SO YOU’RE THINKING ABOUT JOINING THE TEAM...

Built on compassion. Powered by potential.
From a simple dream, to a life-changing reality
Once upon a time, a child with cerebral palsy needed help to walk, talk and lean, tasks that are easy to many of us. Soon, more children needed help. Wanting to offer hope to children with special needs, a group of parents in Central Florida got together and began to dream.

1955
The story of UCP of Central Florida began with a simple goal: offering hope to children, particularly those with cerebral palsy. Discovering that very few options outside of institutions existed, this group of parents began a small program. In a remodeled house, this program provided an early intervention classroom and therapy services. The dream of offering hope to children began to take shape. More importantly, it started to grow.

1980’s
In 1980, thanks to the generosity of Jack Holloway (founder of ABC Fine Wine and Spirits), UCP moved to a larger facility in Downtown Orlando. UCP needed more space, because there was a decrease in the number of incidences of cerebral palsy and an increase in others, children with other types of disabilities and developmental delays, including down syndrome, autism, spina bifida, cerebral palsy, speech and hearing delays also needed help.

1990’s
In the 1990’s, UCP opened campuses in East Orange County, Winter Garden, Lake Mary and Kissimmee. In 1999, the community helped UCP raise money through a capital campaign to build and furnish a 20,000 square-foot, state-of-the-art children’s center, designed pro bono by the architect firm SCHENKELSHULTZ. To honor the contributions of Jack Holloway it was named the Holloway Center.

A dream that continues to inspire.
We’ve continued to add locations including building a campus in Pine Hills, purchasing a new building in Lake Mary, and renting new facilities in Osceola and Winter Garden. In 2009, we built a 35,000 square foot “Bailes Campus” with the generous lead gift from Jackie and Charlie Bailes. In 2016, another non-profit, BETA, was going to close and instead merged into UCP of Central Florida. BETA provided support services for teen moms and their high-risk babies. In 2019, UCP acquired another new facility on Data Court that allowed us to expand our East Orange campus.

Today, UCP provides a comprehensive SET of services — Support, Education and Therapy — to more than 3,500 children, teenagers and young adults and their families. Our services are provided at eight locations throughout Central Florida: Downtown Orlando, Lake Mary, East Orange, West Orange, Pine Hills, and Kissimmee.

The UCP story has provided happy endings to tens of thousands of children and their families; however, our work will never be done. Today, 1 in 5 children are diagnosed with a disability or developmental delay in Central Florida. Many more children need our help. Like the way one candle lights many others, the hope of one child enlightens the community, inspiring each of us to reach higher.
<table>
<thead>
<tr>
<th>BASE PLAN MUST BE ENROLLED 1 YEAR PRIOR TO OCT 1ST TO RECEIVE THE FREE RATES</th>
<th>BASE PLAN</th>
<th>MID-PLAN</th>
<th>CHOICE-PLAN</th>
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<tr>
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<td>Employee (earning less than $25,000)</td>
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<tr>
<td>Family</td>
<td>$306.27</td>
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CRIMINAL RECORD SCREENING
All employees undergo background screening, which includes fingerprinting and a criminal history check. A prior criminal record may not result in your disqualification from UCP of Central Florida; however, a failure to disclose your record on your application for employment will. You are responsible for the cost of fingerprinting/ criminal record checks. The finger printing fee is between $51.00 and $175.00 depending on the school district and your position. Fees may be subject to change and may vary depending which county you will be working in.

DRUG FREE WORKPLACE
UCP of Central Florida is a drug free workplace. Employees will be required to pass a test for the detection of controlled substances. Employment will be terminated if controlled substances are found, except where a physician certifies prescribed usage.

CERTIFICATES AND LICENSURES
If you are applying for a Teacher, Therapist, Nurse, or other certified/ licensed position, you will be required to provide college transcripts and copies of diplomas, certification or eligibility statement and/or licenses. For all other positions, you will be required to provide copies of diplomas or other required credentials.

EQUAL OPPORTUNITY EMPLOYMENT
UCP of Central Florida is a not-for-profit, 501(c)(3) agency. We are an equal opportunity employer.

DISCOUNTED CHILD CARE
UCP of Central Florida currently offers its team members a 25% discount for child care that is provided at one of its premises. No other UCP discounts shall apply (i.e. sibling discount). However, some team members may be eligible based on income to also receive an additional 25% discount pursuant to the statewide CCEP program.
PAID TIME OFF

Service year is defined as a twelve-month period in which Paid Time Off (PTO) is calculated. The service year for PTO begins on August 16 and ends the following year on August 15. Hourly team members, see chart below. Exempt team members receive a fixed amount (available immediately) after initial waiting period and amount based on PTO chart below. Contract teachers and other certified contract positions receive a fixed amount (available immediately) after initial waiting period of 4 days PTO and 6 sick days.

All regular (full time, part time, and school year) employees will be eligible to earn PTO. Contingent, temporary and substitute employees are not eligible to earn PTO.

Accrual for newly hired and rehired employees begins on the first pay period after the ninetieth (90) calendar day of employment. Accrual for employees changing status from contingent to regular employment will generally begin on the first pay period after the forty-fifth (45) calendar day from the change of a status effective date, but no less than the 90th day after being hired as a new employee.

Campus based staff are required to use 5 days of PTO during the Winter Break and 5 days of PTO during the Spring Break. Administration office staff generally are required to use 1-2 PTO days during the Winter Break.

PTO CHART

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Accrual Rate Per Hour</th>
<th>Estimated Annual PTO Accrual *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full/ Part time Employees: 91st day to last day of 4th year</td>
<td>0.0615</td>
<td>16 days (128 hours)</td>
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<tr>
<td>Full/ Part time Employees: 1st day of 5th year to last day of 7th year</td>
<td>0.0807</td>
<td>21 days (168 hours)</td>
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<tr>
<td>Full/ Part time Employees: 1st day of 8th year and more</td>
<td>0.1000</td>
<td>26 days (208 hours)</td>
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</table>

* Estimated Annual Paid Time Off (PTO) Accrual is based on an employee having worked 2080 paid hours per year (40 hours per week), except for School Year Employees.

PAID HOLIDAYS

UCP recognizes the following national holidays:

- New Years Day
- Memorial Day
- Labor Day
- Thanksgiving Day & the Day After
- Independence Day
- Christmas Day

Recognized holidays are paid for full-time team members. Holidays are also paid for part-time team members who have worked for UCP for over 5 years as of July 1st. Employees will also receive Birthday day pay after 10 years of service.
**EMPLOYEE INSURANCE**

All regular full time and school year employees, who work thirty (30) hours or more per week, are eligible for various insurance coverages offered by UCP. An “Employee Cafeteria Plan” (IRS Section 125 Plan) will be maintained to enable employees maximized coverage at a minimum cost.

Employees become eligible for insurance coverage the first day of the month following 60 days of continual employment. The following are available for purchase:

- Health Insurance
- Dental Insurance
- Vision Insurance
- Company Paid Life Insurance $25,000
- Short Term Disability Insurance
- Other voluntary Insurances
  - May include Long Term Disability Insurance, Cancer Insurance, Accident, FSA, Insurance and Supplemental Health Options Policy.
- 403 (B) Retirement Plan
  - Regular part time employees are eligible to participate in the plan if they work twenty (20) hours or more per week. Eligible employees are allowed to contribute to this plan at their discretion at the time of hiring or on the first enrollment date (July 1st or January 1st) after being hired.
  - UCP of Central Florida may match - up to .50 cents on every dollar up to 6% of your salary (with a vesting cycle.)

**DENTAL PAYROLL DEDUCTIONS: 24X PER YEAR**

<table>
<thead>
<tr>
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<th>DHMO Plan</th>
<th>PPO Plan</th>
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<tr>
<td>Employee</td>
<td>$4.34</td>
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<tr>
<td>Employee + One</td>
<td>$7.92</td>
<td>$22.66</td>
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<tr>
<td>Employee &amp; Family</td>
<td>$11.76</td>
<td>$39.82</td>
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**VISION PAYROLL DEDUCTIONS: 24X PER YEAR**

<table>
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<tr>
<th></th>
<th>Pay Deduction</th>
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<td>Employee Only</td>
<td>$2.81</td>
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<tr>
<td>Employee &amp; Spouse</td>
<td>$5.33</td>
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<tr>
<td>Employee &amp; Child(ren)</td>
<td>$6.25</td>
</tr>
<tr>
<td>Employee &amp; Family</td>
<td>$8.79</td>
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</table>
OUR MISSION
UCP of Central Florida empowers children with and without disabilities to achieve their potential by providing individualized support, education, and therapy in an inclusive environment.

OUR VALUES

ETHICS & INTEGRITY
We are responsible for our clients, their families, to our team members, our Board of Directors, and our community at large. We do not take professional or ethical shortcuts. Our interactions with all of our stakeholders must reflect the highest standards we profess.

COMMUNITY OF LEARNERS
We strive to create a community of “learners” and we support team members in their growth and development. We provide opportunities to apply new knowledge and strive to utilize best practices at all times.

ACCOUNTABILITY
Our ability to meet our responsibilities to the community depends on being fiscally responsible and efficient. We strive to optimize our operations by “working smarter not harder.”

TEAMWORK
We recognize that the ability to excel and to meet our clients and community’s needs depends on our ability to foster a diverse team. We strive to create an environment of mutual respect, encouragement and teamwork - an environment that rewards commitment and performance and is responsive to the needs of our team members. We recognize everyone’s role in the success of UCP.
OUR LOCATIONS

ADMINISTRATION OFFICE
4780 Data Court
Orlando, FL 32817

OSCEOLA CAMPUS
1820 Armstrong Blvd.
Kissimmee, FL 34741

DOWNTOWN/BETA CAMPUS
4680 Lake Underhill Road
Orlando, FL 32807

PINE HILLS CAMPUS
5800 Golf Club Parkway
Orlando, FL 32808

EAST ORANGE CHARTER AT BAILES COMMUNITY ACADEMY
(K and above)
4780 Data Court
Orlando, FL 32817

SEMINOLE CAMPUS
756 N. Sun Drive
Lake Mary, FL 32746

EAST ORANGE CHARTER AT BAILES EARLY CHILDHOOD ACADEMY
(Infants to PreK)
12702 Science Drive
Orlando, FL 32826

WEST ORANGE CAMPUS
1297 Winter Garden Vineland Rd.
Winter Garden, FL 34787

TLA CAMPUS
3305 S. Orange Avenue
Orlando, FL 32806

HUMAN RESOURCES
(407) 852-3363

Built on compassion.
Powered by potential
www.ucpcfl.org