

Collective Bargaining Agreements should be consulted in all matters concerning employees who are members of a Collective Bargaining Unit:

<http://uwf.edu/ohr/LaborRelations/LaborRelationMain.cfm>

<http://uwf.edu/academic/facultyresources/cba/cba.cfm>

<http://uwf.edu/ohr/LaborRelations/AFSCME%20Collective%20Bargaining%20Agreement.pdf>

<http://uwf.edu/ohr/LaborRelations/PBAgreementWithSignature.pdf>

HR-11.00-2007/06 – Introduction/General Provisions Governing Personnel Matters

Non Discrimination

<http://uwf.edu/ohr/EmpRelations/EmpRelationMain.cfm>

Public Records

<https://nautical.uwf.edu/Data/data.cfm?pub=320>

<https://nautical.uwf.edu/Data/data.cfm?pub=321>

<https://nautical.uwf.edu/unitapp/publication/Pub.cfm?PubFormatID=903>

<https://nautical.uwf.edu/unitapp/publication/Pub.cfm?PubFormatID=904>

http://www.uwf.edu/GeneralCounsel/internal/resources/faqs_public_record_laws.pdf

HR-12.00-2004/07 – Broadband Classification and Compensation System

Benefits of Broadbanding

<http://uwf.edu//ohr/Employment/BenefitsofBroadbanding.pdf>

Class Specifications/Job Classification

<http://uwf.edu/ohr/Employment/positionManagement.cfm>

Job Questionnaire, Pay Bands, Pay Ranges, Position Management

<http://uwf.edu/ohr/Employment/positionManagement.cfm>

HR-13.00-2004/07 – Changes in Duties, Reassignment, Demotion and Transfer

HR-14.00-2004/07 – Compensation

Additional/Extra Compensation; Moving; On-Call Pay; Pay Increases; Pay Upon Original Appointment; Shift Differential Pay

Moving Expenses

http://uwf.edu/procurement/Moving_Form.pdf

HR-15.00-2004/07 – Employee Code of Ethics

Employment of Relatives (Nepotism); Academic Freedom and Responsibility; Faculty Conflict of Interest and Outside Activity

Drug-free and Smoke-free Workplace

<http://uwf.edu//ohr/internal/forms/formsbySection/Employment/Acknowledge/Drug%20Free%20Workplace%20Policy.pdf>

<http://uwf.edu//ohr/internal/forms/formsbySection/Employment/Acknowledge/Drug%20Free%20Campus%20Brochure.pdf>

Financial Disclosure

<http://www.ethics.state.fl.us/>

Political Activity

http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&App_mode=Display_Statute&Search_String=104.31&URL=CH0104/Sec31.HTM

Sale of Goods/Services or Use of Facilities

<https://nautical.uwf.edu/unitapp/publication/Pub.cfm?PubFormatID=819>

HR-16.00-2004/07 – Employee Recognition Program

Gabor; Marion Viccars; Professional Excellence Awards

<http://uwf.edu/ohr/benefits/benAndPerks/awards.cfm>

Retirement Awards

<http://uwf.edu/ohr/benefits/benAndPerks/RetireAwards.cfm>

Service Awards

<http://uwf.edu/ohr/benefits/benAndPerks/ServiceAwards.cfm>

HR-17.00-2004/07 – Evaluation

Annual Evaluation

<http://uwf.edu/ohr/Employment/performanceManagement.cfm>

Performance Management; Position Orientation; Special Evaluation

<http://uwf.edu/ohr/Employment/performanceManagement.cfm>

HR-18.00-2004/07 – Hours of Work and Benefits

Adoption Program

<http://uwf.edu/ohr/benefits/benAndPerks/AdoptionBenefit.cfm>

Attendance and Leave

<http://uwf.edu/ohr/benefits/benAndPerks/annual.cfm>

<http://uwf.edu/ohr/benefits/benAndPerks/fmlareq.cfm>

<http://uwf.edu/ohr/benefits/benAndPerks/Sick.cfm>

<http://uwf.edu/ohr/benefits/benAndPerks/otherLeave.cfm>

Employee Assistance Program

<http://uwf.edu/ohr/benefits/benAndPerks/EAP.cfm>

Holidays

<http://uwf.edu/ohr/benefits/benAndPerks/Holidays.cfm>

<http://uwf.edu/ohr/HRRPP/University%20Holidays.pdf>

Insurance

<http://uwf.edu/ohr/benefits/Insurance/insuranceMain.cfm>

Retiree Benefits

<https://www.rol.frs.state.fl.us/forms/ayr.pdf>

Retirement

<http://uwf.edu/ohr/benefits/retire/retireMain.cfm>

HR-19.00-2004/07 – Learning Opportunities

Educational Leave with Pay

<http://uwf.edu/ohr/benefits/BenAndPerks/EducationalLeaveWithPay.pdf>

Leadership Enhancement and Development (LEAD)

<https://nautical.uwf.edu/Data/data.cfm?pub=460>

New Employee Orientation

<http://uwf.edu/ohr/2008NEOSchedule.pdf>

Sabbaticals/Professional Development Leave

<http://uwf.edu/academic/facultyresources/sabbatical/sabbatical.cfm>

Staff Development and Training

<http://uwf.edu/ohr//StaffDev/StaffDevMain.cfm>

Tuition Fee Waiver Program

<http://uwf.edu/ohr/benefits/benAndPerks/EmployeeTuitionWaiver.pdf>

<http://uwf.edu/registrar/uwfemployee.htm>

<http://uwf.edu/ohr/internal/forms/formsbySection/Benefits/Special/Tax%20Exemption%20Application%20for%20Tuition%20Fee%20Waiver.pdf>

HR-20.00-2004/07 – Recruitment, Selection, and Appointment

<http://uwf.edu/ohr/Employment/RecrSeleAppt.cfm>

<http://uwf.edu//ohr/internal/forms/formsbySection/Employment/Recruitment/Recruitment%20Checklist.pdf>

Advertising

<http://uwf.edu//ohr/internal/forms/formsbySection/Employment/Recruitment/Advertising%20Resources.pdf>

<http://uwf.edu//ohr/internal/forms/formsbySection/Employment/Recruitment/Advertising%20with%20Graystone.pdf>

Background Screening

<http://uwf.edu//ohr/internal/forms/formsbySection/Employment/Finalist/Background%20Screening.pdf>

Interviewing

<http://uwf.edu//ohr/internal/forms/formsbySection/Employment/Recruitment/Interview%20Questions%20-%20Behavior-based%20Examples.pdf>

Search Committees

<http://uwf.edu//ohr/internal/forms/formsbySection/Employment/Recruitment/Florida%20Sunshine%20Law%20and%20Search%20Committees.pdf>

<http://uwf.edu//ohr/internal/forms/formsbySection/Employment/Recruitment/Search%20Committee%20-%20Chairperson%20-%20Hiring%20Official%20Guide.pdf>

Waiver of Advertisements

<http://uwf.edu//ohr/internal/forms/formsbySection/Employment/Recruitment/Request%20for%20Waiver%20of%20Advertisement.pdf>

HR-21.00-2004/07 – Separations from Employment

Exit Interview; Job Abandonment; Layoff; Non-Reappointment; Resignation; Separation Clearance; Separation during Orientation Year; Separation without Notice; Termination for Cause

Separation Clearance Form

<http://uwf.edu/ohr/separationform.pdf>

Separation with Advance Notice

[HR PRO 21.1 – Separations with Advance Notice \(SWAN\)](#)

HR-22.00-2004/07 – Standards of Conduct

Alcoholism, Drug Addiction, and Alcohol and Drug Abuse; Letter of Counseling; Predetermination Notice; Violations of Standards of Conduct; Standards for Disciplinary Actions

Grievances

<http://uwf.edu/ohr/LaborRelations/grievance.cfm>

<http://uwf.edu/ohr/LaborRelations/GrievanceProcess%20orUWF.pdf>