns cannot be resolved informally and the individual desires to proceed with the formal complaint procedure, or if the Complainant wishes to forego the informal resolution process, then EOD will:

a. Determine whether the complaint contains sufficient information to review the Complainant’s allegations or whether additional or supplemental information is needed from the Complainant for EOD to adequately review and/or investigate the complaint.

b. Review the specific allegations raised by the Complainant to determine whether the Complainant has articulated sufficient grounds to believe that the Complainant suffered in violation of the University’s Non-Discrimination, Equal Opportunity and Diversity Regulation or Sexual Misconduct Regulation. Should EOD find that after reviewing the complaint and meeting with the Complainant and witnesses, if any, that the Complainant failed to allege sufficient facts where it could reasonably be found that there had been a violation of the applicable regulation, EOD will terminate the investigative process and provide Complainant a memorandum that discusses EOD’s determination why the Complainant has failed to allege sufficient grounds to investigate whether there was a violation of the applicable regulation.

c. Notify the alleged offender (hereafter the “Respondent”) of the complaint and appropriate University officials of the allegations contained therein and have the Respondent participate in an Investigatory interview with EOD and/or provide a written response to Complainant’s allegations and investigator’s inquiries.

d. Conduct a full and complete investigation of the allegations contained in the complaint by interviewing witnesses, gathering documentation or taking whatever other action EOD believes is necessary to evaluate Complainant’s allegations of discrimination, harassment or retaliation. At all times during the investigatory process, the Complainant and Respondent shall be kept informed of the status of EOD’s investigation.
e. Prepare a written decision outlining the pertinent portions of EOD's investigation that details EOD’s findings regarding whether the Complainant was subjected to treatment in violation of the University's Non-Discrimination, Equal Opportunity and Diversity Regulation or Sexual misconduct Regulation. A copy of the investigator's written decision will be provided to the Complainant, the Respondent, and appropriate University officials. If EOD concludes that there is reasonable cause to believe that Complainant was subjected to discrimination, discriminatory harassment, retaliation or sexual misconduct in violation of the University’s Non-Discrimination, Equal Opportunity and Diversity Regulation or Sexual Misconduct Regulation, EOD’s written decision, and recommendation (if applicable) will be submitted to the appropriate University representatives.

B. Request for Reconsideration

Either party, the Complainant or Respondent, may request that EOD reconsider his or her decision by filing a written request for reconsideration within ten (10) business days after the receipt of EOD’s written decision. The sole basis for a request for reconsideration shall be newly discovered or other relevant evidence/information/data that was not relied upon during the investigatory process. Upon receipt of a request for reconsideration, EOD will forward a copy of the request to the other party who may respond, if applicable, to the request for reconsideration. Significantly, the Complainant or Respondent may not request reconsideration based solely on the fact that the party does not agree with EOD's decision.

EOD will issue a response to the request for reconsideration within twenty (20) business days after its receipt.

C. Request for Review

Either party, the Complainant or Respondent, may appeal EOD’s decision including after reconsideration, if applicable, by filing a written request for review with the Office of the President within ten (10) business days after the receipt of EOD’s decision. However, if the request for review is based upon there being new or other relevant evidence that should have been considered by EOD in reaching a decision, to be eligible for review at this level, the party seeking review must have followed the Request for Reconsideration process.

The party requesting a review of EOD’s decision, or reconsideration decision, shall specify the basis for the requested review and will have the opportunity to meet with the President, or his/her designee, within twenty (20) business days of filing the request for review to discuss the appealing party’s basis for contesting EOD’s decision. Within ten (10) business days following the request for review meeting, the party requesting a review will be provided a letter of final determination from the President, or president’s designee, setting forth the University’s final position regarding the complaint.

D. Compliance Audit

If EOD is made aware of a potential violation of the University’s Non-Discrimination, Equal Opportunity and Diversity Regulation or Sexual Misconduct Regulation, despite an actual complaint not being filed, EOD may conduct a review of a department or unit’s compliance with these regulations utilizing the same investigatory procedures as outlined above. However, such compliance audit will not focus on the allegations of one particular person; rather, the compliance audit will be based on a unit’s or department’s general compliance with Non-Discrimination, Equal Opportunity and Diversity or Sexual Misconduct regulations. Accordingly, if a person covered under these regulations has specific complaints that they desire EOD to investigate, the covered person should utilize the complaint procedure as the individual's specific concerns may not be addressed in the compliance audit.

After completion of the Compliance Audit, EOD will prepare a written report of his/her findings to be shared with the appropriate University administrators and where applicable, suggest corrective action to have the unit or department be in compliance with the University’s Non-Discrimination, Equal Opportunity and Diversity Regulation or Sexual Misconduct Regulation. The Compliance Audit will not include the request for reconsideration or request for review portions on the investigation process as the audit will not be focused upon one individual, or respondent's conduct, but on a department's or unit’s compliance with the University’s Non-Discrimination, Equal Opportunity and Diversity and its Sexual Misconduct Regulations.

E. Training on Regulation 1.0060

EOD, through the Center for Professional Development and Training, schedules periodic training regarding elements of this procedure to members of the University community. In addition, requests for student athletes, clubs or organizations; faculty and staff (including athletic) committees, groups and organizations; and student, faculty and staff orientation programs should be made by contacting EOD at (904) 620-2507 Voice & TDD and (904) 1004 Fax or via 711 Florida Relay for persons who are deaf or hard of hearing or those with speech impairments and/or limitations.
Notice of Collection and Use of Social Security Numbers

Because of individual privacy concerns, Florida law requires state entities like the University of North Florida (UNF) to only collect and use Social Security numbers where collection and use of the Social Security number is required by law. Further, to protect the identity of those providing UNF their Social Security number, UNF maintains individual’s protected personally identifiable information in compliance with Florida and/or federal law and issues all students, faculty, staff and those transacting business with UNF, a university-generated identification number ("N number") for use in UNF day-to-day operations. Additionally, Florida law (Section 119.071(5), Florida Statutes) requires that UNF provide individuals this notice identifying when and why UNF collects and uses Social Security numbers.

UNF collects and uses Social Security numbers for the following reasons:

- For use in student application, enrollment and as an identifier for portions of a student's educational record, including as required for financial aid application, administration and reporting.
- For use in administering federal and state programs including verifying program eligibility.
- For use in verifying students' eligibility to compete in intercollegiate athletics.
- For faculty and staff payroll processing including required federal and state reporting associated to earnings and taxation.
- For a variety of human resource functions on behalf of faculty and staff including benefits registration, administration, processing and reporting.
- For use in processing accounts payable and other purchasing functions, including travel reimbursements, preparation of tax reporting forms and other reporting requirements.
- For use in the proper identification and background screening of employees, vendors and volunteers.

Please note that if any student has a specific question or concern regarding how UNF uses a collected Social Security number, she/he should contact UNF’s One Stop Center. Similarly, faculty, staff members or volunteers should contact the Office of Human Resources while vendors or others transacting business with UNF should contact the Purchasing Department with any questions they may have regarding UNF’s collection and use of their Social Security numbers.

Office of Human Resources - Rev. 05/15/2012