



2018  
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 emailing notices to employees is the preferred distribution option, from a regulatory perspective, sending paper copies is the best method of communication.

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.

## **Table of Contents**

President’s Statement Regarding Equal Opportunity and Affirmative Action	Page 1
Notice of Drug Free Schools and Drug Free Workplace Policy	Page 4
403(b) Plan Notice of Retirement Eligibility	Page 6
Eligibility for Overtime Compensation	Page 7
Earned Income Tax Credit	Page 7
Public Service Loan Forgiveness Program	Page 8
UCF Employee Code of Conduct	Page 8
Information Security for Faculty & Staff	Page 9
FDLE – Florida Sexual Offenders and Predators Notification	Page 12
Contact Information	Page 13



## President's Statement Regarding Equal Opportunity and Affirmative Action

UNIVERSITY OF CENTRAL FLORIDA

As President of the University of Central Florida, I wish to affirm my support for the goals of equal opportunity and affirmative action as identified in state and federal law. UCF is an equal opportunity employer and educational provider. As set forth in the [\*Prohibition of Discrimination, Harassment and Related Interpersonal Violence Policy \(No. 2-004.1\) \(Nondiscrimination Policy\)\*](#), the University prohibits discrimination on the basis of race, color, ethnicity, national origin, religion, non-religion, age, genetic information, sex (including pregnancy and parental status), gender identity or expression, sexual orientation, marital status, physical or mental disability (including learning disabilities, intellectual disabilities, and past or present history of mental illness), political affiliations, veteran's status (as protected under the Vietnam Era Veterans' Readjustment Assistant Act), or membership in any other protected classes as set forth in state or federal law in all its programs and activities. The University prohibits discrimination with respect to all terms and conditions of employment and in all of its educational programs, activities, services, and related opportunities.

The University does not tolerate discriminatory harassment, a form of discrimination. Discriminatory harassment consists of verbal, physical, electronic, or other conduct based upon an individual's protected class (as set forth above) that interferes with that individual's educational or employment opportunities, participation in a university program or activity, or receipt of legitimately-requested services meeting the description of either *Hostile Environment Harassment* or *Quid Pro Quo Harassment*. *Hostile Environment Harassment* consists of discriminatory harassment that is so severe or pervasive that it unreasonably interferes with, limits, deprives, or alters the terms or conditions of education (e.g., admission, academic standing, grades, assignment); employment (e.g., hiring, advancement, assignment); or participation in a university program or activity (e.g., campus housing), when viewed from both a subjective and objective perspective. *Quid Pro Quo Harassment* consists of discriminatory harassment where submission to or rejection of unwelcome conduct is used, explicitly or implicitly, as the basis for decisions affecting an individual's education, employment, or participation in a university program or activity. Sexual harassment is any unwelcome sexual advance, request for sexual favors, or other unwanted conduct of a sexual nature, whether verbal, nonverbal, graphic, physical, or otherwise, when the conditions for *Hostile Environment Harassment* or *Quid Pro Quo Harassment* are present.

All faculty and staff must be aware that amorous relationships with students are likely to lead to difficulties and have the potential to place faculty and staff members at great personal and professional risk. The power difference inherent in the faculty-student or staff-student relationship means that any amorous relationship between a faculty or staff member and a student is potentially exploitative or could at any time be perceived as exploitative. Accordingly, all employees are prohibited from pursuing or engaging in any amorous relationship with any undergraduate student. Also, employees are prohibited from pursuing or engaging in any amorous relationship with a graduate student under that employee's authority (including formal mentoring or advising,

supervision of research, employment as a teaching assistant, and responsibility for student's grades). In the event of a charge of sexual harassment arising from such circumstances, the University will in general be unsympathetic to a defense based upon consent when the facts establish that a faculty-student or staff-student power differential existed within the relationship.

Similarly, amorous relationships between supervisors and their subordinate employees often adversely affect decisions, distort judgment, and undermine workplace morale for all employees, including those not directly engaged in the relationship. Accordingly, the University prohibits all employees from pursuing or engaging in amorous relationships with employees whom they supervise. No supervisor shall initiate or participate in institutional decisions involving a direct benefit or penalty (employment, retention, promotion, tenure, salary, leave of absence, etc.) to a person with whom that individual has or has had an amorous relationship.

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. 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 empowerment shall be characteristic of UCF 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.

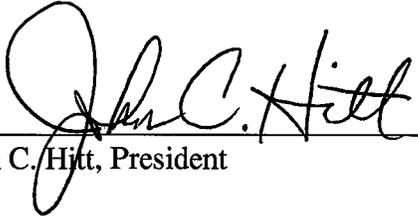
Every member of the University community is directed to refrain from actions that threaten, intimidate, humiliate, or demean persons or groups because of their protected classes. Each member of the administrative leadership team is responsible for all necessary initiatives in pursuit of these goals, including those developed in the University's Affirmative Action Plans. It is the responsibility of all departments and personnel to ensure the University's compliance with state and federal law, as well as University policies and regulations. Employees, students, and third parties must be free from fear of reprisal in exercising their civil rights. Accordingly, the University strictly prohibits retaliation against any person for making a good faith report of discrimination or discriminatory harassment, or participating in or being a party to any proceeding under the *Nondiscrimination Policy*. Retaliation shall be regarded as seriously as discrimination or harassment itself. Both will warrant discipline when substantiated.

If you are a Responsible Employee, you are required to report any incident of sex discrimination, sexual harassment and/or sexual violence (including sexual assault, relationship violence, and stalking) involving a student to the Office of Institutional Equity. If you are a supervisor and aware (either directly or indirectly) of any incident of discrimination, discriminatory harassment or retaliation involving a student or employee, you are required to report the incident to the Office of Institutional Equity. Persons who believes that they are being subjected to discrimination, discriminatory harassment, or retaliation are encouraged to consult with the Office of Institutional Equity. This office is assigned primary responsibility for addressing all matters related to discrimination. Complaints pertaining to Titles IV, VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Age Discrimination Act of 1975, the Vietnam

Era Veterans' Readjustment Act, the Americans with Disabilities Act, the Florida Educational Equity Act, the Florida Civil Rights Act, and other civil rights statutes should be brought to the attention of the Office of Institutional Equity.

Office of Institutional Equity  
12692 Gemini Boulevard S.  
Wayne Densch Building 1 (Building 38), Suite 123  
Orlando, FL 32816  
(407) 823-1336  
[oie@ucf.edu](mailto:oie@ucf.edu)

The administrative leadership will be kept informed of my commitment to equal opportunity, equal access, and affirmative action at UCF. 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. Hill, President                      10/5/17                      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 <http://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 person less than 21 years of age to possess, consume, or 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. 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 alcohol abuse (e.g., binge drinking) can cause unconsciousness, coma, and even death. 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, 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 <http://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.



## Human Resources

UNIVERSITY OF CENTRAL FLORIDA

TO: All UCF Employees

FROM: UCF Human Resources - Benefits Section

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. 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 <https://hr.ucf.edu/files/SRA.pdf>.

The 403(b) Plan provides you with an opportunity to save for retirement through contributions that 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 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
- \$18,500 (2018 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 that 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](mailto: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, refer to <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 <https://compliance.ucf.edu/compliance-helpline/> or by dialing 1-855-877-6049 toll-free.

---

### **Earned Income Tax Credit (EITC)**

Was your adjusted gross income less than \$53,930 in tax year 2017? 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/charities-non-profits/earned-income-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 at <http://www.hr.ucf.edu> 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 ECF form. The ECF form can be found here: <https://studentaid.ed.gov/sa/sites/default/files/public-service-employment-certification-form.pdf>.

If there are any questions, please contact the HR Benefits Section at (407) 823-2771.

---

## UCF Employee Code of Conduct

The UCF Employee Code of Conduct is part of UCF's comprehensive compliance and ethics program, supported by the UCF Board of Trustees, the president, and senior leadership. The purpose of the Employee Code of Conduct is to provide one guiding document that highlights many of the laws, regulations, UCF policies, and ethical standards that employees are already expected to follow. It can also serve as a resource for employees when faced with questions or ethical dilemmas. The UCF Employee Code of Conduct is available online at <https://compliance.ucf.edu/>. All employees are required to follow the UCF Employee Code of Conduct.

The UCF Employee Code of Conduct does not cover every law, regulation, or policy that applies to all employees, and it does not replace department, program, or unit codes of conducts or standards. Complete university policies may be found at <http://www.policies.ucf.edu/> and UCF regulations at <http://www.regulations.ucf.edu/>. Employees who have questions about the UCF Employee Code of Conduct may contact University Compliance, Ethics, and Risk at (407) 823-6263 or [complianceandethics@ucf.edu](mailto:complianceandethics@ucf.edu).

## Information Security for Faculty & Staff

UCF provides computing resources for 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 that govern the use of UCF's computing services and networks. Please visit <https://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 <http://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](mailto:infosec@ucf.edu).

### Data Classification and Protection

#### **Highly Restricted and Restricted Data**

- **Highly Restricted** data, as defined by [UCF Policy 4-008.1](#), includes, but is not limited to, social security numbers, credit card and debit card numbers, driver's license numbers, biometric data, electronic patient health information (ePHI), computer accounts and passwords, and other information protected by law or regulation, e.g., HIPAA, PCI DSS, GLBA, SOX, etc.
- **Restricted Data** includes, but is not limited to, student academic records protected under FERPA, business- sensitive data, and proprietary intellectual property data.
- Refer to [Policy 4-008.1](#) on how to protect Highly Restricted and 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 using email.**
- Do not copy or download Highly Restricted Data from UCF's administrative systems to your PC, web server, laptop, or any other mobile device or personal device.
- **Highly Restricted Data must be encrypted in all circumstances, even when included in UCF email communications.** Please refer to [Policy 4-008.1](#).
- Know the protection requirements for each type of data that you use. For more information, please consult with the information custodians (e.g., Registrar, Human Resources, etc.) and refer to [UCF Policy 4-008.1](#) and [UCF Regulation 3.045](#) to protect against inappropriate disclosure of sensitive information.

### 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 <http://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 Security Incident Response Team by using one of the following ways:

- Submit a ticket using Service Now at <https://ucf.service-now.com> or call the Service Desk at (407) 823-5117.
- Email the Security Incident Response Team at [sirt@ucf.edu](mailto:sirt@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. Examples of cloud computing services are Hotmail, Yahoo mail, Gmail, Microsoft OneDrive, Apple iCloud, Dropbox, Google Drive, and many more.

Examples of UCF officially recognized cloud services are Microsoft 365, OneDrive for Business, Skype for Business, Canvas (online learning management system), students' Knights Email, etc. Only officially UCF recognized cloud services are permitted for conducting university business and research, 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 university business.
- Cloud service providers must go through a vendor risk assessment process prior to storing or processing of UCF data. Refer to [UCF 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](mailto:sirt@ucf.edu).

## **Protect Your Computer and Your Environment**

If you do not take proper precautions, malicious actors 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, or 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 if you suspect your computer has been compromised.
- 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 and test your backups regularly to ensure you can restore your data if needed.

### **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 to securely store your passwords.
- Avoid using the "save my password / remember my password" option on web sites.
- Change your password often! UCF standard is 60 days.
- If it can be found in a dictionary, it is a bad password: Do not use it!
- Use password phrases. The longer the password the better.

## **Physical Security**

Follow these basic steps for better physical security:

- Lock your computer by pressing CTRL+ALT+DEL and clicking “Lock” when stepping away from your desk.
- 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 Highly Restricted or Restricted Data (employee or student information) in plain view.
- Store backup copies of important files in a safe and secure 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.
  - o University security incident response staff regularly investigate 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.
  - o 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 in an 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 <http://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.

## 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>, (888) 357-7332.

The screenshot shows the 'Sexual Offenders and Predators Search' website. The header includes the logo for the 'SEXUAL OFFENDER/PREDATOR SYSTEM' and the tagline 'Charting a course for public safety'. A 'Select Language' dropdown menu is in the top right. A 'Contact Us' link is centered in the header. Below the header, there are expandable sections for contact information:

- Phone Numbers:** Toll-free: 1-888-357-7332 (M-F 8:00am - 5:00pm, EST); Local: 1-850-410-8572
- E-Mail Address:** [sexpred@fdle.state.fl.us](mailto:sexpred@fdle.state.fl.us). A disclaimer states: '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 hotline.'
- 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

A link at the bottom reads: 'View the FDLE Regional Operation Centers & Field Offices'.

## Contact Information

### **President's Statement Regarding Equal Opportunity and Affirmative Action**

Nancy F. Myers  
Director, Office of Institutional Equity  
Phone: (407) 823-1336  
Fax: (407) 882-9009  
Email: [Nancy.Myers@ucf.edu](mailto:Nancy.Myers@ucf.edu) or [eeo@ucf.edu](mailto:eeo@ucf.edu)

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

Student Health Services  
Phone: (407) 823-0869

### **403(b) Plan Notice of Retirement Eligibility**

Human Resources – Benefits Section  
Phone: (407) 823-2771  
Fax: (407) 823-1095  
Email: [benefits@ucf.edu](mailto:benefits@ucf.edu)

### **Eligibility for Overtime Compensation**

Human Resources – Compensation or Payroll  
Phone: (407) 823-2771  
Fax: (407) 823-0582  
Email: [comp@ucf.edu](mailto:comp@ucf.edu) or [payroll@ucf.edu](mailto:payroll@ucf.edu)

### **Earned Income Tax Credit**

Human Resources – Payroll  
Phone: (407) 823-2771  
Fax: (407) 823-0582  
Email: [payroll@ucf.edu](mailto:payroll@ucf.edu)

### **Public Service Loan Forgiveness Program**

Human Resources – Benefits Section  
Phone: (407) 823-2771  
Fax: (407) 823-1095  
Email: [benefits@ucf.edu](mailto:benefits@ucf.edu)

### **UCF Employee Code of Conduct**

University Compliance, Ethics, and Risk  
Phone: (407) 823-6263  
Email: [complianceandethics@ucf.edu](mailto:complianceandethics@ucf.edu)

### **Information Security for Faculty & Staff**

UCF Technology Services – Information Security  
Phone: (407) 823-2711  
Fax: (407) 823-5476  
Email: [infosec@ucf.edu](mailto:infosec@ucf.edu)