



Social Media Policy for UF Health Jacksonville Employees

Purpose

To establish guidelines and ensure compliance that applies to newer technologies for communication and ensure the security of UF Health information.

Policy

UF Health Jacksonville seeks to promote the protection of both individuals and UF Health Jacksonville from adverse consequences resulting from inappropriate social media usage. Whether or not a UF Health Jacksonville employee chooses to create or participate in a blog, online social network or any other form of online publishing or discussion is his or her own decision. Blogs, social networks and websites such as Facebook, Flickr, Second Life, Twitter and YouTube are channels for you to share knowledge, express your creativity and connect with others who share your interests. These guidelines will help you open up a respectful, knowledgeable interaction with people on the Internet. They also protect the privacy, confidentiality, and interests of UF Health Jacksonville, our patients, co-workers and customers.

Definition

User – Any individual who has access to a UF Health Jacksonville computing resource

Procedure

1. Employees should use good judgment when participating in a blog or submitting content to Myspace, Facebook, YouTube or any similar sites. Any embarrassing, obscene, or inappropriate material submitted to such sites may be grounds for discipline or termination if it reflects poorly on UF Health Jacksonville, impacts the workplace or otherwise violates UF Health Jacksonville's policies. Photos, videos or written materials that violate patient or business confidentiality may also result in termination of employment.
2. Employees should not allow their internet usage, blogging, chatting, or participating in online forums to interfere with their duties for UF Health Jacksonville and may be asked by their managers not to participate in these activities while at work.

3. Employees are expected to adhere to compliance requirements, code of conduct, and UF Health Jacksonville policies when using or participating in any form of social media. All the rules that apply to other communications apply here, specifically where it pertains to our patients, employees, physicians, volunteers or customers.
4. Patient/Employee Information: Employees may not use or disclose any patient or employee information of any kind on any social media site. Patient information is strictly off limits and employees are forbidden from any online discussions regarding our patients or our employees.
5. Employees may not disclose any confidential or proprietary information of or about UF Health, its affiliates, vendors or suppliers, including but not limited to business and financial information.
6. Violations of this policy will result in corrective action up to and including termination.

Video Disclaimer

Video content is available for informational and educational purposes only. Shands Jacksonville Medical Center Inc., the University of Florida College of Medicine – Jacksonville and their affiliates (DBA “UF Health”) do not make any representation or warranties with respect to the accuracy, applicability, fitness or completeness of video content.

Video content is not intended to be a substitute for professional medical advice, diagnosis or treatment. Always seek the advice of your physician or other qualified health provider with any questions you may have regarding a medical condition. Never disregard professional medical advice or delay in seeking it because of something you have read or seen on UF Health websites or videos.

Statements provided by individuals or health professionals appearing in video content about UF Health services are based on individual experiences. Your individual experience may vary. Their stories should not be regarded as a guarantee of outcome of other patients with similar symptoms or conditions.

UF Health hereby disclaims any and all liability to any party for any direct, indirect, implied, punitive, special, incidental or other consequential damages arising directly or indirectly from any use of the video content, which is provided as is and without warranties.

August Safety-Minded Topic: Nutrition

Has your doctor or nutritionist ever told you, “You are what you eat?” There is some truth to that. Think about all the choices you have every day in terms of what to eat and drink. Depending on the time of year and your personal health, diets can change. The [FDA provides these tools](#) to help you with healthier eating.

- **Planning** - plan for the week with USDA’s [MyPlate](#) in mind. Think about how you can cover all five food groups and consider meals you might cook.
 - Fruits
 - Vegetables
 - Grains
 - Protein
 - Dairy
- **Shopping** - find the food that is right for you by comparing different items using the [Nutrition Facts Label](#). Choose items high in vitamins, minerals, and fiber and lower in saturated fat, sodium, and added sugar.
- **Cooking** - Use MyPlate to think about how to make your meal as complete as possible. For example, if you are making pasta, add veggies to your dish and cut up fruit for dessert. Remember water-rich foods, like fruits and vegetables, can contribute to your overall hydration levels.
- **Eating** - look at the Nutrition Facts label to track calories and use serving information to help you choose the right portion sizes for you. Additionally, consuming balanced meals with carbohydrates, proteins, and healthy fats can support energy levels and overall health, making workers more resilient to heat stress.



Six Weeks Left to Build Community with JEA Volunteers

JEA Volunteers in Action!



Our volunteers continue to shine through their dedication to serving our community. From supporting local thrift stores that fund vital nonprofit programs, to sorting donated items and painting bowls to aid the fight against food scarcity.

Volunteers also added some sparkle for our seniors by decorating and assisting at the Senior Prom, making it a night to remember.

At Animal Care and Protective Services (ACPS), employees shared their care and compassion by giving shelter dogs some much needed attention.

Through your volunteer efforts and kindness, you have all made our community stronger and brighter.

Having trouble viewing today's JEA Volunteer information on your mobile device? [Click here to view](#) this information on SharePoint.

Six Weeks Left to Make a Difference!

Don't forget to make the most of your volunteer hours! This is a fantastic opportunity to engage with the community, support causes you're passionate about, and contribute to meaningful projects outside of work. If you haven't used your hours yet, now is a great time to explore options and get involved.

[Click here](#) to view the Volunteer Calendar. We're excited to see the positive impact you can make!

Did you know you can check your volunteer hours in Oracle? Look under the Absence Management Tab and search Community Service Leave. Don't let those hours go to waste.

Photo captions: *(top left)* Volunteering at the CRM Thrift Store, our Benefits Team is helping fund programs to aid those facing homelessness. *(right)* The Project Accounting Team and other JEA employees decorated over 80 tables and entertained over 800 seniors at the prom. *(bottom left)* The System Protection and Control Projects Team walked 51 shelter dogs. *(bottom right)* Volunteers at Feeding NE Florida sorted 3,418 pounds of food, or 2,848 meals.





Building Community

JEA ETHICS SCORECARD

Ethics Office FY2024 in review
Walette Stanford, Ethics Officer

Building Integrity, Together.



Policy Management Leadership: Took over and successfully managed the PolicyTech platform, overseeing all JEA policies and procedures.



Onboarding of Leadership: Facilitated the onboarding process for all new chiefs and ethics representatives, ensuring a seamless integration into the organization.



Training on Open Government: Partnered with the Office of General Counsel to conduct four virtual and in-person open government training sessions, educating 303 management employees.



Strategic Workforce Development: Collaborated with Jacksonville University to implement a Strategic Workforce Development Program, ensuring JEA policies align with the city charter.



Board Updates: Delivered a bi-annual update to the Board of Directors' Governance, Audit, and Compliance Committee, keeping leadership informed of key ethics and compliance initiatives.



2,115

BUSINESS ETHICS TRAINING

Refresher training for JEA employees and contract employees



65

ETHICS INQUIRIES FROM EMPLOYEES

Top three issues—conflict of interests, gifts and secondary employment



15

ETHICS HOTLINE CASES

Top three issues—workplace harassment, conduct violations and workplace retaliation

Commitment to Integrity is the JEA way.

New Employee Orientation

Retirement Savings Plans



POWERING FORWARD

Retirement Savings Plans | Summary

Plan Provision	General Employee Defined Contribution (All Employees)*		457(b) Deferred Contribution (optional)**	401(a) Defined Contribution (Appointed) **
Eligibility	All Employees hired on or after October 1, 2017		Optional for all employees	Appointed Employees
Employee Annual Contribution	Total of 8% of pay <ul style="list-style-type: none"> • 7.7% • .3% Disability 		Up to \$20,500 Age 50 or older catch-up additional \$6,500	Up to \$61,000
JEA Annual Contribution	Total of 12% of pay <ul style="list-style-type: none"> • 11.7% • .3% Disability 		0%	2% base pay bi-weekly
Vesting of JEA Contribution	2 years - 25% 3 years - 50%	4 years - 75% 5 years - 100%	No JEA contributions	100% immediately

* Per City of Jacksonville (COJ) Pension Code and 401(a) Regulations and Limits

** Per IRS Regulations

Retirement Plans | Summary (continued)

Plan Provision	General Employee Defined Contribution (All Employees)*	457(b) Deferred Contribution (optional)**	401(a) Defined Contribution (Appointed) **
Investment Type Mutual Funds	Participant Directed	Participant Directed	Participant Directed
In-Service Withdrawals	No	<ul style="list-style-type: none"> • Unforeseeable Emergency • Loans 	<ul style="list-style-type: none"> • Disability • Hardship • Loans • Distribution at age 59.5
Distribution When Eligible	<ul style="list-style-type: none"> • Lump Sum • Systematic Withdrawal 	<ul style="list-style-type: none"> • Lump Sum • Systematic Withdrawal 	<ul style="list-style-type: none"> • Lump Sum • Systematic Withdrawal

Retirement Plans | Enrollment & Contacts

Plan	Enrollment	Company	Web-site/Ph #
COJ Pension GEDC	Automatic	Empower Retirement	www.COJDCP.com 855-265-4570
JEA 457 Plan	Mass Mutual Website (If necessary: paper document for JEA Payroll)	Empower	www.retiresmart.com 800-743-5274
JEA 401(a) Plan	Paper document for JEA payroll	Empower	www.retiresmart.com 800-743-5274

Retirement Plans | Notes

- 1) Empower Representative's are located at Jacksonville's City Hall – Suite 150 for GEDC Plan Support**
- 2) The Benefit Plans are in compliance with the respective Internal Revenue Codes as referenced which includes annual compensation and benefits limits**
- 3) The summaries prior do not replace the formal Plan document, which contains all of the legal and technical requirements of the respective Plan.**
- 4) Form Due Dates:**
 - a. JEA 401a Enrollment Form: Friday before first paycheck. Return to Benefit Services**
 - b. JEA 457b Plan: enroll on-line after first paycheck; packets to employees homes two weeks after first paycheck**
 - c. COJ GEDC Beneficiary Form - after first paycheck. Return completed document to Empower**



Subject: Organizational Update and Leadership Announcement

Dear Team,

I want to share an important organizational update and provide clarity on next steps following the recent independent operational review.

Over the past several weeks, Mario Taylor has worked closely with our organization as an external consultant, meeting with staff across departments and conducting a comprehensive review of our operations, structure, and processes. We appreciate the time many of you invested in those conversations and the thoughtful feedback that was shared.

Based on the findings and recommendations resulting from that review, Executive Director Brian Teeple has appointed Mario Taylor as Deputy Executive Director, effective immediately. In this role, Mario will work in close partnership with Brian to support agency leadership, operational alignment, and long-term organizational effectiveness.

We recognize that organizational changes, particularly those that follow a review process, can raise questions and concerns. Leadership is committed to maintaining transparency, open communication, and respect for the work each of you does on behalf of the region and the communities we serve.

Mario brings a deep understanding of the organization, having already spent time listening to staff perspectives and evaluating how our work is carried out day to day. In the coming weeks, he will continue meeting with teams to better understand priorities, challenges, and opportunities for improvement. Additional details regarding structure, roles, and any process changes will be communicated as they are finalized.

We encourage employees to continue directing questions through appropriate supervisory channels, and additional opportunities for dialogue will be scheduled as this transition moves forward.

Thank you for your professionalism, resilience, and continued commitment during this period of change.

Sincerely,

Michael Hadden

Director of Communications

Northeast Florida Regional Council