



## EMPLOYEE RESOURCES GUIDE

**Where to turn?** We highly encourage employees to seek the assistance of their supervisory chain as their **first** resource in resolving workplace issues and to effect change. If this attempt does not resolve the situation satisfactorily, the following offices will be your main point of contact depending on the issue to be addressed.

### Human Resources/Employee Relations

The role of HR Employee Relations is to provide guidance and counsel regarding employee matters involving the USPS, A&P, and OPS (non-faculty) classifications with appropriate Collective Bargaining Agreements, University Regulations and HR policies. We are committed in ensuring employees understand their rights and responsibilities.

Phone: 407-823-2771

Website: [www.hr.ucf.edu](http://www.hr.ucf.edu)

Mail/In Person: 3280 Progress Drive, Suite 100  
Orlando, FL 32826

Email: [askhr@ucf.edu](mailto:askhr@ucf.edu)

### Faculty Excellence

The quest of Faculty Excellence is to strengthen and support all UCF faculty in advancing the mission of discovery, learning, and engagement through strategic recruitment, development, and retention initiatives with a commitment to communication, recognition, inclusivity, and partnership. If you are a faculty or adjunct faculty member and have concerns, please begin with this office for guidance assistance. They can be contacted as follows:

Phone: 407-823-1113

Website: [www.facultyexcellence.ucf.edu](http://www.facultyexcellence.ucf.edu)

Mail: P.O. Box 11623  
Orlando, FL 32816

Email: [facultyexcellence@ucf.edu](mailto:facultyexcellence@ucf.edu)

In Person: Millican Hall 351

### Office of Institutional Equity

If you have a concern about discrimination, harassment, or retaliation, or you need a workplace accommodation due to a medical condition, please contact the OIE. OIE's mission is "to promote a fair and equitable work and learning environment that is paramount to advancing the University's commitment to equal opportunity for all members of its community." If you are a supervisor and become aware of a concern of discrimination or harassment, you must contact this office. Also, if you are a responsible employee (as set forth the University's [Prohibition of Discrimination, Harassment and Related Interpersonal Violence Policy](#)) and become aware of an incident of sex discrimination (including sexual violence), you must contact this office. OIE can be contacted as follows:

Phone: 407-823-1336

Website: [www.eeo.ucf.edu](http://www.eeo.ucf.edu)

Mail: P.O. Box 160030  
Orlando, FL 32816

Email: [oie@ucf.edu](mailto:oie@ucf.edu)

In Person: Wayne Densch I (Building 38), #123

### University Audit

If you have a complaint which alleges any type of fraud, waste of University resources or need for a process improvement, this is the office to contact. This office serves as the University's internal auditor by performing internal audits, program/process reviews, and fraud investigations among many other services. They can be contacted as follows:

Phone: 407-823-2889

Website: [www.universityaudit.ucf.edu](http://www.universityaudit.ucf.edu)

Mail: 4365 Andromeda Loop, N.  
Orlando, FL 32816

Email: [audit@ucf.edu](mailto:audit@ucf.edu)

In Person: Millican Hall, #341



### University Compliance, Ethics, and Risk Office

If you have questions or concerns related to compliance or ethics, or you wish to raise concerns of potential misconduct, University Compliance, Ethics, and Risk is the office to contact. This office supports and promotes a culture of **ethics** (integrity, trust, and respect), **compliance** (compliant behavior in accordance with applicable laws, regulations, requirements, and University policies and procedures), **risk mitigation** (the identification, assessment, and management of risks and opportunities that could impact University success) and **accountability**. They can be contacted as follows:

Phone: 407-823-6263

Website: [www.compliance.ucf.edu](http://www.compliance.ucf.edu)

Mail: 4365 Andromeda Loop, N.  
Orlando, FL 32816

Email: [complianceandethics@ucf.edu](mailto:complianceandethics@ucf.edu)

In Person: Millican Hall, #328

### UCF Police Department

The mission of the UCF Police Department is to reduce crime and the fear of crime by providing a safe environment for students, faculty, staff and visitors and the safeguarding of constitutional guarantees. **If at any point you fear for your safety or feel threatened, contact the UCF Police immediately.**

**Emergencies: 911**

Website: [www.police.ucf.edu](http://www.police.ucf.edu)

Non-Emergencies: 407-823-5555

Email: [policedept@ucf.edu](mailto:policedept@ucf.edu)

Mail/In Person: 3610 Libra Drive  
Orlando, FL 32816

### UCF IntegrityLine

If an individual is reluctant to report suspected misconduct directly to their supervisor or other University administrative or central office, the IntegrityLine allows you to report ethical concerns, securely and anonymously, without the fear of retaliation – 24/7. It is administered by a third party vendor, NAVEX Global. The service can be accessed as follows:

Website: [www.ucfintegrityline.com](http://www.ucfintegrityline.com)

Phone: 1-855-877-6049 (toll free)

### University Ombuds Office

**Unsure of which avenue to take?** This office is an informal, independent, confidential, neutral resource that offers assistance and impartial guidance regarding concerns related to UCF. The office staff, as impartial facilitators, will listen to concerns and assist visitors by developing a range of options in an informal attempt to achieve resolution. It is NOT an office of notice of wrongdoing and cannot participate in any formal grievance or appeal process. They can be contacted as follows:

Phone: 407-823-6440 or 407-823-6441

Website: [www.ombuds.ucf.edu](http://www.ombuds.ucf.edu)

In Person: Millican Hall, #243 or #247

Email: [Shreya.Trivedi@ucf.edu](mailto:Shreya.Trivedi@ucf.edu)

[Daniel.Thompson2@ucf.edu](mailto:Daniel.Thompson2@ucf.edu)

### Employee Assistance Program (EAP)

The Employee Assistance Program (EAP), administered by Health Advocate, is designed to help you lead a happier and more productive life at home and at work. Call for **confidential** access to a Licensed Professional Counselor who will help you define the problem clearly and assist you. Get unlimited help with personal, family, and work issues such as: stress, depression, anxiety, relationship issues, divorce, job stress, work conflicts, family and parenting problems, anger, grief, and much more! Your counselor will either address your concerns during your sessions, or will refer you to appropriate licensed professionals, counselors or community resources for long-term help. Take advantage of this free and CONFIDENTIAL benefit:

Phone: 877-240-6863

Website: [www.HealthAdvocate.com/members](http://www.HealthAdvocate.com/members)

**In a crisis, emergency help is available 24/7**