

Advancement UCF Foundation, Inc.

Human Resources Policy

Policy# 1.02

Effective Date: 2/16/2022

Responsible Department: Human Resources

PURPOSE

To clarify the employment status of all employees whose job responsibilities fall under University of Central Florida Foundation, Inc.

2. **APPLICABILITY**

All Advancement employees or UCF employees acting on behalf of the UCFF.

3. **POLICY**

All employees whose job responsibilities or a portion thereof fall under UCF Foundation, Inc. are employees of the University; therefore, all policies and procedures governed by the University's human resources department apply. For additional information, please visit the University human resources website at hr.ucf.edu.

4. **CLARIFICATION**

Requests for clarification of this policy should be sent to the Executive Director for Advancement Human Resources.

Name: Rachel Schaefer

Title: Associate Vice President Advancement Strategy and Chief Operating Officer

Revision history:

Adoption Date: 12/15/2004

Revised: 11/27/2013

04/25/2017

02/16/2022