

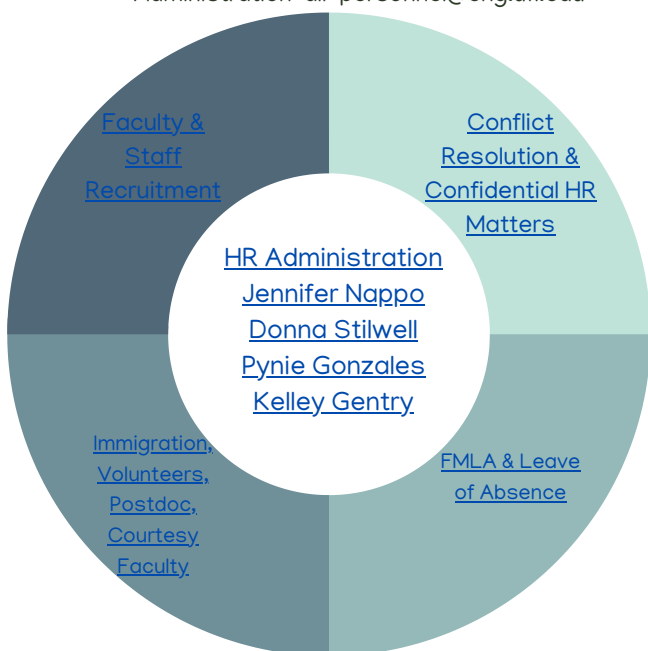
## Talk to HWCOE HR

To discuss confidential and other HR matters, contact the HWCOE HR Director at [jpennacc@ufl.edu](mailto:jpennacc@ufl.edu) or 352-392-0904



For routine HR matters, transactions, resources – start with your HWCOE HR Team Lead by emailing them directly or using your departments EBS-HR email.

Questions related to faculty & staff recruitment, FMLA, immigration should be directed to HWCOE-HR Administration: [all-personnel@eng.ufl.edu](mailto:all-personnel@eng.ufl.edu)



Departmental HR requests such as hires/terminations, graduate & student assistant appointments, should be directed to HR staff assigned to support the associated department. The Team Lead is responsible for monitoring emails to ensure timely action is taken. The Team Lead will also escalate the request to HR Administration staff or others as needed.

### Departmental HR

<a href="#">Sonya Robinson</a>	<a href="#">Sharla Alexander</a>	<a href="#">Hollie Martin</a>	<a href="#">Kimberly Krueger</a>
<a href="#">MSE</a>	<a href="#">MAE</a>	<a href="#">BME</a>	<a href="#">ESSIE</a>
<a href="#">ECE</a>	<a href="#">ChE</a>	<a href="#">CISE</a>	<a href="#">ISE</a>
			<a href="#">EED</a>

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## Employees in Distress

UFHR has developed an online informational guide to aid supervisors in assisting employees experiencing difficulties.



[Helping Employees In Distress - UF Human Resources \(ufl.edu\)](https://www.ufl.edu/hr/helping-employees-in-distress)

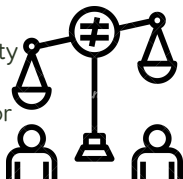
[Employee Assistance Program | University of Florida \(ufl.edu\)](https://www.ufl.edu/hr/employee-assistance-program)

If safety is an immediate concern, dial 911. For non-emergency concerns consult with the HWCOE HR Director, Jennifer Nappo at [jpennacc@ufl.edu](mailto:jpennacc@ufl.edu) or 352-392-0904.

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## Title IX: Reporting Misconduct

The Office for Accessibility and Gender Equity provides support to anyone affected by gender-based discrimination, harassment, or violence.



[Report » UF Office for Accessibility and Gender Equity \(ufl.edu\)](https://www.ufl.edu/office-for-accessibility-and-gender-equity/report)

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## UFHR Employee Relations: File a Complaint

- Employee Relations provides consultation, direction, and oversight in performance appraisals, disciplinary processes, employee complaints, workplace injuries and workers' compensation, union contracts, and effective manager-employee relationships.
- Any UF employee who believes another UF employee has violated a UF policy or regulation or engaged in misconduct may file a formal complaint with the UF Employee Relations (ER) Office by submitting a completed ER complaint form.



Phone: (352) 392-1072 | Fax: (352) 392-1726 | [EmployeeRelations@hr.ufl.edu](mailto:EmployeeRelations@hr.ufl.edu)

[Employee Inquiry and Complaint Procedures - UF Human Resources \(ufl.edu\)](https://www.ufl.edu/hr/employee-inquiry-and-complaint-procedures)

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## Dean of Students Office

The DSO is tasked with resolving disciplinary matters involving students. Students, faculty, and staff who believe there has been a violation can contact Student Conduct and Conflict Resolution in the DSO to discuss options for reporting incidents.



[Student Conduct and Conflict Resolution | DEAN OF STUDENTS OFFICE \(ufl.edu\)](https://www.ufl.edu/dso/student-conduct-and-conflict-resolution)