



EMPLOYEE RESOURCES GUIDE

Where to turn? We highly encourage employees to seek the assistance of their supervisory chain and/or local HR Business Center Director/Manager 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.

Table with 2 columns: Office Name/Address and Description. Rows include: Employee Relations & HR Compliance, Faculty Excellence, Contract Compliance & Administrator Support, Office of Institutional Equity (OIE), University Audit, and UCF Police Department.



EMPLOYEE RESOURCES GUIDE (CONT'D)

<p>4365 Andromeda Loop, North Orlando, FL 32816</p> <p><i>In-Person:</i> Millican Hall 328 <i>Phone:</i> 407-823-6263 <i>Website:</i> <a href="http://www.compliance.ucf.edu">www.compliance.ucf.edu</a> <i>Email:</i> <a href="mailto:complianceandethics@ucf.edu">complianceandethics@ucf.edu</a></p>	<p><b><u>University Compliance, Ethics, and Risk Office</u></b></p> <p>If you have questions or concerns related to compliance or ethics, or you wish to anonymously raise concerns of potential misconduct, University Compliance, Ethics, and Risk is the office to contact. Reports of misconduct submitted by individuals who identify themselves to University Compliance, Ethics, and Risk (UCER) will be referred to University Audit to determine whistle-blower eligibility under UCF Policy 2-010 Whistle-blower Determination and Investigation Policy. UCER supports and promotes a culture of <b>ethics</b> (integrity, trust, and respect), <b>compliance</b> (compliant behavior in accordance with applicable laws, regulations, requirements, and University policies and procedures), <b>risk mitigation</b> (the identification, assessment, and management of risks and opportunities that could impact University success) and <b>accountability</b>.</p>
<p>12201 Research Parkway, Suite 450 Orlando, FL, 32826</p> <p><i>24/7 Hotline</i> 407-823-1200 <i>24/7 Text line</i> 407-823-6868 <i>Website:</i> <a href="http://www.victimservices.ucf.edu">www.victimservices.ucf.edu</a> <i>Email</i> <a href="mailto:askanadvocate@ucf.edu">askanadvocate@ucf.edu</a></p>	<p><b><u>Victim Services</u></b></p> <p>UCF Victim Services provides <b>confidential</b> advocacy and support to all staff and faculty members of the UCF community that have been or are being impacted by crime, violence, harassment, stalking or abuse etc. Victim/survivor specialists are available 24/7 to provide confidential crisis intervention and safety planning while supporting individuals in their choices as they access a wide array of options and resources applicable to their unique situation.</p>
<p><i>Phone:</i> 1-855-877-6049 (toll free) <i>Website:</i> <a href="http://www.ucfintegrityline.com">www.ucfintegrityline.com</a></p>	<p><b><u>UCF IntegrityLine</u></b></p> <p>If an individual is reluctant to report suspected misconduct or ethical concerns directly to their supervisor or other University administrative or central office, the IntegrityLine allows you to report securely and anonymously. Reports of misconduct, submitted by individuals who identify themselves through the UCF IntegrityLine, will be referred to University Audit to determine whistle-blower eligibility under UCF Policy 2-010 Whistle-blower Determination and Investigation Policy. It is administered by a third-party vendor, NAVEX Global. <a href="https://policies.ucf.edu/documents/2-010.pdf">https://policies.ucf.edu/documents/2-010.pdf</a></p>
<p><i>In-Person:</i> Millican Hall 243 or 247 <i>Phone:</i> 407-823-6440 407-823-6441 <i>Website:</i> <a href="http://www.ombuds.ucf.edu">www.ombuds.ucf.edu</a> <i>Email:</i> <a href="mailto:Shreya.Trivedi@ucf.edu">Shreya.Trivedi@ucf.edu</a> <a href="mailto:Daniel.Thompson2@ucf.edu">Daniel.Thompson2@ucf.edu</a></p>	<p><b><u>University Ombud's Office</u></b></p> <p><b>Unsure of which avenue to take?</b> 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.</p>
<p><i>Phone:</i> 877-240-6863</p> <p><i>Website:</i> <a href="http://www.HealthAdvocate.com/members">www.HealthAdvocate.com/members</a></p> <p><b>In a crisis, emergency help is available 24/7</b></p>	<p><b><u>Employee Assistance Program (EAP)</u></b></p> <p>The Employee Assistance Program (EAP) is a university-funded benefit that offers the support and resources you need to address any personal challenges and/or concerns that may affect your personal well-being and/or work performance. It is confidential and free to all employees (excluding OPS student employees) as well as their eligible family members, including spouses, dependent children, parents and parents-in-law. Benefits include:</p> <ul style="list-style-type: none"> <li>• 24-hour emergency hotline</li> <li>• In-person, telephonic or video counseling with licensed professional counselors for issues such as grief and loss, depression, relationship dynamics, divorce, job stress and burnout, addiction, eating disorders, mental illness, and more</li> <li>• Six in-person visits per issue per year (including video counseling)</li> <li>• Unlimited work/life service telephonic support for issues such as adoption, childcare, eldercare, financial and legal issues, identity theft, and more</li> <li>• Medical Bill Saver which includes expert negotiators who assist with lowering medical bills</li> </ul>