



2017

UCF Human Resources
Annual Notices to Employees

The following information is provided to employees annually by the UCF Human Resources department. These notices cover a variety of topics. Although mailing paper notices to employees is normally a less preferred option, it is the preferred method for plan communications from a regulatory perspective.

Please take a moment to review the following information carefully and keep for future reference. If you have any questions on this material, please reference the contact information on the last page.

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University of Central Florida
President's Statement
Regarding Equal Opportunity and Affirmative Action

As President of the University of Central Florida, I wish to affirm my total support for the goals of equal opportunity and affirmative action as identified in state and federal law. The University of Central Florida is an equal opportunity employer and educational provider. The University prohibits discrimination on any basis prohibited by applicable federal or state law, including race or ethnicity, color, sex (including pregnancy), age, national origin, religion, disability, marital status, or protected veteran's status in recruitment, employment, promotion, compensation, benefits, and training. The University also prohibits discrimination on the basis of sexual orientation, gender identity, or gender expression.

The University ensures equal access to educational programs and related opportunities for enrolled students, without regard to race, color, sex (pregnancy), age, national origin, religion, disability, sexual orientation, gender identity, gender expression, marital status, or protected veteran's status. The University will actively seek to ensure a diverse and inclusive faculty, staff, and student body by, for example, making outreach efforts that encourage all qualified individuals to apply for employment and enrollment at the University. The University remains committed to its affirmative action goals: the University maintains an Affirmative Action Plan aimed at developing and maintaining a broadly representative workforce. Respect for diverse viewpoints, experiences, and intellectual pursuits is a cornerstone of learning, and this atmosphere of encouragement shall be characteristic of this University and its efforts. The University remains committed to seeking the best-qualified person to fill each available position. Candidates for employment will be assured careful and fair consideration. The University will reward employees based on job performance.

The University does not tolerate unlawful harassment, a form of discrimination. Harassment consists of abusive behavior directed toward an individual or group because of race, color, sex (including pregnancy, domestic violence, dating violence or sex-based stalking), age, national origin, religion, disability, sexual orientation, gender identity, gender expression, marital status, or protected veteran's status. Unlawful harassment occurs when discriminatory intimidation, ridicule, and insult is so severe and pervasive as to alter the conditions of employment and create an abusive environment.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, performance appraisal, or academic performance or (2) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. The University (a) strictly prohibits making submission to harassment either explicitly or implicitly a term or condition of an individual's employment, performance appraisal, or evaluation of academic performance; and (b) forbids harassment that has the purpose or effect of interfering with an individual's performance or creating an intimidating, hostile, or offensive environment.

The University prohibits romantic and sexual relationships between employee and student or between supervisor and employee when that relationship constitutes a conflict of interest.

That may occur even when such relationships appear, or are believed to be, consensual. The lines of power and authority that exist between the parties may undermine freedom of choice.

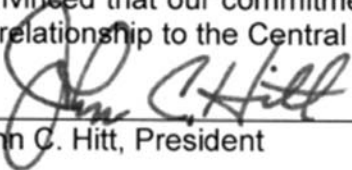
Every member of the University community is directed to refrain from actions that intimidate, humiliate, or demean persons or groups. Each member of the administrative leadership team is responsible for all necessary initiatives in pursuit of these goals. This Equal Employment Opportunity and Affirmative Action policy shall be implemented throughout the University. It is the responsibility of all departments and personnel to ensure the University's compliance.

Employees, students, and others must be free from fear of reprisal in exercising their civil rights. The University strictly prohibits harassment, intimidation, threats, coercion, or other types of retaliation against employees, students, and others for (1) filing a discrimination complaint, reporting discrimination, or otherwise opposing discrimination, or (2) assisting in an discrimination investigation or other procedure relating to civil rights laws Retaliation shall be regarded as seriously as discrimination or harassment itself: both will warrant discipline where substantiated.

Any person who believes that he or she is being harassed or otherwise subjected to unlawful discrimination or retaliation is encouraged to consult with the Office of Equal Opportunity and Affirmative Action Programs (EOAA). This office is assigned primary responsibility for addressing all matters relating to discrimination and harassment. Complaints under Title VI, Title VII, Title IX, the Rehabilitation Act, the Vietnam Era Veterans' Readjustment Act, the Florida Educational Equity Act, the Americans with Disabilities Act as Amended, the Florida Civil Rights Act, and other civil rights statutes should be brought to the attention of the EOAA Director:

Nancy F. Myers
Millican Hall 330
Orlando, FL 32816-0030
(407) UCF-1EEO (phone)
Nancy.Myers@ucf.edu
<http://www.eeo.ucf.edu/>

The administrative leadership will be kept informed as to my concerns and my commitment to equal opportunity, equal access, and affirmative action at the University of Central Florida. Regular reporting of each administrative unit to me will ensure that goals are being met. I am convinced that our commitment to these goals will measurably strengthen the University and its relationship to the Central Florida community we serve.



John C. Hitt, President 12/12/06 Date

Notice of Drug-Free Schools and Drug-Free Workplace Policy

Federal law requires institutions of higher education to have a policy designed to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. UCF has such a policy, summarized in this Notice. UCF prohibits the unlawful possession, use, or distribution of drugs or alcohol by students, faculty, or staff. Violation of these prohibitions will result in disciplinary action by the university. UCF recognizes that there are significant health risks associated with the use of illicit drugs and the abuse of alcohol; accordingly, UCF has made available resources for students, faculty, and staff to seek counseling, treatment, rehabilitation, and education regarding illicit drug use and alcohol abuse.

You are encouraged and cautioned to read this document and the full policy at www.StudentHealth.ucf.edu/DrugFreePolicy. Address questions or comments to Dr. Thomas Hall (407)823-2924 at Student Health Services.

PROHIBITIONS RELATING TO DRUGS AND ALCOHOL

The university may discipline a student or employee for the following (See NOTE below):

1. Unauthorized possession, use, sale, and/or distribution of alcoholic beverages. The University of Central Florida prohibits the possession, use, sale, and/or distribution of alcoholic beverages on university owned or controlled property, or in the course of a university activity or student organization activity, except as permitted by law and authorized by the University.
2. Unauthorized use, possession, sale, distribution, or attempt to obtain any narcotic or controlled substances. The University of Central Florida prohibits:
 - a. Use, possession, sale, distribution, or attempt to obtain any narcotic or controlled substances or drug paraphernalia on university owned or controlled property or in the course of a university activity or student organization activity, except as expressly permitted by law.
 - b. Use of university owned or controlled facilities to manufacture, process, or distribute any drug or controlled substance contrary to law.

NOTE: Under Florida law, it is illegal for a minor, defined as a “person less than 21 years of age,” to possess or consume alcoholic beverages or to transport alcoholic beverages (even if unopened). Furthermore, it is illegal for an adult to provide a minor with alcoholic beverages.

APPLICABLE LEGAL SANCTIONS

The following information concerns the criminal penalties that can be imposed by state or federal statute for violations related to alcohol or other drug possession, use, or distribution. Conviction under state and federal laws that prohibit alcohol-related and drug-related conduct can result in fines, confiscation of automobiles and other property, and imprisonment. In addition, licenses to practice certain professions may be revoked and many employment opportunities may be barred. It is impractical to list all of the alcohol- and drug-related state and federal crimes and penalties, but all persons should be aware that in Florida, any person under 21 who possesses an alcoholic beverage, and any person who provides alcohol to such persons, is at risk of arrest. Any person who is intoxicated in public risks arrest. A person convicted of driving under the influence may be punished by fine, be jailed, and lose the license to drive an automobile. Any selling of alcoholic beverages without a license is illegal.

In Florida, illegal use, possession, distribution, or manufacture of controlled substances (drugs) can result in imprisonment for up to 30 years, fines up to \$10,000, and forfeiture of property. Federal law penalties for trafficking in controlled substances include imprisonment for life, fines up to \$8 million (depending on the controlled substance), and forfeiture of property.

DESCRIPTION OF HEALTH RISKS ASSOCIATED WITH ALCOHOL AND CONTROLLED SUBSTANCES (Prescription & Illicit Drugs)

The risks associated with illegal drug use or excessive use of alcohol endanger your health. All persons should know the health risks caused by the use of alcohol, and by the illegal use of controlled substances. Consumption can impair physical coordination and mental reasoning abilities. For example, extreme (acute) alcohol abuse (e.g., binge drinking) can cause unconsciousness, coma, and even death. Long-term (chronic) alcohol abuse can lead to liver damage as well as other health complications. Consumption of alcohol by a pregnant woman could harm the unborn child. A pregnant woman should consult her physician about this risk.

The abuse of controlled substances may also result in physical and psychological harm. Drug-induced impairment includes, but is not limited to, the following: impaired short-term memory or comprehension; anxiety; delusions; hallucinations; and the loss of appetite. Withdrawal symptoms from alcohol, barbiturates, and benzodiazepines may be life threatening and require immediate medical attention. Withdrawal from other drugs may lead to physical illness that requires medical attention. Additional risks of substance abuse apply to women; illicit or prescription drug use during pregnancy is associated with delivering a drug-dependent newborn. Pregnant women who use alcohol or prescription/illicit drugs should consult a physician to determine the risk posed by substance use.

AVAILABLE DRUG OR ALCOHOL TREATMENT

The University of Central Florida offers assistance for students with alcohol- and/or drug-related problems. The Student Health Center provides evaluation, counseling, brief treatment, and referral services for UCF students. Student Health Center care managers provide referrals for students who require inpatient or intensive outpatient substance abuse treatment. Additional community resources are available as requested.

The Employee Assistance Program (EAP) provides services to personnel employed at all campuses. EAP services are available at no charge to UCF employees (except OPS personnel, which includes adjunct faculty and graduate and student assistants).

UNIVERSITY SANCTIONS FOR VIOLATIONS OF THE DRUG-FREE CAMPUS POLICY

Violations of the prohibitions set forth in the Drug-Free Campus Policy are considered misconduct. The university may discipline a student for violations of The Golden Rule (www.goldenrule.sdes.ucf.edu), including those rules relating to alcohol and other drugs, according to the procedures set forth in The Golden Rule. Students are encouraged to review the Golden Rule at www.goldenrule.sdes.ucf.edu. Disciplinary measures against students may range from warning to expulsion from the university (all campuses).

The University of Central Florida may discipline any employee for violations of the prohibitions found in the university's Drug-Free Campus Policy. Sanctions in each case are made only after a determination of responsibility. Sanctions will vary depending upon the nature and circumstances of the offense and on the employee's prior record, and may range from reprimand to termination of employment.

TO: All UCF Employees

FROM: UCF Human Resources - Benefits Department

SUBJECT: The University of Central Florida 403(b) Plan - Notice of Eligibility

The University of Central Florida (“UCF”) provides you with the opportunity to save for your retirement through the University of Central Florida 403(b) Plan (“403(b) Plan”). All UCF employees are eligible to participate in the 403(b) Plan. UCF wants you to know more about how you can participate in the 403(b) Plan. If you wish to enroll or you are already enrolled and wish to change the amount of your deferral, you can accomplish this by completing a Salary Reduction Agreement which you can obtain at <http://hr.ucf.edu/files/SRA.pdf>.

The 403(b) Plan provides you with an opportunity to save for retirement through contributions which can be designated as pre-tax 403(b) salary deferrals and/or as Roth 403(b) contributions. Amounts contributed as pre-tax 403(b) deductions and are not subject to federal income tax until you receive a distribution from the account. Amounts contributed as Roth 403(b) contributions are subject to federal income tax, although earnings and distributions from the account are not subject to federal income tax. However, there are some exceptions for early withdrawal or certain other circumstances as specified by the IRS.

Employees are encouraged to read the Summary Plan Description (“SPD”) which is available at <https://hr.ucf.edu/files/UCF-403b-SPD.pdf> and to read IRS regulations regarding these accounts before making a decision regarding your retirement savings: <http://www.irs.gov/pub/irs-pdf/p571.pdf>.

The maximum amount of elective deferrals an employee can contribute annually to a 403(b) is generally the lesser of:

- 100% of includible compensation; or
- \$18,000 (2017 limit)

However, this general limit is reduced by the amount of elective deferrals an employee makes to:

- 401(k) plans;
- SIMPLE IRA plans;
- Salary Reduction Simplified Employee Pension (SARSEP) plans;
- Other 403(b) plans; and
- Code Section 501(c)(18) plans.

Please note that 403(b) plans are subject to a special rule which aggregates contributions made on behalf of a participant in the UCF 403(b) Plan (including the FRS ORP) and contributions made on behalf of the same participant to a 401(a) plan maintained by an employer that is owned more than 50% by that participant.

The UCF 403(b) Plan has approved specific vendors for purposes of your 403(b) contributions. Contact information and enrollment instructions can be viewed at <http://hr.ucf.edu/current-employees/retirement/>.

For additional questions, please contact the UCF Benefits Section at (407) 823-2771 or benefits@ucf.edu.

Eligibility for Overtime Compensation

The University of Central Florida complies with the Fair Labor Standards Act (FLSA) and applicable state laws in designating the status of employees who are eligible for overtime payments and in making overtime payments as specified in Eligibility for Overtime Compensation. For additional information, <http://policies.ucf.edu>.

Most nonexempt employees are eligible to receive overtime pay at a rate of 1.5 times for all hours worked beyond 40 in a designated workweek. Exempt employees are not covered by FLSA; thus they are not eligible for overtime compensation.

Employees who feel they have not received proper payment, have not been properly classified, or suspect violations with the FLSA or UCF policy should contact Human Resources at (407) 823-2771. Employees reluctant to come forward are encouraged to use the UCF IntegrityLine available at www.ucfintegrityline.com or by dialing 1-855-877-6049 toll-free.

Earned Income Tax Credit (EITC)

Was your adjusted gross income less than \$53,505 in tax year 2016? If you answered yes, you may qualify for the Earned Income Tax Credit (EITC).

EITC is a refundable tax credit, meaning you could still qualify for a tax refund even if you did not have federal income tax withheld from your paychecks. You must have a valid Social Security Number. There are other criteria that determine eligibility.

You are encouraged to visit the Internal Revenue Service (IRS) website to learn more: <https://www.irs.gov/credits-deductions/individuals/earned-income-tax-credit>

Information on the IRS website is provided in both English and Spanish.

Public Service Loan Forgiveness (PSLF) Program

Individuals employed by a government or not-for-profit organization, such as UCF, may be able to receive loan forgiveness under the Public Service Loan Forgiveness (PSLF) Program, administered through the U.S. Department of Education (DOE).

The PSLF Program was established to encourage individuals to enter and continue to work full-time in public service jobs. Under this program, it is possible to qualify for forgiveness of the remaining loan balance due on your William D. Ford Federal Direct Loan Program (Direct Loan Program) loan, after having made 120 qualifying payments to the loan while employed full-time by certain public service employers.

The Public Service Loan Forgiveness Program covering eligible federal student loans went into effect on October 1, 2007. Therefore, the first forgiveness of loan balances after completing 120 qualifying payments approved by the DOE would first become eligible to be granted in October 2017.

How is UCF Human Resources able to assist you?

UCF does not administer or make the final decision on student loan debt forgiveness. However, UCF HR will assist by completing Sections 3 & 4 (Page 2) of the Public Service Loan Forgiveness [Employment Certification Form \(ECF\)](#), relevant to UCF specific employment. This certification form is part of the loan forgiveness application process to be accepted by the Department of Education after October 2017.

Please visit the [UCF Human Resources Website](#) for further instructions how to submit a request to the Office of Human Resources for completion of sections 3 and 4 (Page 2) of the [Public Service Loan Forgiveness Employment Certification Form](#) (ECF). If there are any questions, please contact the HR Benefits Section at 407-823-2771.

Information Security for Faculty & Staff

UCF provides computing resources for the purpose of achieving the academic and business objectives of the university
UCF computing resources are subject to review in accordance with Florida state statutes and public records laws

Introduction

As an institution of higher learning, University of Central Florida encourages, supports, protects, and embraces freedom of expression to pursue scholarly inquiry and to share information with the global academic community. To maintain a secure and reliable computing environment, UCF's Information Security Office strives to continuously balance academic freedom and information security by informing and protecting all UCF employees and students from cyber threats, and strives to uphold the policies which govern the use of UCF's computing services and networks. Please visit www.infosec.ucf.edu for more information.

University Policies

By using the UCF network and computing resources, you accept and agree to all policies governing its use. The policies for appropriate computer use and university data security can be found at www.policies.ucf.edu. Each user is responsible for reading and acknowledging UCF's computing and data security policies. Users can seek additional clarification from the Information Security Office at infosec@ucf.edu.

Data Classification and Protection

Highly Restricted and Restricted Data

- Highly Restricted and Restricted data, as defined by [UCF Policy 4-008.1](#), includes, but is not limited to, SSNs, credit card and debit numbers, driver's license numbers, biometric data, medical records (ePHI), computer accounts, access codes, passwords, grades, email addresses, photographs, and other information protected by law or regulation, e.g., FERPA, HIPAA, PCI DSS, etc. Refer to Policy 4-008.1 on how to protect Restricted data.
- The UCFID (aka EMPLID) is the designated UCF identification number that identifies an individual in the UCF computing systems. It is a replacement for the social security number. **You may freely ask for the UCFID on forms and on applications, include it in communication letters, and communicate within @ucf email system.**
- Do not copy or download Highly Restricted Data from the UCF's administrative systems to your PC, Web server, laptop, or any other mobile device or personal device.
- **Email is not appropriate for sending Highly Restricted Data, as most email providers, and email in general, do not provide protection. However, Restricted Data on the UCF email system is acceptable. Please refer to Policy 4-008.1.**
- Know the protection requirements for each type of data that you come into contact with. For more information, please consult with the information custodians (e.g., Registrar, Human Resources, etc.) and refer to university Policy 4-008.1.

Identity Protection

- Never collect Highly Restricted Data, such as social security numbers, credit card, bank account information, etc. via email without proper encryption. Look for data security policies and cardholder information security procedures at www.policies.ucf.edu.
- Before entering personal information on a website, please make sure that the website address is correct, and is secured with a valid encryption certificate.

Reporting an Information Security Incident

To report an information security incident, such as unauthorized access to a university system or data, unauthorized usage of someone's account, or the accidental distribution of Restricted Data, please contact the Information Security Office by using one of the following ways:

- Submit a ticket using Service Now at <http://ucf.service-now.com> or call the Service Desk at 407-823-5117
- Email the Security Incident Response Team at sirt@ucf.edu
- Email the Information Security Office at infosec@ucf.edu

Cloud Computing

Cloud Computing is using services and applications offered through the Internet. This means data and applications may not be held on UCF computer systems. Online email services such as Knights Email, Hotmail and Gmail are examples of cloud computing applications, which provide email services and cloud storage through a web browser. There are numerous other applications and services that faculty and staff may be familiar with, such as Instructure Canvas, OneDrive, Apple iCloud, Dropbox, Google Drive, Facebook, Digg, and many more.

Canvas and Knights Email (and its associated applications, such as Office 365, OneDrive, and Skype) are examples of officially recognized cloud service providers for conducting business and academic work. Here are some guidelines to apply in the use of services available in the cloud.

- Storing Highly Restricted or Restricted Data in an unauthorized cloud service provider is forbidden.
- Internet application and service providers require users to consent to their Terms of Service, frequently via a "click-through" agreement, which is a legal contract. Faculty and staff are not authorized to enter into legal contracts on behalf of UCF and may not consent to click-through agreements for the purposes of doing university business.
- Cloud service providers must go through a vendor risk assessment process prior to storing or processing of UCF data. Refer to University Policy 4-014 for more information.

Watch out for Phishing

Phishing is the act of convincing someone to surrender their private information (e.g., computer username and password, bank account number, social security number, etc.), which can then be used to commit identity theft. Often phishing is done through email formatted to look like official communication from legitimate organizations.

- Legitimate businesses do not solicit personal information through email.
- Report all phishing emails to sirt@ucf.edu.

Protect Your Computer and Your Environment

If you don't take proper precautions, malicious actor can break into your computer and steal your data. Malicious actors can wipe out data such as your class rosters, grades, projects, lectures, research data, etc. You are responsible, under UCF policy, for ensuring that your computer and work environment are secure.

Computer Security

Follow these basic steps to protect your computer system and stored data:

- Notify your IT support if you notice suspicious activities on your computer, such as the inability to login to your computer, constant computer crashes, abnormally slow programs, new files you did not create, deleted or missing files.
- To mitigate against the latest cyber threats, such as ransomware (malicious software that demands ransom payment to regain access to your files) consider quickly disconnecting your computer from the network.
- Keeping your computer up-to-date with the latest patches is one of the best defenses against malicious actors and the spread of malware.
- Always run an antimalware software and keep it up-to-date.
- Keep multiple backups of your data on secure encrypted devices.

Computer Account and Password Security

Follow these basic steps to protect your computer accounts:

- Never use your UCF NID password for non-UCF systems.
- Do not give your password to anyone, not even your IT support.
- Never write down a password and never share accounts.
- Use a password management tool (e.g., Password Safe, KeePass, etc.) to securely store your passwords.
- Avoid the "save my password / remember my password" option on web sites.
- Change your password often! UCF standard is 60 days.
- If it's a dictionary word - it's a bad password: Don't use it!
- Use password phrases. The longer the password the better.

Physical Security

Follow these basic steps for better physical security:

- Use password-protected screensavers.
- Make sure no one is looking over your shoulder when you enter your password.
- Lock your doors when you leave your office.
- Properly dispose of (i.e., shred) all documents that contain university data when they are no longer needed.
- Never leave Restricted Data (employee or student information) in plain view.
- Store backup copies of important files in a safe location.

Computer Use, University Policies, and the Law

Information technology is not only governed by UCF policies, but also by state and federal laws. Find out what applies in your work environment to stay compliant. Some examples of federal, regulatory, or contractual requirements are FERPA, GLBA, HIPAA, PCI DSS, Florida Computer Crimes Act, The Digital Millennium Copyright Act, etc.

UCF Acceptable Use Policy

UCF information technology resources shall not be used to...

- Impersonate another individual or misrepresent authorization to act on behalf of other individuals or the university.
- Make unauthorized or illegal use of the intellectual property of others.
- Commit copyright infringement: A copyright infringement occurs when you download, store, use, copy, or share something created by someone else without the permission from the person or entity that created it. Violating copyright is against UCF policy and Federal law.
 - University security incident response staff regularly investigates reports from copyright owners of file sharing and copyright violations. As a university we understand the philosophy of open communication and sharing of ideas and articles. However, we do not support sharing of ideas or articles that belong to private individuals or organizations.
 - Since current peer-to-peer applications are predominantly used for trading copyrighted material, such applications are not permitted anywhere on the UCF network
- Attempt to read or duplicate electronic information belonging to others, or to decrypt or translate encrypted information.
- Send messages the content of which is defamatory, or which constitutes a breach of network security, or is in violation of Federal, State, or local laws or university policies.
- Intentionally damage or disable computing or telecommunications equipment or software.
- Undermine the security or the integrity of computing systems or telecommunications networks and shall not attempt to gain unauthorized access to these resources.

Users must report any misuse of computing resources, or violations of university policies, to their department head, to the Vice President of Information Technologies & Resources, and to the Information Security Office. Complete university policies may be found at www.policies.ucf.edu.

For more information, please check the UCF Golden Rule; UCF Policy 4-002.2, Use of Information Technologies and Resources; and the Information Security Office websites:

www.goldenrule.sdes.ucf.edu

www.policies.ucf.edu

www.infosec.ucf.edu

FDLE – Florida Sexual Offenders and Predators Notification

Florida Statutes require that employees be provided with notification of the FDLE Sexual Offender and Predator Registry website and toll-free telephone number.

<https://offender.fdle.state.fl.us/offender/Contact.jsp>

The Florida Department of Law Enforcement
FLORIDA SEXUAL OFFENDERS AND PREDATORS
Charting a Course for Public Safety

OFFENDER SEARCH
Click to search for Sexual Predators & Offenders

OFFENDER ALERT
Click to subscribe to e-mail notifications

FAQ
Click for Frequently Asked Questions

IMPORTANT
Information for Sexual Predators and Offenders

• Español • Home • Search • FAQ • Important • Legal • Links • Safety Tips • About Us • Contact Us • FDLE Home

Contact Us

PHONE NUMBERS:

Toll-free: 1-888-357-7332 (M-F 8:00am - 5:00pm, EST)
Local: (850) 410-8572

E-MAIL ADDRESS:

sexpred@fdle.state.fl.us

PLEASE NOTE: Florida has a broad public records law under Florida Chapter 119. Emails sent to the Missing Persons and Offender Registration may be a public record subject to disclosure. If you would like to report information anonymously, please call our toll-free line at 1-888-357-7332.

MAILING ADDRESS:

Florida Department of Law Enforcement (FDLE)
Missing Persons and Offender Registration
Post Office Box 1489
Tallahassee, FL 32302-1489

PHYSICAL ADDRESS (TALLAHASSEE HEADQUARTERS):

Florida Department of Law Enforcement (FDLE)
Missing Persons and Offender Registration
2331 Phillips Road
Tallahassee, FL 32308

Contact Information

President's Statement Regarding Equal Opportunity and Affirmative Action

Nancy F. Myers
(407)-823-1336 (phone)
407-882-9009 (fax)
nancy.myers@ucf.edu
<http://www.eeo.ucf.edu>

Notice of Drug-Free Schools and Drug-Free Workplace Policy

Student Health Services
(407) 823-0869 (phone)

403(b) Plan Notice of Retirement Eligibility

Human Resources – Benefits Section
(407) 823-2771 (phone)
(407) 823-1095 (fax)
benefits@ucf.edu

Eligibility for Overtime Compensation

Human Resources – Compensation or Payroll
(407) 823-2771 (phone)
(407) 823-0582 (fax)
comp@ucf.edu or payroll@ucf.edu

Earned Income Tax Credit

Human Resources – Payroll
(407) 823-2771 (phone)
(407) 823-0582 (fax)
payroll@ucf.edu

Public Service Loan Forgiveness Program

Human Resources – Benefits Section
(407) 823-2771 (phone)
(407) 823-1095 (fax)
benefits@ucf.edu

Information Security for Faculty & Staff

Computer Services & Telecommunications – Information Security
(407) 823-2711 (phone)
(407) 823-5476 (fax)
infosec@ucf.edu