**Mission Statement**

To provide vital and innovative programs that result in the employment and retention of a diverse and high-quality workforce dedicated to student success.

*Revised: May 2, 2019*
## Directory

### Americans with Disabilities Act (ADA)
- April Harvey 2606 aharvey@uwf.edu
- Jamie Sprague 2156 jsprague@uwf.edu

### Annuitities
- Jeff Comeau 2610 jcomeau@uwf.edu
- Adrian Rowley 2604 arowley@uwf.edu
- Elsie Rivera 2921 erivera@uwf.edu

### Background Screens
- Mary Claridge 2602 mclaridge@uwf.edu
- April Harvey 2606 aharvey@uwf.edu

### Benefits
- Adrian Rowley 2604 arowley@uwf.edu
- Elsie Rivera 2921 erivera@uwf.edu
- Jeff Comeau 2610 jcomeau@uwf.edu

### Change of Address (Home and Campus)
- My UWF - Employee Self-Service (all services)
  - Carol Gentry 2605 cgentry@uwf.edu
  - Nicole Zamary 2608 nzamary@uwf.edu

### Disciplinary Action
- LaBratta Epting 2292 lepting@uwf.edu
- Jamie Sprague 2156 jsprague@uwf.edu

### Educational Leave with Pay
- Jeff Comeau 2610 jcomeau@uwf.edu
- Adrian Rowley 2604 arowley@uwf.edu
- Elsie Rivera 2921 erivera@uwf.edu

### Employee Assistance Program
- LaBratta Epting 2292 lepting@uwf.edu
- Jamie Sprague 2156 jsprague@uwf.edu

### Employment Contracts (Faculty)
- Christine N. Dillard 2508 cniemann@uwf.edu
- Carol Gentry 2605 cgentry@uwf.edu

### Employment Exit Interviews
- LaBratta Epting 2292 lepting@uwf.edu
- Jamie Sprague 2156 jsprague@uwf.edu

### Employment Job Line
- Recorded Message 2842 850.474.2842

### Employee Recognition and Awards Program (ERAP)
- LaBratta Epting 2292 lepting@uwf.edu
- Jamie Sprague 2156 jsprague@uwf.edu

### Employee Relations
- LaBratta Epting 2292 lepting@uwf.edu
- Jamie Sprague 2156 jsprague@uwf.edu

## Human Resources Department

### Employment Verification
- April Harvey 2606 aharvey@uwf.edu

### FMLA
- Adrian Rowley 2604 arowley@uwf.edu
- Jeff Comeau 2610 jcomeau@uwf.edu

### Foreign National Employees—Temporary Work Visas
- Christine N. Dillard 2508 cniemann@uwf.edu

### Forms (To request)
- https://uwf.edu/offices/human-resources/hr-forms-and-resources/alphabetical-listing/
  - Pat Dickson 2694 pdickson@uwf.edu
  - Mysti van Hoose 2362 mvanhoose@uwf.edu

### Grievances
- Jamie Sprague 2156 jsprague@uwf.edu

### Holidays
- Jeff Comeau 2610 jcomeau@uwf.edu
- Christine N. Dillard 2508 cniemann@uwf.edu

### I-9/E-Verify
- Christine N. Dillard 2508 cniemann@uwf.edu
- Carol Gentry 2605 cgentry@uwf.edu
- Nicole Zamary 2608 nzamary@uwf.edu
- Sheri Jernigan 2884 sjernigan@uwf.edu
- Kris Ledbetter 2601 kledbetter@uwf.edu

### Injuries (Work-related)
- April Harvey 2606 aharvey@uwf.edu
- LaBratta Epting 2292 lepting@uwf.edu

### Insurance
- Adrian Rowley 2604 arowley@uwf.edu
- Elsie Rivera 2921 erivera@uwf.edu
- Jeff Comeau 2610 jcomeau@uwf.edu

### Investments 403(b) and 457
- Jeff Comeau 2610 jcomeau@uwf.edu
- Adrian Rowley 2604 arowley@uwf.edu
- Elsie Rivera 2921 erivera@uwf.edu

### Layoff
- Jamie Sprague 2156 jsprague@uwf.edu
- Jeff Comeau 2610 jcomeau@uwf.edu

### Leave
- Jeff Comeau 2610 jcomeau@uwf.edu
- Adrian Rowley 2604 arowley@uwf.edu
- Elsie Rivera 2921 erivera@uwf.edu

### Mediation/Conflict Resolution
- LaBratta Epting 2292 lepting@uwf.edu
- Jamie Sprague 2156 jsprague@uwf.edu

## Bldg. 20E/Room 117

### New Employee Payroll Documents/Essential Documents
- Christine N. Dillard 2508 cniemann@uwf.edu
- Carol Gentry 2605 cgentry@uwf.edu
- Nicole Zamary 2608 nzamary@uwf.edu
- Sheri Jernigan 2884 sjernigan@uwf.edu
- Kris Ledbetter 2601 kledbetter@uwf.edu

### OPS Retirement Plan
- Jeff Comeau 2610 jcomeau@uwf.edu
- Adrian Rowley 2604 arowley@uwf.edu
- Elsie Rivera 2921 erivera@uwf.edu

### Organization Charts
- Mary Claridge 2602 mclaridge@uwf.edu
- April Harvey 2606 aharvey@uwf.edu

### Orientation, New Employees
- Adrian Rowley 2604 arowley@uwf.edu
- Elsie Rivera 2921 erivera@uwf.edu
- Jeff Comeau 2610 jcomeau@uwf.edu

### Outside Activity/Conflict of Interest
- LaBratta Epting 2292 lepting@uwf.edu
- Jamie Sprague 2156 jsprague@uwf.edu

### Overtime
- Jeff Comeau 2610 jcomeau@uwf.edu
- Nicole Zamary 2608 nzamary@uwf.edu
- Carol Gentry 2605 cgentry@uwf.edu

### Performance Evaluations/Appraisal
- LaBratta Epting 2292 lepting@uwf.edu
- Jamie Sprague 2156 jsprague@uwf.edu

### Performance Management (Needs Improvement/Below)
- LaBratta Epting 2292 lepting@uwf.edu
- Jamie Sprague 2156 jsprague@uwf.edu

### Personnel Action Forms (Staff, Faculty and Students)
- Christine N. Dillard 2508 cniemann@uwf.edu
- Carol Gentry 2605 cgentry@uwf.edu
- Nicole Zamary 2608 nzamary@uwf.edu
- Sheri Jernigan 2884 sjernigan@uwf.edu
- Kris Ledbetter 2601 kledbetter@uwf.edu

### Position Management/Job Classification/Job Description
- April Harvey 2606 aharvey@uwf.edu
- Jamie Sprague 2156 jsprague@uwf.edu

### Program of Incentive of Efficiency (PIE)/Suggestion
- Jeff Comeau 2610 jcomeau@uwf.edu
- Elsie Rivera 2921 erivera@uwf.edu

### Resources
- https://uwf.edu/offices/human-resources/hr-forms-and-resources/alphabetical-listing/
- Resources: alphabetical listing

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