

NOTICE OF PROPOSED REGULATIONS AMENDMENTS

Date: February 26, 2025

REGULATION TITLE:
See Attachment “A”.

REGULATION NO.:
See Attachment “A”.

SUMMARY: UF Human Resources proposes to amend eighteen (18) regulations, as set forth on Attachment A to delete all references to a UF employee classification title, University Support Personnel System (USPS), that is no longer active.

AUTHORITY: See Attachment “A”

COMMENTS CONCERNING THE PROPOSED REGULATION AMENDMENT(S) SHOULD BE SUBMITTED WITHIN 14 DAYS OF THE DATE OF THIS NOTICE TO THE CONTACT PERSON IDENTIFIED BELOW. The comments must identify the regulation on which you are commenting.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED REGULATION AMENDMENT IS: Kathy Gowan, Legal Assistant II, 123 Tigert Hall, Post Office Box 113125, University of Florida, Gainesville, Florida 32611, 352-392-1358 office, 352-392-4387 facsimile, regulations@ufl.edu.

NAME OF PERSON WHO APPROVED THE PROPOSED REGULATION AMENDMENT:
Melissa Curry, Vice President of UF Human Resources

THE FULL TEXT OF THE PROPOSED REGULATION AMENDMENTS ARE ATTACHED TO THIS NOTICE.

Attachment “A”

Regulation Number	Regulation Title	Authority
1.006	Non-Discrimination/Harassment/Invasion of Privacy Policies	BOG Regulation 1.001
1.0063	Affirmative Action; Complaints and Appeal Procedures for Academic Personnel (AP), Technical, Executive, Administrative and Managerial Support (TEAMS) Staff Members and University Support Personnel System (USPS) Employees	BOG Regulation 1.001
1.007	Code of Penalties	BOG Regulation 1.001
1.012	Tuition-Free Courses	BOG Resolution dated 1/7/2003
1.017	Separations from Employment, Layoff and Furlough	BOG Resolution dated 1/7/2003
1.018	Works and Inventions	BOG Regulation 1.001
1.019	Limited Access Records	BOG Regulation 1.001
1.100	General Personnel Policy	BOG Regulation 1.001
1.200	Benefits, Retirement Programs, Employment Services and Holidays	BOG Regulation 1.001
1.201	Leaves	BOG Regulation 1.001
1.202	University Bonus Plans	BOG Regulation 9.015; Section 1012.978, F.S.
3.006	Parking	BOG Regulation 1.001
3.040	Employee Recognition Program	BOG Regulation 1.001
3.054	Appointment, Technical, Executive, Administrative, and Managerial Support and University Support Personnel System Staff	BOG Resolution dated 1/7/2003
3.056	Resignation and Non-Reappointment of Technical, Executive, Administrative, and Managerial Support Staff	BOG Regulation 1.001
3.062	General Personnel Policy for University Support Personnel System Employees	Specific Authority: 1001.74(4), FS. Law Implemented: 1001.74(19), FS.
5.0764	College of Medicine Policy on Pharmaceutical, Medical Device, and Biotechnology Industry Conflicts of Interest	BOG Regulation 1.001
7.003	Academic Personnel Employment Plan: Academic Appointments, Types of Appointments, Appointment Status Modifier, and Academic-Administrative Classification Titles	Specific Authority: 1001.74(4) FS. Law Implemented: 1001.74(19), 1001.75(3) FS.

REGULATIONS OF THE
UNIVERSITY OF FLORIDA

1.006 Non-Discrimination/Harassment/Invasion of Privacy Policies.

(1) The University shall actively promote equal opportunity policies and practices conforming to laws against discrimination. The University is committed to nondiscrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act. This commitment applies in all areas to students, Academic Personnel (AP); Technical, Executive, Administrative, and Managerial Support (TEAMS) staff; ~~University Support Personnel System (USPS) personnel~~, and Other Personnel Services (OPS) employees. This commitment intends to reflect the University's belief that educational and employment decisions and access to University activities should be based on individuals' abilities and qualifications and not on irrelevant factors, as well as that the University values broad diversity within our community and is committed to diversity and eliminating discrimination.

(2) It is the policy of the University that each employee and student be allowed to work and study in an environment free from any form of discrimination or harassment as defined in University regulations or law.

(a) Sexual harassment is a form of sex discrimination under Title VII of the Civil Rights Act of 1964. Sexual harassment is defined as unwelcome sexual advances, or requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct or request is made either explicitly or implicitly a term or condition of an individual's employment or academic status;
2. Submission to or rejection of such conduct or request by an individual is used as the basis for employment or academic decisions affecting such individual; or
3. Such conduct or request has the purpose or effect of unreasonably interfering with an individual's work or academic performance or of creating an intimidating, hostile work-related or academic environment.

(b) Sexual misconduct is a form of sex discrimination. Sexual misconduct is defined as physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. For the purposes of this regulation sexual misconduct includes sexual violence, sexual exploitation, nonconsensual sexual contact and nonconsensual sexual intercourse. Sexual violence includes rape, sexual assault, sexual battery and sexual coercion.

(c) Disciplinary Action.

1. Any employee or student of the University who is found to have harassed or discriminated against another employee or applicant for employment or student, will be subject to disciplinary action up to and including dismissal or expulsion.
2. Any employee or student in a supervisory capacity who has actual knowledge by direct observation or by receipt of a complaint of sexual harassment, or sexual misconduct and who does not report the matter directly to the Director of Employee and Labor Relations, shall be subject to disciplinary action up to and including dismissal or expulsion.

(3) Complaints and Appeal Procedures. Any employee or student who believes that he or she is a victim of discrimination or harassment, including without limitation sexual harassment and sexual misconduct as defined above or retaliation for filing a claim of discrimination, may pursue informal resolution of the complaint or may file a formal written complaint in accordance with University of Florida Regulations 1.0063 and 4.012. Employees and students may contact the Director of Employee and Labor Relations to seek assistance in informally resolving the complaint or in filing a formal complaint or grievance.

(4) Invasion of Privacy. The University prohibits making, using, disclosing or distributing a recording of a person in a location or situation in which that person has a reasonable expectation of privacy and is unaware of the recording or does not consent to it; and any other conduct that constitutes an invasion of privacy of another person under applicable law or University regulations. Any employee or student of the University who is found to have so invaded the privacy of another person, shall be subject to disciplinary action up to and including dismissal or expulsion.

(a) It shall not be a violation of this provision to make a recording authorized by the Florida Sunshine Law, any other law or University regulation or policy. Any making, use, disclosure, or distribution of an authorized recording must comply with the requirements of the applicable authorization, law and/or University regulation or policy, including without limitation obtaining any required notice or consent.

(b) University policies may provide further information and requirements concerning making, using, disclosing and distributing recordings. Refer to University websites for policies on recording and on privacy.

(c) Recording is defined as any recording, visual (for example and without limitation, photographs and videos), audio or both, in any medium, using any technology.

Authority: BOG Regulation 1.001.

History: New 2-23-82, Amended 3-6-85, 11-13-90, 4-30-95, 11-25-03, 10-11-07 (technical changes only), Formerly 6C1-1.006, Amended 3-16-10, 9-30-10 (technical changes only), 12-10-10, 3-22-13, Amended 4-1-16; Amended 3-23-18 (technical changes only).

Amended 3- -2025.

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1.007 Code of Penalties.

(1) The following constitutes a uniform code of penalties for violation of University of Florida rules which the President or the President's designee is authorized to impose on students, Academic Personnel (AP), and Technical, Executive, Administrative and Managerial Support (TEAMS), ~~and University Support Personnel System (USPS) personnel~~ (hereinafter "employees"):

(a) Penalties for violation of standards of academic honesty, such as plagiarism, cheating, and other activities which interfere with the educational mission of the University, range from counseling to expulsion in the case of students or oral reprimand to termination in the case of employees.

(b) Penalties for failure to pay debts owed the University range from the assessment of a penalty fee to withholding of official records or benefits for both students and employees.

(c) Penalties for violation of standards of conduct range from counseling to expulsion in the case of students, or oral reprimand to termination in the case of employees.

(d) Penalties for violation of employment contracts range from oral reprimand to termination.

(e) Penalties for falsification of records range from oral reprimand to expulsion or revocation of degrees in the case of students and former students, or from oral reprimand to termination in the case of employees.

(2) These remedies are not exclusive of other remedies provided under law.

Authority: BOG Regulation 1.001.

History: New 4-25-80, Formerly 6C1-7.46, Amended 3-25-85, Formerly 6C1-1.07,
Amended 3-2-87, 3-12-03. Formerly 6C1-1.007, Amended 3-23-18, Amended 3-__-2025.

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1.012 Tuition-Free Courses.

(1) The University of Florida deeply values the education of its employees and strongly encourages its staff to pursue educational opportunities for professional growth and development. To this end, the university has adopted the Employee Education Program (“EEP”), which is described in section (1) of this regulation.

(a) Full-time University of Florida Academic Personnel (AP), ~~and~~ Technical, Executive, Administrative and Managerial Support (TEAMS) employees ~~and University Support Personnel System (USPS) employees~~ in good standing who have been employed for at least six (6) months are eligible to apply for enrollment in up to six (6) credit hours of instruction per semester at the University of Florida. Such employees with a principal place of employment outside of Alachua County are eligible to apply for enrollment in up to six (6) credit hours of instruction per semester at the state university in Florida closest to the place of employment. Alternatively, full-time TEAMS employees in good standing who have been employed for at least six (6) months are eligible to apply for enrollment in up to six (6) credit hours of instruction per semester at a public community college closest to their assigned work location in Florida, at a Florida state university closest to their assigned work location, or at a vocational technology center closest to their assigned work location. It shall be the sole discretion of the employee’s department chair or equivalent unit administrator as to the number of credit hours, up to six, that may be registered for under this program each semester. Participation in the EEP is neither a benefit of employment nor a guaranteed right.

1. Participating employees must meet academic requirements and be in an established position on the date that fees are due. The University will establish the periods of enrollment each semester for employees registering for courses provided under this program.

2. This program does not permit enrollment in thesis, dissertation, internships, directed individual study, individual performance courses, non-credit courses, and sponsored credit programs, off-book programs, and some distance education course offerings. A participating employee must be admitted to the respective institution as a degree or non-degree seeking student. Courses taken in a non-degree seeking status may not apply to a degree program.

3. In order to continue to participate in the EEP, an employee must achieve a passing grade in and complete all courses taken in the EEP program.

(b) This program is not available to OPS or part-time personnel or employees assigned to temporary, visiting or probationary appointments. As a result, graduate assistants, residents, and some faculty members are not eligible to participate.

1. The costs associated with non-credit courses and program offerings otherwise required as an extension of regular employee training are not covered under this program. The University's fee petition and fee refund policies and procedures are not applicable to courses taken through this program. Therefore, there is no petition process for a refund of any fees paid.

2. No employee may participate in both the EEP and either the Department of Management Services' State Employee Education Voucher Program or the State Employee Fee Waiver Program in the same semester.

(c) To the extent possible, class attendance should be scheduled during non-working hours. If any University employee enrolls for a course during working hours, all time taken

during that period, including time taken in traveling to and from classes, shall be charged to vacation or compensatory leave or leave without pay, unless the work schedule has been adjusted to accommodate the class, subject to approval by the appropriate supervisor or administrator.

(d) The employee must complete the application form, available from the Office of Human Resource Services at 903 W. University Avenue and from the HRS website at <https://learn-and-grow.hr.ufl.edu/education-programs/>, and must secure written approval from his or her supervisor and department chair or equivalent unit administrator. The employee's department chair or equivalent unit administrator must certify that the employee meets the employment requirements for participation and that the time used is covered by appropriate leave or schedule adjustment. The completed form must be submitted to the University Registrar, 222 Criser Hall, by the published EEP application deadline each semester. In the case of an employee with a principal place of employment outside of Alachua County who wishes to attend another state university, the completed form must be submitted to the Education Coordinator for Human Resource Services, 903 W. University Avenue, by the published application deadline.

(e) Unless otherwise required by applicable law or regulation, the value of courses in which the employee has enrolled under the provisions of this program shall not be used to compute the employee's base rate of pay or regular rate of pay; however, certain courses may be subject to taxes as defined by the United States Internal Revenue Service. Employees are responsible for any individual tax liability that may result from participation in this tuition program and should refer any tax questions to their tax advisor.

(f) The employee shall pay any additional fees including, but not limited to:

1. Application fees.
2. Out-of-State Tuition and Fees (in-state tuition rates apply for exempt TEAMS

employees and faculty regardless of residency requirements).

3. Photo I.D. Fees.
4. Late Registration Fees.
5. Late Payment Fees.
6. Material and Supply Fees.
7. Off-campus Course Fees, which include but are not limited to, distance education

or online course fees.

8. Any other fees not covered by this program.

(g) The University shall be responsible for the in-state portion of the following fees:

1. Matriculation Fees
2. Building Fees.
3. Capital Improvement Fees
4. Student Financial Aid Fees.

(h) The University shall waive the following local fees and the employee will not be eligible for services provided by these fees. (For students attending another state institution these fees will be paid by the University). The services provided through these fees are, therefore, not available to the employee, and the employee does not have the option to pay any of these fees to take advantage of these services:

1. Activity and Service Fees.
2. Athletic Fees.
3. Student Health Fees.
4. Transportation Fees.

(i) As of May 2008, an employee whose principal place of employment is in Alachua

County may participate in the EEP only at the University of Florida and Santa Fe College. Any such employees who were enrolled in degree programs at institutions other than the University of Florida or Santa Fe College under the EEP prior to the summer 2008 terms may complete their programs using EEP funding for a period not to exceed three years beginning in the fall 2008 semester, subject to all the terms and conditions set forth in section (1) of this regulation.

(j) Continuation of this program of instruction is contingent upon the University's continuing ability to meet workload requirements and meeting the financial obligations of the program. At any time and with 10 days' notice, the University may terminate or modify this program. Participation in a course by an employee is contingent upon the department's continuing ability to meet workload requirements. At any time, with 5 days' notice, the University may terminate an individual's participation in this program.

(k) The Office of Human Resource Services shall be the administrator of this program and shall make available application forms on their website at <https://learn-and-grow.hr.ufl.edu/education-programs/>.

(2) Persons who supervise interns from the University of Florida will be given one non-transferable Certificate of Participation for completion of an approved internship experience (or its equivalent) in a program area, upon the recommendation of the President or the President's designee. A certificate will also be awarded to persons who attend a required training session for the preparation of intern supervisors provided that the training session is approved for this purpose by the President or the President's designee.

(a) For purposes of this regulation an internship experience shall be defined as a supervised field experience in an identified program area of the University which has been approved by the University's Director of Internship Programs in the Office of Academic Affairs.

(b) Verification of the supervised internship experience for all areas shall be made by the program area college or unit. All requests for Certificates of Participation shall be forwarded to the Director of Internship Programs for review and processing.

(c) Each Certification of Participation is valid for one term only except that for the Summer terms, the Certificate may be used for registration during both Summer terms. The Certificate entitles the holder to register at the University of Florida after paying only the building fee and the capital improvement trust fund fee for each credit hour attempted each term of instruction, including courses offered through Continuing Education programs of the University. Refer to Regulation 3.0375, for the cost of said fees at the University of Florida. No Certificate will be valid after three (3) years from the date of issue.

(d) The University of Florida will honor Certificates of Participation issued by other state universities in Florida on the same terms as set forth in this section.

(3) A State of Florida employee with the approval of the agency head or equivalent is permitted to enroll at a state university for up to six (6) credit hours of courses per term on a space-available basis. Tuition and fees for these credit hours are waived pursuant to Section 1009.265, F.S.

(a) Space-available courses do not include TBA (to be arranged), directed individualized study, distance learning courses, internships, thesis and dissertation courses, individual performance courses, and non-credit courses.

(b) A state employee participating in the program must be admitted to the University of Florida as a degree or non-degree seeking student and meet all academic requirements for enrollment in the course(s).

(c) The State Agency Employee Tuition Fee Waiver Application, Rev.3/23, must be

filled out, including all approvals. The form is available from the Office of the University Registrar, 222 Criser Hall, or online at <https://registrar.ufl.edu/registration/employee-education> and must be submitted to the Office of the University Registrar, 222 Criser Hall, by the published deadline each semester.

Specific Authority: BOG Resolution dated January 7, 2003.

History: New 3-26-80, Formerly 6C1-7.35, Amended 3-6-85, Formerly 6C1-1.12, Amended 3-2-87, 5-19-93, 10-7-99, 5-22-01, 6-27-02, 1-19-03, 03-14-08 (BOT approval), 6-12-09 (BOT approval), Formerly 6C1-1.012, Amended 7-10-23 (technical changes only), amended _____, 2025.

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1.017 Separations from Employment, Layoff and Furlough.

(1) Separations from employment shall be administered consistent with the following provisions:

(a) An employee who resigns from employment shall not have any rights of appeal.

(b) An employee who is absent without approved leave for three or more consecutive workdays shall be considered to have abandoned the position.

(c) The President or President's designee may dismiss an employee for just cause in accordance with University Regulations 3.046, ~~3.047~~ and 7.048.

(d) Other Personnel Services (OPS), ~~University Support Personnel System (USPS)~~ ~~employees without permanent status in any class~~, or probationary Technical, Executive, Administrative and Managerial Support (TEAMS) employees may be separated from employment at any time without any requirements of notice or reason and without rights to appeal.

(2) Layoffs shall be administered consistent with the following provisions for ~~USPS~~, TEAMS, and Academic Personnel (AP) employees:

(a) Reasons for layoff, which may occur at any time, are: adverse financial circumstances; reallocation of resources; reorganization of degree or curriculum offerings or requirements; reorganization of academic or administrative structures, programs, or functions; curtailment or abolishment of one or more programs or functions; shortage of work; or a material

~~2~~-change of duties. The President or designee shall notify the appropriate employee organizations when layoffs are to take place.

(b) President or designee shall designate a layoff unit at an organizational level such as a division, college, school, department, area, program, or other level or organization as the President or designee deems appropriate. In designating the makeup of the layoff unit, the President or designee shall consider the special qualifications and relevant experience required for specific positions and exclude such positions from layoff. The President or designee will designate layoff units at the University of Florida as determined by administrative reporting rather than funding.

(c) A tenured/permanent status Academic Personnel employee shall not be laid off if there are non-tenured/non-permanent status Academic Personnel employees in the layoff unit. Those employees will be retained who, in the judgment of the President or designee, will contribute to the mission and purpose of the University when taking into account the employee's length and continuous University service and other appropriate factors. The appropriate Vice President shall submit a plan to meet the goals set by the President. The Vice President shall have the sole discretion in determining the distribution by pay plan to accomplish the goals.

(d) The applicable collective bargaining agreement will be followed for Academic Personnel that are In-Unit.

(3) Layoff Provisions for ~~USPS and~~ TEAMS employees.

(a) Identification of Layoff Candidate and Notice of Layoff. The classification(s) of the position(s) to be abolished will be determined by the administrator(s) of the layoff unit. Written notice of layoff rights will be provided to an employee at least forty-five (45) calendar days in advance of layoff.

(b) The University maintains the discretion to retain the employees, who, in the judgment of the President or designee, will contribute to the mission and purpose of the University when taking into account the employee's duties, skill level, previous experience, training, certifications, length of continuous University service and other appropriate factors. The appropriate Vice President shall submit a plan to the President to meet the goals set by the President. The Vice President shall determine the distribution by pay plan to accomplish the goals. Human Resources will review each layoff request to ensure appropriate selection occurs.

(c) Recall Rights. Recall rights for USPS employees apply for a period of one year following layoff. When a vacancy occurs in the same position and class within the same layoff unit from which the employee was laid off, the employee who is not otherwise employed in an equivalent full-time position, and who meets the specific qualifications of the position, will be referred to the hiring authority for consideration. If an employee refuses an offer of reemployment on recall any further recall rights are forfeited.

(d) The following ~~USPS and~~ TEAMS employees do not have layoff rights:

~~1. A USPS employee without permanent status in any class.~~

~~1.2.~~ A ~~USPS or~~ TEAMS employee appointed to a contract and grant, auxiliary, or local funds position which has been designated time-limited.

~~2.3.~~ A probationary TEAMS employee.

(e) The applicable collective bargaining agreement will be followed for sworn law enforcement officers covered by a collective bargaining agreement.

(43) Layoff Provisions for Out-of-Unit Academic Personnel:

(a) Layoff Order. Employees in the layoff unit are to be laid off in the following order:

1. non-tenure earning or non-permanent status earning employees with five years or less of continuous university service;
2. tenure-earning or permanent-status-earning employees, who have not attained tenure or permanent status with five years or less of continuous university service;
3. non-tenure earning or non-permanent status earning employees with more than five years of continuous university service;
4. tenure-earning or permanent-status-earning employees, who have not attained tenure or permanent status with more than five years of continuous university service;
5. employees who are tenured or have permanent status.

(b) Determination of Layoff. In determining which employee(s) will be laid off, the President or designee, shall take into consideration appropriate factors including: tenure status; performance evaluations by supervisors, peers and students; contents of the faculty member's personnel file; the faculty member's academic credentials; professional reputation; collegiality; teaching effectiveness; performance of professional responsibilities; research record; quality of the academic or creative activity engaged in by the faculty member; and length and quality of service to the community and public.

(c) Notice of Layoff. Written notice of layoff rights will be provided to an employee as soon as practicable in advance of layoff. Where circumstances permit, faculty members are to be provided with at least one year's notice for employees with three or more years of service and at least six months' notice to those with less service. A notice of layoff shall be sent to the employee by certified mail, return receipt requested, or delivered in person to the employee.

(d) Recall Rights. For a period of one year following layoff, an employee who has been laid off, and who is not otherwise employed in an equivalent full-time position, shall be

offered reemployment in the same position at the University, should an opportunity for such reemployment arise. Any offer of reemployment must be accepted no later than fifteen days after the date of the offer, such acceptance to take effect no later than the beginning of the academic term immediately following the date the offer was made. In the event such offer of reemployment is not accepted, the employee shall receive no further consideration pursuant to this regulation.

(e) The following Academic Personnel do not have layoff rights:

1. An Academic Personnel employee appointed for less than one academic year or appointed to a visiting appointment;
2. An Academic Personnel employee appointed to a position funded from contracts and grants, auxiliaries or local funds;
3. An Academic Personnel employee whose appointment expires after receiving timely notice or non-reappointment;
4. An Academic Personnel employee whose appointment expires without the requirement of a written notice of reappointment, including an employee serving on an appointment without a fixed term or an employee on a multi-year contract.

(5) Furloughs. A furlough is a mandatory unpaid partial or full leave of absence from work. The University may implement furloughs consistent with the process and provisions of the University's Furlough Policy set forth at [Furlough Policy – Policy Hub – University of Florida \(ufl.edu\)](#).

Specific Authority: BOG Resolution dated January 7, 2003.

History: New 7-1-96, Amended 10-7-99, 3-2-03, 7-19-05, 6-12-09 (BOT approval), 9-29-20 (BOT approval), Amended 3- -2025.

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1.018 Works and Inventions.

(1) For the purposes of this regulation, the following definitions shall apply:

(a) A “creator” shall mean a member of University personnel who creates a work or invention.

(b) An “invention” shall include any discovery, invention, process, composition of matter, article of manufacture, know-how, design, model, technological development, biological material, strain, variety, culture of any organism, or portion, modification translation, or extension of these items, and any mark used in connection with these items.

(c) “University personnel” shall include full-time and part-time employees of the University of Florida, including Academic Personnel (AP); Technical, Executive, Administrative and Managerial Support (TEAMS); ~~University Support Personnel System (USPS)~~ and Other Personnel Services (OPS) employees; appointees of the University, including certain faculty members and all volunteers; persons paid by or through the University, including fellows; and anyone working under University auspices. Students who are encompassed within any of these categories shall be considered “University personnel.”

(d) “University support” shall include the use of University funds, personnel, facilities, equipment, materials or technological information, and includes such support provided by other public or private organizations when it is arranged, administered or controlled by the University.

(e) “University-supported work” shall mean a work of a creator not made in the

course of “independent efforts.” “Independent efforts” with regard to a work means that the ideas for the work came from the creator, the work was not made with the use of University support and the University is not held responsible for any opinions expressed in the work.

Notwithstanding the foregoing, “University-supported works” do not include scholarly articles published in journals independent of the University and theses or dissertations of graduate students or other works excluded from the definition of “University-supported works” as set forth in the [University’s Intellectual Property Policy](#) as in effect at the relevant time.

(f) A “work” shall include any copyrightable material, such as printed material, computer software or databases, audio and visual material, circuit diagrams, architectural and engineering drawings, lectures, musical or dramatic compositions, choreographic works and pictorial or graphic works.

(2) Works. A work that is made in the course of independent efforts is the property of the creator. A University-supported work is the property of the University, and the creator shall share in the proceeds therefrom subject to preexisting commitments to outside sponsoring agencies. University personnel are required to disclose promptly, pursuant to the University’s Intellectual Property Policy, all University-supported works. The Office of Technology Licensing shall inform the creator of the University’s decision regarding ownership pursuant to the requirements of the University’s Intellectual Property Policy. Any University-supported work shall be handled in accordance with the [University’s Intellectual Property Policy](#).

(3) Inventions.

(a) University personnel are required to disclose any invention made or discovered by them promptly pursuant to the University’s Intellectual Property Policy. All inventions must be disclosed, even those believed by the creator to be unrelated to his or her University duties and

not involving the use of University support.

(b) An invention that is made in the field or discipline in which the creator is engaged by the University or made with the use of University support is the property of the University, and the creator shall share in the proceeds therefrom subject to preexisting commitments to outside sponsoring agencies. An invention made outside the field or discipline in which the creator is engaged by the University and for which no University support has been used is the property of the creator. In the latter case, however, the creator and the University may agree that the invention be pursued by the University and the proceeds shared pursuant to the University's Intellectual Property Policy.

(c) The Office of Technology Licensing shall inform the creator of the University's decision regarding ownership pursuant to the requirements of the University's Intellectual Property Policy. Any invention shall be handled in accordance with the University's Intellectual Property Policy.

(4) Copies of the University's Intellectual Property Policy are available from Office of Technology Licensing and at <http://www.research.ufl.edu/otl/pdf/ipp.pdf>. The Work Disclosure form, and the Invention Disclosure form incorporated in the University's Intellectual Property Policy are available from the Office of Technology Licensing and at <http://www.research.ufl.edu/otl/newdiscovery.html>.

Authority: BOG Regulation 1.001.

History: New 5-28-80, Formerly 6C1-7.392, Amended 7-15-97, 06-15-99, Formerly 6C1-7.0392, Amended 2-5-03, 3-30-07, Formerly 6C1-1.018, Amended 3-22-13; Amended 3-23-18 (technical changes only), amended _____, 2025.

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1.019 Limited Access Records

(1) “Limited Access Records” that the University maintains on its employees, which shall include Academic Personnel (AP), Technical, Executive, Administrative, and Managerial Support (TEAMS) staff members, ~~University Support Personnel System (USPS) employees,~~ and Other Personnel Services (OPS) employees, shall be confidential. The custodian of limited access records may release information from such records only under the conditions and to the persons as set forth in this regulation, to the President or President’s designee in the discharge of official responsibilities, or upon order of a court of competent jurisdiction.

(a) For records created on or before July 1, 1995, “limited access records” shall be defined as those records that reflect evaluations of employee performance. Such records shall be open to inspection by the employee evaluated and by University personnel responsible for supervision of the employee.

(b) For records created after July 1, 1995, “limited access records” shall be defined as:

1. Records that reflect “academic” evaluations of employee performance.

“Academic” for the purposes of this regulation means performance evaluation documents regarding employees designated as Academic Personnel (AP), employees in the General Faculty pay plan prior to the implementation of the AP classification, or other employees subject to the faculty or academic personnel evaluation process. Examples of such records are those resulting from academic evaluation processes such as tenure, promotion, annual evaluation, student

evaluation of teaching (except records comprising the common core items contained in the State University System Assessment of Instruction instrument), TIP, compression/inversion, other faculty awards, and merit increases. Such records shall be open for inspection by the employee evaluated and by University personnel responsible for the supervision or evaluation of the employee.

2. Records maintained for the purposes of any investigation of employee misconduct. Such records shall be confidential until the investigation ceases to be active, the University concludes the investigation with a finding to proceed or not to proceed with disciplinary action, or the University issues a letter of discipline. The records shall be open to University personnel conducting the investigation, the administrator responsible for the appointment and assignment of the employee investigated, and their respective designees. To the extent necessary to meet the due process requirements of applicable University regulations, policies, or collective bargaining agreements, certain records of the investigation may be open to the employee investigated at the time indicated in the applicable regulations, policies, or agreements. A notice of proposed disciplinary action is confidential until a letter of discipline is issued or a decision is made not to proceed further with disciplinary action.

a. An investigation is presumed inactive if no finding is made within ninety (90) days, but the University may overcome that presumption through appropriate documentation in the records.

b. For sexual harassment investigations, portions of such records which identify the complainant, a witness, or information which could reasonably lead to the identification of the complainant or a witness, retain their confidential status even after the investigation is closed.

3. Records maintained for the purposes of any disciplinary proceeding brought

against an employee or of any grievance proceeding for enforcement of a collective bargaining agreement. Such records shall be confidential until a final decision is made in the proceeding. The records shall be open to University personnel conducting the proceeding, the administrator responsible for the appointment and assignment of the employee, and other University personnel representing the University in the proceeding. The record of the proceeding itself, including any evidence presented during the proceeding, is open to inspection by the employee.

(2) Employment records and other employee information maintained by the University are subject to the provisions of this regulation and may also be subject to other laws or regulations that limit public access to the records or parts thereof.

(3) The custodian of the central personnel files of University employees is the Vice President for Human Resource Services.

(4) The custodians of limited access records held in other administrative and academic units are those administrative personnel designated by the respective vice presidents, deans, or directors. The custodians of such records are responsible for designating in a manner consistent with the provisions of this rule those University personnel who have access to limited access records and other employee materials not open to the public. Any University personnel who have access to such records and materials shall maintain their confidentiality.

Authority: BOG Regulation 1.001.

Law Implemented: 1012.91 FS.

History: New 11-11-79, Formerly 6C1-3.18, Amended 3-6-85, Formerly 6C1-3.55, Amended 5-1-96, Formerly 6C1-3.055, Amended 1-7-03, Formerly 6C1-1.019, Amended 3-16-10, amended, 2025.

REGULATIONS OF THE
UNIVERSITY OF FLORIDA

1.0063 Affirmative Action; Complaints and Appeal Procedures for Academic Personnel (AP); and Technical, Executive, Administrative and Managerial Support (TEAMS) Staff Members; ~~and University Support Personnel System (USPS) Employees.~~

(1) The following procedures are available to Academic Personnel (AP); and Technical, Executive, Administrative and Managerial Support (TEAMS) staff; ~~and University Support Personnel System (USPS) employees~~ to seek resolution of alleged discrimination in the employment practices of the University. The existence of these appeal procedures do not preclude use of the formal grievance procedures for AP and TEAMS staff set forth in University of Florida Regulations 7.041 and 3.051, ~~and applicable grievance procedures for USPS employees~~; however, such grievance procedures must be initiated within applicable time limits, subject to authorized extensions.

(2) AP and exempt TEAMS employees, and applicants for these positions, alleging discrimination in employment practices should seek resolution of any such grievance by contacting the Director of Employee and Labor Relations or by filing a grievance under an applicable collective bargaining agreement. The Director of Employee and Labor Relations shall investigate any such written complaint and forward a final investigatory report to the head of the college or unit in which the alleged discriminatory act occurred. If the head of the college or unit in which the alleged discriminatory act occurred is the alleged violator, the final investigatory report will be forwarded to the appropriate hiring authority.

(3) ~~USPS employees and a~~ Nonexempt TEAMS employees and applicants for these positions, alleging discrimination in the employment practices of the University, should seek

resolution by contacting the Director of Employee and Labor Relations, who shall determine the nature of the alleged discrimination. The Director of Employee and Labor Relations shall review the complaint with the complainant to ensure that it is fully understood, conduct an investigation into the complaint and forward a final investigatory report to the hiring authority in which the alleged discriminatory act occurred. If that hiring authority is the alleged violator, the final investigatory report will be forwarded to the next higher administrator. The Director of Employee and Labor Relations shall issue the final decision on behalf of the University of Florida.

(4) This complaint shall not prevent the aggrieved party from seeking resolution of a complaint through procedures available in other state and federal agencies.

Authority: BOG Regulation 1.001.

History: New 2-23-82, Amended 3-6-85, Formerly 6C1-1.063, Amended 3-2-87, 11-13-90, 1-7-03, 3-17-09, Formerly 6C1-1.0063, Amended 3-16-10 (technical changes only), 9-20-10 (technical changes only), 3-17-11, 3-22-13 (technical changes only), 3-23-18 (technical changes only), Amended 3-__-2025.

REGULATIONS OF THE
UNIVERSITY OF FLORIDA

1.100 General Personnel Policy.

(1) Regulations prescribing personnel policy for University of Florida employees will be found in the University of Florida Regulations. These employees include Academic Personnel (AP) staff; Technical, Executive, Administrative, and Managerial Support (TEAMS) staff; ~~University Support Personnel System (USPS) staff;~~ Law Enforcement Officer (LEO) and Other Personnel Services (OPS) employees. These regulations shall have University-wide application pursuant to the authority granted to the University of Florida Board of Trustees (BOT) in the Florida Statutes. All regulations and policies or procedures arising from these regulations shall be consistent with the relevant provisions of federal and state law and the Constitutions of the United States of America and the State of Florida.

(2) Personnel Programs.

(a) The President shall be responsible and accountable for administering the personnel programs. The President may delegate authority for the personnel program through regulation or written delegation. The “President” as used in these regulations shall refer to the President and the President’s designee, if any.

(b) The Board of Trustees and the President shall establish and maintain all policies, procedures and records necessary to substantiate compliance with all laws and regulations relating to employment.

(c) The University shall actively promote its commitment to equal employment opportunity and nondiscrimination toward applicants and employees with respect to race, color,

religion, age, disability, gender, marital status, national origin and veteran status consistent with federal and state law.

(3) The UF Employment Plan is the classification and compensation plan maintained by the University of Florida. Such plan shall consist of the following:

(a) Academic Personnel (AP) defines personnel whose positions are assigned the principal responsibility of teaching, research, extension or public service activities, or for administrative responsibility for functions directly related to the academic mission.

(b) Technical, Executive, Administrative, and Managerial Support (TEAMS) defines personnel hired after January 6, 2003, whose positions are assigned paraprofessional, administrative, clerical, secretarial, technical, skilled crafts, service or maintenance duties; and personnel whose positions are assigned administrative and management responsibilities or professional duties at the department/unit level or above.

~~(c) University Support Personnel System (USPS) defines personnel hired on or before January 6, 2003, who have not had a Break in Service after January 6, 2003, whose positions are listed in the Board of Regents USPS job classification system on January 6, 2003, and who have not held any positions as TEAMS personnel after January 6, 2003. For the purpose of this regulation, a Break in Service is defined as a separation from University of Florida service not covered by an approved leave of absence.~~

(d) Law Enforcement Officer (LEO) defines personnel who are employed by the University of Florida Police Department as sworn law enforcement officers at the rank of Officer or Sergeant.

(e) OPS defines at-will temporary personnel.

~~(4) USPS personnel can make an irrevocable decision to become TEAMS personnel~~

~~by completing the [TEAMS Enrollment Form \(Form UFHE 5/2017\)](#), which is incorporated herein by reference and available from Human Resource Services, Post Office Box 115000, 903 West University Avenue, Gainesville, Florida 32611.~~

Authority: BOG Regulation 1.001.

History: New 1-7-03, Formerly 6C1-1.100, Amended 3-16-10 (technical changes only), Amended 3-17-17; Amended 3-23-18 (technical changes only), Amended 3-__-2025.

REGULATIONS OF THE
UNIVERSITY OF FLORIDA

1.200 Benefits, Retirement Programs, Employment Services and Holidays.

(1) Benefits. Benefits made available to faculty; Technical, Executive, Administrative, and Managerial Support (TEAMS) ~~and University Support Personnel System (USPS)~~ employees include paid and unpaid leave as described in University of Florida Regulation 1.201, holidays, state- and University-sponsored insurance programs, and retirement. Under the Family Medical Leave Act (FMLA), Other Personnel Services (OPS) employees are eligible for unpaid leave under the terms of the act. Benefits and hours of work requirements shall be administered in accordance with this regulation.

(2) Related Definitions and Terms. For the purpose of administering this regulation, the following words and terms shall have the meaning indicated.

(a) TEAMS. Technical, Executive, Administrative, and Managerial Support pay plan.

(b) Break-in-Service. Break-in-service occurs upon separation from the University of Florida. Such break-in-service occurs for Deferred Retirement Option Program (DROP) participants when they end DROP.

(c) Calendar Days. All days in a month not counting University of Florida paid holidays.

(d) Continuous Service. Continuous service is employment in a salaried (non-OPS) position with the University without a break-in-service. Continuous service as defined in this regulation shall have no effect on the provisions of the Florida Retirement System.

(e) Exempt Classification. A classification designated by the University of Florida as exempt from the maximum hours and overtime pay requirements of the Fair Labor Standards Act (FLSA).

(f) Nonexempt Classification. A classification designed by the University of Florida as not exempt from the maximum hours and overtime pay requirements of the Fair Labor Standards Act (FLSA).

(g) OPS. Other Personnel Services pay plan.

~~(h) USPS. University Support Personnel System pay plan.~~

~~(h)~~ (h) Creditable Service. Creditable service is employment in a salaried (non-OPS) position with the University with or without a break-in-service. Creditable service as defined in this regulation follows the provisions of the Florida Retirement System.

~~(i)~~ (i) Workweek. For purposes of compensation, the University of Florida's workweek ends at 12 midnight on Thursday.

(3) Retirement Programs. With the exception of Postdoctoral Associates, who do not receive retirement benefits at the University, and with the exception of faculty in the Health Science Center Colleges, who must participate in the Optional Retirement Program (ORP), all full-time faculty and eligible TEAMS employees whose positions are assigned administrative and management responsibilities or professional duties at the department/unit level or above, shall be enrolled in the ORP, and shall be notified by the employer of such action. Any employee who is eligible to participate in the ORP and who fails to execute a contract with one of the approved companies and to notify the Division of Retirement in writing within ninety (90) days after the date of eligibility, shall be deemed to have elected membership in the Florida Retirement System. With the exception of Postdoctoral Associates,

who do not receive retirement benefits at the University, all other employees participate in the Florida Retirement System, except those who remain in the State and County Officers and Employees Retirement System or the Teachers Retirement System. Lump sum payments made pursuant to this section in conjunction with sick leave benefits shall not be considered salary payments and shall not be used in determining the average final compensation of an employee in any state-administered retirement system.

(4) Employment Services. The responsibility of an employee is the full and competent performance of all duties pertinent to the full-time equivalent (FTE) of his or her employment. Activities that may interfere or may create a conflict of interest in keeping with University of Florida procedures located in University of Florida Regulation 1.011 are to be disclosed and may be prohibited or allowed under certain conditions.

(a) Certification of Employability. The law requires that a person be appointed and certified as completing an assignment in order to be paid. If a person is not appointed, is not assigned duties and responsibilities, or is not certified as fulfilling those duties, then he or she is not eligible for salary payment.

(b) Workweek. Each employee is expected to work the number of hours in the employee's established workweek, or FTE, unless on approved leave.

1. The minimum workweek for full-time employees is forty (40) hours.

a. Each department or division is required to keep an accurate record of all hours worked by each ~~USPS employee and~~ nonexempt TEAMS employee as well as a complete and accurate record of all authorized leave that is approved in accordance with these regulations by all eligible University of Florida employees.

~~b. All hours worked by USPS employees must be totaled at the end of the~~

~~workday and the total shall be rounded to the nearest quarter of an hour.~~

~~e.b. For USPS employees, approved paid leave, except for some types of administrative leave, may be used only in the amount necessary to fulfill the employee's FTE.~~

~~d.c. An employee who uses any type of leave in an amount that is less than a full hour will be charged with such leave to the closest quarter of an hour.~~

2. Upon reasonable notice, the appropriate University of Florida administrator shall require an employee to use any part of his or her accrued vacation, overtime, or special or regular compensatory leave, as described in subsection (4) of University of Florida Regulation 1.201, at any time deemed advisable for the efficient management of the operation of the unit, conservation of funds or savings to the University.

3. The appropriate administrator has the authority to require an employee who has accrued overtime, special, or regular compensatory leave, as described in subsection (4) of University of Florida Regulation 1.201, to first use such leave before using accrued vacation leave when necessary for the conservation of funds or savings to the University. The employee will be allowed to use such accrued compensatory leave, upon request and with supervisory approval, before using accrued sick leave.

(c) Developmental Research School—P.K. Yonge.

The faculty of the Developmental Research School serve on a 190-196 day work schedule. The academic calendar for the Developmental Research School, including the working days and holidays, shall be determined by its Director after consultation with its faculty and the Dean of the College of Education.

(5) University of Florida Holidays:

(a) The following days shall be considered University of Florida holidays and shall be observed as paid days off and are provided to employees in proportion to their FTEs, with the exception of individuals receiving workers' compensation salary indemnification benefits. Employees required to perform duties on such official holidays shall have their schedules adjusted to provide equivalent paid leave time. No classes shall be scheduled on such official holidays.

1. New Year's Day.
2. Birthday of Martin Luther King, Jr., third Monday in January.
3. Memorial Day.
4. Independence Day.
5. Labor Day.
6. University of Florida Homecoming.
7. Veteran's Day.
8. Thanksgiving Day.
9. Friday after Thanksgiving.
10. Christmas Day.
11. If any of these holidays fall on a weekend, a day during the workweek will be

observed.

(b) An observed holiday benefit (maximum of eight (8) hours) does not count for purposes of overtime.

(c) OPS employees are not eligible for holiday benefits unless they are OPS faculty members who are compensated on a biweekly basis.

(d) To receive holiday pay, TEAMS ~~and USPS~~ employees must be in pay status

for a reasonable portion of the employee's regularly scheduled shift of the employee's last workday before the holiday.

~~(e) — USPS employees who have completed their probationary period earn one (1) personal holiday in proportion to their FTEs per fiscal year.~~

~~1. — Such personal holiday shall be credited to eligible employees on the last day of the pay period in which July 1 falls. It must be taken by the employee or be forfeited at the close of business on the last day of the pay period in which the following June 30 falls.~~

~~2.1. — Cash payment is not provided for unused personal holidays. Personal holidays must be taken in full day increments (that is, as an 8-hour day for full-time employees, as a 4-hour day for .50 employees).~~

~~(f)(e)~~ Supervisors are encouraged not to require employees to perform duties on holidays.

1. Those employees required to perform duties on holidays may have their schedules adjusted during the workweek to provide equivalent time off.

a. In the event ~~a USPS or~~ a nonexempt TEAMS employee's work schedule is not adjusted within the workweek in which the holiday occurs, as described above, he or she shall earn special compensatory leave for hours attributed to the holiday benefit in excess of the hours in the employee's established workweek (or FTE).

b. When the holiday is observed on ~~the USPS or~~ a nonexempt TEAMS employee's regular day off, he or she shall earn special compensatory leave for hours attributed to the holiday benefit in excess of the hours in the employee's established workweek (or FTE) unless the employee's work schedule is adjusted within the workweek in which the holiday occurs.

2. When an exempt TEAMS employee or faculty member is assigned to perform

duties on a holiday, he or she may take off another day as a way to enjoy the holiday benefit, typically during the workweek in which the holiday occurred. If the exempt TEAMS employee or faculty member who has been assigned to perform duties on a holiday terminates employment prior to being given time off, the employee shall be paid, upon termination, for the holiday hours worked without compensation within the previous twelve (12)-month period.

~~(g)~~(f) No classes shall be scheduled on holidays unless approved by the President or designee. Classes not held because of a holiday shall not be rescheduled.

~~(h)~~(g) Employees also shall be entitled to observe a state day of mourning in observance of the death of a person in recognition of service rendered to the state or nation, as appropriately designated. An employee who is on approved leave with pay when a state day of mourning is declared shall not have such day charged against his or her accrued leave.

(6) Benefits for TEAMS Personnel. The following benefits are provided for TEAMS personnel.

(a) TEAMS Employee Development Program. Full-time TEAMS employees are provided with the opportunity to take up to six (6) credit hours of courses per semester at a public community or state college closest to their assigned work location in Florida, at a Florida state university closest to their assigned work location, or at a vocational technology center closest to their assigned work location under the terms and conditions set forth in subsection (1) of University of Florida Regulation 1.012.

(b) Higher Education Opportunity for Children of full-time TEAMS Employees. This program is designed to provide children of TEAMS employees with enhanced opportunities for post-secondary education.

1. Children of TEAMS employees who wish to apply for entrance under this

program to undergraduate study at the University of Florida or at a public community or state college in Florida must complete an application for admission to the University of Florida before the published deadline for the academic year of entry. Before this deadline, the parent TEAMS employee must notify ~~the Office of UF~~ Human Resources ~~Services~~ of the child's name, via the Higher Education Opportunity of Children of Full-Time TEAMS Employees Application Form, which is incorporated herein by reference and can be obtained at <https://learn-and-grow.hr.ufl.edu/education-programs/higher-education-opportunity-for-children-of-teams-employees/> , that the child has filed an application for entrance under this program, and must certify that the child meets the following criteria:

a. He or she must be the natural, adopted, step, foster or any other child for which legal guardianship can be documented of a full-time TEAMS employee.

b. He or she will continue to be eligible for the program through the end of the calendar year in which the child turns twenty-six (26) years of age. ~~UF The Office of~~ Human Resources ~~Services~~ will send to the Office of Admissions the names of children whose parents have provided the indicated information before the program's deadline so the admissions office may verify application to the University of Florida.

2. One hundred and fifty (150) children will be chosen at random from the pool of names by ~~UF the Office of~~ Human Resources ~~Services~~. Those children among the one hundred and fifty (150) who meet admissions requirements to the University will be offered admission to the University, conditional upon receipt of their high school diploma before the date of entry into the University offered by the Executive Director of the Office of Admissions. Those children among the one hundred and fifty (150) who do not meet admissions requirements to the University, who receive a high school diploma before the beginning of the academic year and

who wish to continue in this program may enroll at a public community or state college in Florida.

3. The University will pay the in-state matriculation fees less any Bright Futures Scholarship award for each of the one hundred and fifty (150) children for up to twelve (12) credits per semester during the academic year and for up to six (6) credits per twelve (12) week summer semester at the University of Florida or a public community or state college. The children are responsible for payment of all other fees charged by the institution and for any costs associated with attending the institution.

4. Continued Eligibility. To continue to receive this benefit, the following conditions must be met on August 30 commencing the second year of the child's enrollment in the program and in each succeeding year:

a. The child's legal guardian must be a full-time TEAMS employee on the first day of classes for each new semester.

b. The child's cumulative GPA must be 2.75 or higher.

c. If the child is attending a public community college, he or she must provide to [UF the Office of Human Resources Services](#) a current official copy of the transcript of grades from the community college showing all courses attempted and grades received.

5. The University's total obligation for each child is limited to paying the matriculation fees less any Bright Futures scholarship award for a maximum of one hundred thirty-two (132) credit hours. All completed courses, passed or failed, and withdrawals are totaled in the count of credit hours.

(c) Vacation Leave Pay. Upon request during the month of December, up to sixteen (16) hours of accrued vacation leave at a TEAMS employee's regular rate of pay shall be cashed

out provided the employee's remaining accrued vacation leave totals at least forty (40) hours.

Authority: BOG Regulation 1.001.

History: New 7-15-97, Amended 6-28-98, 3-2-03, 12-31-03, 5-30-04, 7-19-05, 3-30-07 (technical changes only), 3-14-08 (BOT approval), 3-17-09 (technical changes only), 6-12-09 (BOT approval), Formerly 6C1-1.200, Amended 3-17-2011, 3-26-20 (BOT approval), Amended 3- -2025.

REGULATIONS OF THE
UNIVERSITY OF FLORIDA

1.201 Leaves.

(1) The following describes the leaves provided to University of Florida employees. Also refer to the University of Florida Regulation 5.0761 for leave provisions for interns, residents and fellows in the College of Medicine and University of Florida Regulation 6.011 for leave provisions for county extension employees.

For the purposes of this regulation, Executive Service shall comprise the President and the members of Technical, Executive, Administrative, and Managerial Support (TEAMS) who hold the title of Vice President or who are otherwise designated by the University President to receive Executive Service benefits.

(2) Each employee is expected to work the number of hours in the employee's established workweek unless on approved leave.

(3) The minimum workweek is forty (40) hours for full-time employees. Holiday pay (maximum of eight (8) hours) and paid leave are not considered overtime and are paid at the employee's regular pay rate. Approved leave shall be adjusted to ensure an employee's workweek will not exceed the employee's full-time equivalent (FTE) appointment.

(4) Compensatory leave shall consist of the following types and such unused leave shall be paid as follows:

(a) Overtime compensatory leave is provided in lieu of payment for overtime for ~~nonexempt University Support Personnel System (USPS) and~~ nonexempt TEAMS employees at the rate of one and one-half times the total hours worked beyond forty (40) or by crediting the

employee with up to one hundred twenty (120) hours of overtime compensatory leave, which is earned at one and one-half hours for each hour of overtime worked. Overtime compensatory leave is only available to nonexempt ~~USPS and nonexempt~~ TEAMS employees and is not available to any other employees.

1. Overtime shall be paid no later than the end of the following pay period, unless accrued as overtime compensatory leave.

2. If the employee separates from the University, or accepts another position at the University with an exempt designation, such leave shall be paid at the employee's regular rate of pay. An employee who reassigns, promotes or accepts a demotion to another position in a work area paid by a different account number will be paid for unused overtime compensatory leave at the employee's regular rate of pay. If an employee reassigns, promotes or accepts a demotion to another position within the same department, cash out is at the department's discretion.

3. Upon reaching one hundred twenty (120) hours of overtime compensatory leave, the employee must either receive cash payment for additional hours of overtime worked or use accrued overtime compensatory leave credits before receiving further overtime compensation in the form of compensatory leave.

4. The President or President's designee may elect to pay or require an employee to use any or all of the employee's accrued overtime compensatory leave at any time. Typically, with approval from the President or designee, overtime compensatory leave shall be used or cashed out prior to the end of each fiscal year and/or before any scheduled salary increase.

(b) ~~Regular compensatory leave shall be provided to a USPS exempt employee for work beyond forty (40) hours on an hour-for-hour basis. The University will pay for unused regular compensatory leave with the approval of the President or designee. The President or~~

~~designee has the authority to grant approval to an employee to retain regular compensatory leave in excess of one hundred twenty (120) hours for a period not to exceed six (6) months in circumstances involving natural disasters and other extraordinary situations that last for an extended period of time which would prevent employees from using their accrued compensatory leave.~~

~~1. —When a USPS employee moves within the University of Florida from a position in a class that accrues regular compensatory leave credits to another position which also accrues regular compensatory leave, any unused regular compensatory leave will be transferred.~~

~~2. —When a USPS employee moves from an exempt class that accrues regular compensatory leave to a USPS class that does not accrue regular compensatory leave or accepts a position in TEAMS, any unused regular compensatory leave will be transferred. In such cases, the employee must use regular compensatory leave before using vacation leave.~~

~~3. —Regular compensatory leave shall not be transferred to a faculty position. As a result, each supervisor should make a reasonable effort, whenever practical, to allow an employee to use regular compensatory leave credits as requested before the employee transfers to a faculty position.~~

(c) Special compensatory leave is provided on an hour-for-hour basis to ~~USPS and~~ nonexempt TEAMS personnel as follows:

1. Special compensatory leave is provided to compensate an employee for hours over his or her FTE that are attributed to a holiday in the workweek when the employee observed the holiday and worked additional hours in the workweek or when the holiday falls on the employee's regularly scheduled day off or the employee is required to work the holiday and the employee's work schedule is not adjusted accordingly within the workweek.

2. Special compensatory leave is provided to compensate an employee when administrative leave for jury duty or court appearance provided in subsections (16)(a) and (b) below and the employee's time worked hours exceed his or her FTE in the workweek.

3. Special compensatory leave is provided to an employee required to perform essential duties during an emergency closing for the hours worked during the closing if the employee's work schedule is not adjusted accordingly within the workweek.

4. The President or designee has the authority to pay or require an employee to use any or all of the employee's accrued special compensatory leave at any time in order to provide for the efficient management of the unit, to conserve funds, or to provide savings to the University. If the employee separates, the employee shall be paid for all unused special compensatory leave at the employee's regular rate of pay. An employee who reassigns, promotes or accepts a demotion to another position in a work area paid by a different account number will be paid for all unused special compensatory leave at the employee's regular rate of pay. If an employee reassigns, promotes or accepts a demotion to another position within the same department, cash out is at the department's discretion based on budget considerations. With approval from the President or designee, special compensatory leave shall be used or cashed out prior to the end of each fiscal year and/or before any scheduled salary increase.

5. An employee who is unable to work due to a compensable workers' compensation injury and is receiving salary indemnification benefits shall not be eligible for special compensatory leave or any paid holiday benefit.

(5) An employee shall be paid proportionate to the FTE in pay status for all holidays designated for University employees.

(6) Leave shall be accrued while in pay status and shall be credited on the last day of

that pay period or, in the case of separation, on the last day the employee is on the payroll.

(7) During an approved leave of absence for parental, foster care, medical or military reasons, an employee may use accrued leave to continue the contributions to State benefits and other expenses.

(8) Unless agreed otherwise, an employee shall be employed in the same or similar status upon completion of the approved leave period. While on paid leave, an employee may not be employed elsewhere unless the requirements for outside activity and extra compensation have been met.

(9) Sick leave accrual for full-time employees shall be as follows with proportionate accrual for less than full-time.

	Hours Accrued During Pay Period	
	Monthly	Biweekly
Faculty (except for Postdoctoral Associates)	8.667	4
TEAMS (except for Executive Service)	8.667	4
Executive Service	10.833	5
USPS	8.667	4

(a) Sick leave shall be accrued before use unless available through a sick leave pool. There is no maximum on the amount of sick leave that can be accrued.

(b) Sick leave is authorized for the following purposes: The employee's personal illness, injury, exposure to a contagious disease, a disability where the employee is unable to perform assigned duties or appointments with health care providers.

1. The illness, injury, appointments with health care providers or death of a member of the employee's immediate family.

2. An “immediate family member” shall be defined as an employee’s spouse, domestic partner, great-grandparent, grandparent, parent, brother, sister, child, grandchild or great-grandchild; or the great-grandparent, grandparent, parent, brother, sister, child, grandchild, or great-grandchild of the employee’s spouse or domestic partner, or the spouse or domestic partner of any of them. This also includes individuals for whom the employee is the current legal guardian.

(c) Notice of absence due to illness, injury, disability or exposure to a contagious disease shall be given on the first day of absence.

(d) An employee shall not be paid for any unused sick leave upon separation, and such leave shall be forfeited unless the employee is recalled by the University within 365 days after a formal University layoff. Notwithstanding the foregoing, upon separation from University employment as a result of retirement on or before June 30, 2016, an employee with ten (10) or more years of creditable service who was hired prior to April 1, 2010, shall be paid for one-fourth of unused sick leave up to a total of 480 hours.

(e) An employee at another university in the Florida State University System or State of Florida agency who accepts employment at the University within thirty-one (31) days may transfer up to eighty (80) hours of accrued sick leave. Upon termination, any leave accepted in transfer shall be forfeited or cashed out in keeping with the provisions of this regulation.

(f) Upon reemployment with the University within 180 days, any sick leave paid at separation shall be restored provided the employee repays the full amount of any lump-sum payment received for accumulated sick leave credits within sixty (60) days of reemployment. An employee who was not paid for any unused sick leave shall have such forfeited sick leave restored.

(g) Postdoctoral Associates do not accrue sick leave.

(10) Vacation leave for full-time employees shall be as follows with proportionate accrual for less than full-time. Any exceptions other than those listed below will require approval of the Vice President over the area and the Vice President for UF Human Resources Services. An academic year (thirty-nine (39) weeks) employee, a Developmental Research School employee, an employee appointed for less than nine (9) months, and Postdoctoral Associates shall not accrue vacation leave. Hospitalist faculty members do not accrue vacation leave because of the unique nature of their duties and work schedules. ~~Hours of accrual for USPS employees are based on years of creditable service, and such service shall be awarded as one (1) month of service credit for each calendar month that the employee is on the salaried (non-OPS) payroll of the University, on the salaried (non-OPS) payroll of a state agency prior to January 6, 2003, on the salaried (non-OPS) payroll of a state university in the State of Florida prior to January 6, 2003, or on the salaried (non-OPS) payroll of these institutions while on authorized unpaid leave during the indicated time periods.~~

	Hours Accrued During Biweekly Pay Period	Yearend Maximum	Maximum Lifetime Payment
Faculty (except for Postdoctoral Associate and Hospitalists)	6.769	352	200
TEAMS (except for Executive Service)	6.769	352	200
Executive Service	9.195	352	200
USPS (Months of Service)			
0 to 60	4	240	200
61 to 120	5	240	200
Over 120 months	6	240	200

(a) Vacation leave shall be accrued prior to use unless vacation leave is advanced by the President or designee.

(b) Employees may accrue vacation leave in excess of the year-end maximum during a calendar year. Employees with accrued vacation leave in excess of the year end maximum, shall have any excess converted to sick leave on an hour-for-hour basis at a time or times in the following calendar year to be designated by the University. The President or designee is authorized to grant approval to an employee to retain vacation leave in excess of the year-end maximum in circumstances involving natural disasters and other extraordinary situations lasting for an extended period of time that prevent the employee from using vacation leave.

(c) An employee who separates from employment shall be paid for all unused vacation leave hours up to the lifetime maximum payment allowed for the employee's pay plan. Upon recall by the University within 365 days after a formal University layoff, the employee shall have all unpaid vacation leave restored, and any vacation leave paid at time of separation also shall be restored upon repayment.

Upon entering into the Deferred Retirement Option Program (DROP), an employee may elect to be paid up to the maximum payment allowed of his or her unused vacation leave. Such payment, along with any additional payment to be received upon separating from the University (end of DROP), shall not exceed the maximum payment associated with the employee's established pay plan upon entering DROP.

(d) An employee at another university in the Florida State University System or State of Florida agency who accepts employment at the University of Florida may within thirty-one days transfer up to eighty (80) hours of accrued vacation leave.

(e) Upon moving from a vacation leave-accruing position to a position that does not

accrue vacation leave, the employee shall be paid for unused vacation leave up to the maximum lifetime payment allowed for the employee's pay plan, unless the employee elects to retain all unused vacation leave, for up to two (2) years.

(f) Upon reasonable notice, an employee shall be required to use any part of his or her accrued vacation leave at any time deemed advisable by the President or designee based on the effective functioning of the unit, the efficient use of available personnel and budget.

(11) Compulsory medical leave provisions shall be consistent with the following:

(a) Medical certification by a health care provider designated or approved by the President or designee shall be required.

(b) Notice shall be provided to the employee identifying duration of the leave, the conditions for return to the position, and whether such leave shall count toward entitlements under the Medical Leave Act (FMLA) of 1993 (Public Law 103-3).

(c) The employee is allowed to use paid leave during compulsory leave to continue the contributions to benefits and other expenses.

(d) Unless agreed otherwise, an employee shall be employed in the same or similar status upon completion of the approved leave period and upon receipt of a current medical certification that the employee is able to perform assigned duties.

(e) Employees who fail to meet the conditions of the compulsory leave or who fail to obtain medical certification and are unable to perform duties shall be offered part-time employment, placed on unpaid leave or have such leave extended, requested to resign, or be dismissed for inability to perform the duties of the position.

(12) Employees are provided with twelve (12) workweeks of Family and Medical Leave within a twelve (12) month period in compliance with FMLA and the Final Regulations

of the Family and Medical Leave Act of 1993 (29 CFR Part 825). All employees are eligible, including OPS employees who have worked at least twelve (12) months, which need not have been consecutive, and who have worked at least 1,250 hours in the twelve (12) months prior to the leave. The twelve (12) month period for determining FMLA eligibility is the twelve (12) months immediately preceding an employee's request for FMLA leave. Faculty, TEAMS, ~~and~~ Executive Service ~~and USPS~~ employees may use paid leave for an FMLA event, and such shall be counted toward the entitlement. If at the end of the leave period, an employee is unable to return from leave to work full-time and perform the duties of the position, the President or designee shall offer the employee part-time employment, place the employee on unpaid leave, extend the leave of absence or dismiss the employee for inability to perform the duties of the position.

(13) Parental Leave.

(a) Eligible employees shall be provided with up to six (6) months unpaid parental leave during which time the employee may use paid leave when the employee becomes a biological or adoptive parent. OPS employees, including Postdoctoral Associates, are not eligible for parental leave beyond their FMLA entitlement and are not eligible for paid parental leave. Parental leave is also provided to an employee who is a domestic partner to an expected biological or adoptive parent. Parental leave may begin two (2) weeks prior to the expected date of the child's arrival unless otherwise mutually agreed to by the President or designee and the employee.

(b) A Faculty ~~or~~, TEAMS ~~or USPS~~ employee may be advanced up to six (6) weeks of sick or vacation leave to be used in connection with the birth or adoption of a child or the initial placement of a child in the foster care of the employee. The following guidelines would apply:

1. The paid parental leave may be used in conjunction with other accrued leave up to the six (6) months currently provided in University regulation and policy. The paid parental leave may not be used to extend the six (6) months of leave (paid and unpaid) currently allowed.

2. The employee may work part-time during the paid parental leave with agreement by the supervisor.

3. The leave may not be used during periods when the employee would not otherwise be assigned duties or be in pay status.

4. The employee will be required to repay the leave hours advanced within a three-year period from the first date the leave is used. Upon the employee's separation from the University, the number of hours of parental leave taken will be deducted from any sick and/or vacation leave balance or other payment, if owed by the University under other provisions of this regulation, prior to the payment being made. If the paid parental leave taken exceeds the available balance of unused leave that is payable, if any, at the time of separation, the employee will be required to repay the cost of the difference of the hours that have not been repaid.

(14) Up to six (6) months of leave may be granted to an eligible employee for his or her serious personal health condition or when he or she needs to care for a member of his or her "immediate family" as defined under subparagraph (9)(b)3 above with a serious health condition, which may be extended up to one (1) year for extenuating circumstances.

(15) Up to twelve (12) months of leave without pay may be granted for personal reasons to an eligible employee, which must be taken as a complete leave without pay.

(16) Employees provided paid administrative leave shall not exceed forty (40) hours during the workweek. Administrative leave is not accrued.

(a) Administrative leave for jury duty shall not exceed the number of hours in the employee's normal workday. If jury duty does not require absence for the entire workday, the employee shall return to work immediately upon release by the court. If the jury duty does not coincide with the regular work schedule, the employee shall be granted administrative leave based on the total hours served on jury duty and such leave shall be granted on the next scheduled work shift. Any jury pay shall be retained by the employee.

(b) Administrative leave shall be provided to an employee summoned as a fact witness in a matter not involving personal interests. Witness pay shall be retained by the employee. Administrative leave shall not be provided to an employee serving as an expert witness.

(c) Administrative leave for athletic competition in Olympic events shall be provided under the same conditions accorded to state employees in Section 110.118, Fla. Stat.

(d) Administrative leave up to two (2) days shall be provided to a ~~USPS or~~ TEAMS employee upon the death of an immediate family member.

(e) Administrative leave shall be provided for official emergency closing of University facilities. Special compensatory leave shall be provided to eligible ~~USPS and~~ TEAMS employees required to perform essential services during the emergency closing. Only employees scheduled to work during the time of the emergency closing shall be provided leave.

(f) The President or designee shall provide administrative leave for Florida Disaster Volunteers under the same conditions accorded to state agency employees in Section 110.120, Fla. Stat.

(g) The President or designee may grant up to two (2) days of administrative leave for civil disorder or disaster for an employee who is a member of a volunteer emergency

response team based on the nature of the duties performed by the employee and the location and nature of the civil disorder or disaster.

(h) The President or designee may provide administrative leave up to two (2) hours for voting in public elections upon the request of the employee and based upon the nature of the employee's duties and the location of the polling place.

(i) The Vice President for UF Human Resources ~~Services~~ or designee in conjunction with the appropriate Vice President or designee may place an employee under investigation on administrative leave or may reassign the employee pending the conclusion of the investigation pursuant to University of Florida Regulations 3.045, 3.046 and 7.048.

(j) The Vice President for UF Human Resources ~~Services~~ or designee in conjunction with the appropriate Vice President or designee may place an employee on administrative leave or may reassign the employee between the notice of reduction in pay, suspension, layoff or dismissal and the effective date of such action pursuant to University of Florida Regulations 3.045, 3.046, and 7.048.

(k) The Vice President for UF Human Resources ~~Services~~ or designee in conjunction with the appropriate Vice President or designee may place an employee on administrative leave when the employee's presence in the workplace may result in damage to property or injury to the employee or others.

(17) Military Leave. Federal and state laws shall govern the granting of military leave and the employee's reemployment rights as follows:

(a) Disabled Veterans Reexamination or Treatment. An employee who has been rated by the Veterans Administration to have incurred a service-connected disability and has been scheduled by the Veterans Administration to be reexamined or treated for such disability

shall, upon presentation of written confirmation of having been so scheduled, be granted administrative leave or leave not affecting accrued leave balances for such reexamination or treatment without loss of pay, benefits, or efficiency rating, not to exceed six (6) days in any calendar year.

(b) Examinations for Military Service. Upon presentation of a copy of the employee's official orders or appropriate military certification, an employee who is ordered to appear for an examination for entrance into the military service shall be granted administrative leave or leave not affecting accrued leave balances for this purpose.

(c) National Guard State Service. Upon presentation of a copy of the employee's official orders or appropriate military certification, an employee who is a member of the Florida National Guard shall be granted leave with pay on all days when ordered to active service by the state. Such leave with pay shall not exceed thirty (30) calendar days at any one time. Such leave will be counted as administrative leave or leave not affecting accrued leave balances and shall be without loss of time or performance rating.

1. A copy of the official orders shall be filed in the employee's personnel file.

2. Any absence in excess of thirty (30) calendar days may, upon request by the employee and approval by the supervisor, be covered by accrued vacation, sick or compensatory leave.

3. If not requested by the employee or approved by the appropriate supervisor as vacation or compensatory leave, such absences in excess of thirty (30) calendar days shall be approved as leave without pay.

(d) Other Military Leave. Upon presentation of a copy of the employee's official orders or appropriate military certification, an employee, except an employee who is employed

in a temporary position or employed on a temporary basis, who is drafted, who volunteers for active military service, or who is ordered to active duty (not active duty training) shall be granted leave in accordance with Chapter 43 of Title 38, United States Code. Active military service includes active duty with any branch of the United States Army, Air Force, Navy, Marine Corps, Coast Guard, National Guard of the State of Florida or other service as provided in Sections and 115.09, Fla. Stat. Such leave shall be without loss of performance rating.

1. Verification of military certification. Such leave of absence shall be verified by official orders or appropriate military certification. The first thirty (30) calendar days of leave shall be with full pay and shall not affect an employee's vacation or sick leave balance. The remainder of military leave shall be without pay unless the employee elects to use accrued paid leave as described below. Leave payment for the first thirty (30) calendar days shall be made only upon receipt of evidence from an appropriate military authority that thirty (30) calendar days of military service have been completed.

2. Applicability of laws. Federal and state laws shall govern the granting of military leave and the employee's reemployment rights.

3. Use of vacation leave. Beyond the first thirty (30) calendar days of leave, which shall be with full pay and shall not affect an employee's vacation or sick leave balance, use of accrued paid leave is authorized during military leave in keeping with the University's extended leave of absence policy.

4. Reinstatement. The position of an employee granted military leave may be filled on a temporary basis. Upon separation from the military service, the employee is eligible to return to his or her former position or a different position in the same class in the same geographic location if reinstatement is requested within one (1) year after separation. The

University may require the employee to submit to a medical examination to determine the employee's fitness to perform the essential functions of the position to which the employee may be returning. Based on the medical findings, the University may place the employee in another class with duties that employee is able to perform and which is the nearest approximation to the position held prior to the military service.

(e) Short-Term Military Training. Upon presentation of a copy of the employee's official orders or appropriate military certification, an employee who is a member of the United States Armed Forces Reserve, including the National Guard, shall be granted leave with pay during periods in which the employee is engaged in annual field training or other active or inactive duty training exercises. Whether continuous or intermittent, such leave with pay shall not exceed 240 hours in any federal fiscal year (October 1 - September 30). Such leave will be designated as administrative leave or leave not affecting accrued leave balances and shall be without loss of time or efficiency rating.

1. A copy of the official orders shall be filed in the employee's personnel file.
2. Any absence in excess of 240 hours may, upon request by the employee and approval by the appropriate supervisor, be covered by accrued vacation or compensatory leave.
3. If not requested by the employee or approved by the appropriate supervisor as vacation or compensatory leave, such absences in excess of 240 hours shall be approved as leave without pay.

(18) Workers' Compensation. Employees who sustain a work-related injury compensable under the Florida Workers' Compensation Law shall be treated in accordance with Chapter 440, Fla. Stat. and provided with University benefits as follows:

- (a) Time away from work for the initial medical assessment and/or treatment of a

work-related injury shall be counted as work time but shall not cause employees to exceed their scheduled work hours for that day.

(b) Workplace Injury Leave is an annual benefit available to leave accruing employees only and shall be used to compensate these employees for a portion of their wages lost due to work-related injuries compensable under Chapter 440, Fla. Stat.

1. Workplace Injury Leave shall be pro-rated based on an employee's current FTE but shall not exceed forty (40) hours per fiscal year for full-time employees. Such leave time shall be counted against an employee's FMLA entitlement. Unused Workplace Injury Leave hours shall not carry forward from one fiscal year to next. Workplace Injury Leave shall be used only when a workers' compensation authorized medical provider documents that an employee is unable to work due to their compensable injury and/or when a work unit cannot provide an employee with modified duty work within the employee's medical restrictions.

2. All authorized work-related injury absences or time away from work that do not meet the criteria for Workplace Injury Leave shall be covered by an employee's FMLA leave, FMLA leave of absence or other leave if all FMLA leave has been exhausted.

(c) Employees receiving workers' compensation salary indemnification benefits may elect to use FMLA personal leave to supplement that benefit; however, such leave usage shall not cause an employee to receive more than the employee's regular University daily earnings.

(d) Employees who are unable to work due to compensable workers' compensation injuries and are receiving salary indemnification benefits shall not be eligible for holiday pay or accrual of special compensatory leave.

(e) Modified/alternate duties, consistent with the University's Modified Duty Program Policy, 2006, shall be provided to employees with work-related injuries. A copy of the

policy is available from the Workers' Compensation Office, PO Box 115008, Gainesville, Florida 32611-5008.

(f) If at the end of the modified duty period, an employee is unable to perform the essential functions of the employee's position, the Vice President or designee responsible for the employee's unit may place the employee on unpaid leave or extend the leave status, offer the employee alternate employment or terminate the employee from employment.

(19) Domestic Violence Leave. Employees may take up to three (3) days of leave in a twelve (12)-month period if the employee or a family or household member is a victim of domestic violence. The fiscal year of July 1 to June 30 will be considered the twelve (12)-month period.

(a) An employer must provide leave for the following specific activities:

1. Seeking an injunction for protection against domestic violence or repeat violence, dating violence or sexual violence;
2. Obtaining medical care or mental health counseling or both for the employee or a family or household member to address injuries resulting from domestic violence;
3. Obtaining services from victims' services organizations such as a domestic violence shelter or rape crisis center;
4. Making the employee's home secure from the perpetrator of domestic violence or finding a new home to escape the perpetrator; or
5. Seeking legal assistance to address issues arising from domestic violence or attending or preparing for court related proceedings arising from the act of domestic violence.

(b) An employee seeking leave from work under this section must provide his or her employer advanced notice of the leave except in cases of imminent danger to the health or safety

of an employee, or to the health or safety of a family or household member.

(c) The employee is required to use accrued leave. In the event that the employee does not have sufficient leave hours to cover the event, the leave that is not covered will be unpaid.

(20) Leaves of Absence for Faculty.

(a) Requests for Leave or Extension of Leave.

1. A faculty member shall make a written request at the beginning of the proposed leave. If possible, the request should be made at least one (1) full semester or, in the case of twelve (12)-month faculty, six (6) months prior to the date the leave is requested.

2. For an extension of the leave, the faculty member shall make a written request not less than sixty (60) days before the end of the leave, if possible. If possible, the request should be made at least one (1) full semester or, in the case of twelve (12)-month faculty, six (6) months prior to the date the leave is requested.

3. The University shall approve or deny such request in writing not later than thirty (30) days after receipt of the request.

4. An absence without approved leave or extension of leave shall subject the faculty member to the provisions of the University's regulations dealing with misconduct.

(b) Unpaid or Uncompensated Leaves are provided for eligible faculty members as follows:

1. Upon request of a faculty member, the President or designee shall grant a leave without pay for a period not to exceed one (1) year unless the President or designee determines that granting such leave would be inconsistent with the academic or employment needs of the University. Such leave shall be extended upon mutual agreement. (If possible, the request should

be made at least one (1) semester or its equivalent prior to the beginning of the academic term or date the leave is requested.)

2. Upon return, the salary of the faculty member shall be adjusted to reflect all non-discretionary increases distributed during the period of leave.

3. Retirement credit for such periods of leave without pay shall be governed by the rules and regulations of the Division of Retirement and the provisions of Chapter 121, Fla. Stat. While on leave without pay, the faculty member shall retain accumulated sick leave and vacation leave but shall not earn sick leave or vacation leave nor be entitled to holiday pay.

4. While on approved leave without pay, a faculty member may use accrued leave with pay for parental, foster-care, medical or military reasons. The use of this leave may be in the amount necessary to cover the faculty member's contribution to the state insurance programs and for other expenses.

(c) Paid or Compensated Leaves are provided for eligible faculty members as follows:

1. Faculty members shall accrue normal leave credits while on compensated leave or while participating in the professional development leaves program. If a faculty member is on compensated leave in less than full pay status for other than professional development programs, the faculty member shall accrue leave in proportion to the pay status. During the professional development leave, a person is considered to be in regular employment status in accordance with the established and assigned FTE even though on reduced pay.

2. No faculty member on compensated leave may be employed simultaneously by another employer unless the faculty member complies with state and University requirements for extra compensation, outside employment/activities and conflict of interest.

(d) A Developmental Research School faculty member may be granted five (5) days (noncumulative) of leave per year for emergencies or for other personal reasons. One (1) day shall be administrative leave and four (4) days shall be taken from sick leave. Except in cases of emergency, the faculty member shall provide at least two (2) days' notice of the intended leave. Such leave shall not be used on the day immediately preceding or following a holiday. These faculty members shall not be required to give reasons for personal leave, except that the leave is for personal reasons.

(e) Professional development leave provides eligible faculty with the opportunity to take a leave for professional renewal, planned travel, study, formal education, research, writing, employee development, certification or other experience of professional value, but not as a reward for service.

1. These leaves are available for faculty after six (6) years of continuous full-time University service.

2. In the case of faculty on a contract or grant, the terms of the leave must be consistent with the terms of the contract or grant.

3. Specific leave programs for eligible employees include:

a. One semester leaves or six (6)-month leaves for twelve (12)-month employees are available at one-half pay or full-pay.

b. Two (2) semester leaves or twelve (12)-month leaves for twelve (12)-month employees are available at one-half pay.

c. One (1) semester leaves for academic year employees are available at one-half pay or full-pay.

d. Two (2) semester leaves for academic year employees, are available at half-pay.

4. In the case of IFAS and the Health Science Center, contact the appropriate Dean, Director or Senior Vice President's Office for information. For other units, contact the appropriate Office of the Dean. Each application shall include a statement describing the program to be followed while on leave, the expected increase in value of the employee to the University, specific results anticipated from the leave, any expected supplementary income, and a statement from the applicant agreeing to comply with the terms of the leave program.

5. The President or designee shall select applicants when the University believes that completion of the proposed project or work would substantially improve the productivity of the department or function of which the employee is a part.

6. Terms of Program.

a. If an employee receives fellowships, grants-in-aid or financial assistance from sources other than the University to assist in accomplishing the program, the University salary shall be reduced so that the total income is equal to the faculty member's regular salary. Non-salary funds for travel and living expenses from sources other than the University will not result in a reduction in University salary during the leave.

b. Employment unrelated to the purpose of the professional development leave is governed by applicable outside activity and conflict of interest provisions of University regulations and state law.

c. Contributions made by the University to the retirement and Social Security programs shall be continued on a basis proportional to the University salary received during the professional development leave. University contributions made to the employee insurance programs and other employee benefits shall be continued during the leave.

d. Twelve (12)-month employees shall continue to accrue vacation and sick leave

on a full-time basis during the professional development leave.

e. Nine (9)-month employees shall continue to accrue sick leave on a full-time basis during the professional development leave. If accepting the leave, the employee must agree to return to the University for at least one (1) academic or calendar year (depending on the employee's appointment) following participation in the program. If the employee does not fulfill that agreement or does not participate in the program as stated in the proposal, the employee shall reimburse the University the amount of salary received from the University during the professional development leave.

f. Upon returning to the University, the employee shall submit to the chair or supervisor, with a copy to the Dean or Director, a written report of the employee's accomplishments during the leave. This report shall include information regarding the activities undertaken during the leave, the results accomplished during the leave as they affect the employee and the University and the research or other scholarly works produced or expected to be produced as a result of the leave.

g. Employees shall not be eligible again for a full-pay sabbatical in this program until six (6) years of full-time service have been completed following prior participation.

(21) The President or designee has authority to provide an employee leave with or without pay or to reassign an employee when such leave or reassignment is in furtherance of the mission of the University.

(22) December Personal Leave Days for TEAMS Employees, Faculty, and Postdoctoral Associates.

(a) TEAMS employees, faculty (except Hospitalists) and Postdoctoral Associates earn four (4) personal leave days in proportion to their FTEs per fiscal year in addition to the

University holidays.

(b) Such personal leave days shall be credited to eligible employees on December 1 of each year. Personal leave days must be taken in full-day increments (that is, as an 8-hour day for full-time employees, as a 4-hour day for .50 FTE employees) on workdays between the dates December 26 and December 31, inclusive.

(c) Eligible essential personnel who are required to work between December 26 and December 31 shall have their schedules adjusted to provide equivalent paid leave time within December 2 and June 30 of the current fiscal year based on departmental need.

(d) Cash payment is not provided for unused personal leave days. Any unused personal leave days expire at the end of each fiscal year.

(23) Personal Leave for Postdoctoral Associates.

(a) Full-time Postdoctoral Associates will accrue five (5) hours of personal leave each biweekly period, with proportionate accrual for less than full-time, up to a maximum of 352 hours. Such leave may be used in lieu of sick leave and vacation leave under the policies and procedures regulating such leaves.

(b) Postdoctoral Associates shall not be paid for unused personal leave upon separation from employment.

Authority: BOG Regulation 1.001.

History: New 6-28-98, Amended 1-12-00, 5-20-02, 3-12-03, 6-28-04, 3-30-07, 9-5-08 (technical changes only), Formerly 6C1-1.201, Amended 3-16-10, 12-10-10, 3-17-11 (technical changes only), 9-6-11, 2-01-12, 4-3-15, 3-23-18 (technical changes only), 3-26-20 (BOT approval), Amended 3- -2025.

REGULATIONS OF THE
UNIVERSITY OF FLORIDA

1.202 University Bonus Plans.

(1) The University of Florida may create Bonus Plans that authorize the award of Bonuses based on employee work performance or for purposes of recruitment and retention.

(2) Definitions.

(a) “Bonus” is defined as a one-time monetary award in addition to base pay given to an employee that has met the criteria of this Regulation and applicable Bonus Plan.

(b) “Bonus Plan” is defined as a documented and properly approved plan that is consistent with this Regulation and Board of Governors Regulation 9.015 and sets forth the categories of employees who are eligible to receive Bonuses and the evaluation criteria by which Bonuses may be awarded.

(3) Faculty, TEAMS, ~~USPS~~, and Law Enforcement Officers are eligible to receive a Bonus, subject to applicable collective bargaining obligations. Individuals must be employed and in good standing with the University during the Bonus Plan time period and at the time a Bonus payment is made. Individuals are not in good standing for Bonus payment eligibility if, at the time the Bonus payment is made, they have:

(a) received a notification of non-renewal, termination, layoff, or ending of time-limited appointment;

(b) submitted a notice of resignation;

(c) received a notice of written reprimand or suspension in the six months prior to the time the Bonus payment is made;

(d) received an overall unsatisfactory evaluation in the preceding evaluation period;

or

(e) received and have not successfully completed a performance improvement plan.

(4) The University may establish and implement one or more of the following Bonus Plans.

(a) Work Performance Bonus Plans. Criteria for work performance Bonus Plans may include but are not limited to, documented work performance involving increased duties or responsibilities, successful completion of a special project, attainment of established goals, superior performance, or specific achievements or assignments of significance.

(b) Recruitment Bonus Plans. Criteria for recruitment Bonus Plans may include, but are not limited to, candidates with desirable specialized skills and exceptional experience, or where market conditions or departmental structure merit such a recruitment award.

(c) Retention Bonus Plans. Criteria for retention Bonus Plans may include, but are not limited to, circumstances to address verified offers of competing employment, to address market conditions which are significantly higher than the current salary, to ameliorate salary compression or inversion, or to acknowledge successful completion of career development, training, or certification programs that are in the best interests of the University or support the mission of the University.

(d) Bonus Plans in Collective Bargaining Agreements. The University may authorize the inclusion of provisions that award bonuses in collective bargaining agreements that are duly ratified by the Board of Trustees. Any Bonus provisions in such agreements must be based upon standards appropriate to institutions of higher education or relevant industry standards.

(e) Clinical Care Compensation Plans. The University may authorize comprehensive incentive-based compensation programs for services related to the delivery of clinical care through a University faculty practice plan approved by the Board of Governors and operating in accordance with Board of Governors Regulation 9.017 or another health-care-related program.

(5) Bonuses and Bonus Plans shall not create inequities among comparable employees in violation of Regulation 1.006.

(6) All proposed Bonus Plans are subject to approval by the President or designees and the Senior Vice President(s) or Vice President(s) over the employees included in the Bonus Plan. Any University approved Bonus Plans that deviate from the provisions of Board of Governors Regulation 9.015 are also subject to approval by the Board of Trustees and Board of Governors.

(7) To request the approval of a Bonus Plan, a unit must complete the Bonus Plan Approval Request Form in its entirety, obtain the appropriate SVP(s) or VP(s) approvals and submit the Form to UFHR Classification & Compensation at compensation@ufl.edu for review and approval by the President or designees.

(8) All approved Bonus Plans shall be reviewed by the President or designees and the applicable SVP and VP approvers no less frequently than every three years following initial approval. Bonus Plans may be terminated or modified by the University at its discretion at any time and do not create any employee entitlement, contract or property right.

(9) Each year, on a schedule established by the Board of Trustees, the President shall submit a report to the Board of Trustees that contains the following:

(a) The President's certification that any Bonuses paid during the reporting period complied with the criteria in the applicable Bonus Plan and were paid from funds contained within the University's budget as approved by the Board of Trustees; and

(b) The total amount paid during the reporting period for performance, recruitment and retention Bonuses.

(10) Failure to comply with or violations of this Regulation or a Bonus Plan may result in discipline, up through termination, and/or the termination of the Bonus Plan or denial of a Bonus made pursuant to the Plan.

(11) UF Human Resources is responsible for overseeing implementation of and enforcing compliance with this Regulation. Please contact the following with questions or concerns:

UF Human Resources

Classification & Compensation

903 W. University Ave.

PO Box 115009

Gainesville, FL 32611-5009

(352) 273-2842

compensation@ufl.edu, <http://hr.ufl.edu>

Authority: BOG Regulation 9.015; section 1012.978, Fla. Stat.

History: New 12-9-2022, amended, 2025.

REGULATIONS OF
THE UNIVERSITY OF FLORIDA

3.006 Parking

(1) This Regulation sets forth the parking restrictions and requirements for the UF campus. UF does not guarantee parking, nor can it guarantee the safety and security of vehicles, property, and persons within the campus parking facilities. UF charges fees for the use of its parking spaces in order to pay for the operation and maintenance of campus parking facilities and support the transportation infrastructure. All persons holding a valid operator's license may use properly registered motor vehicles, motorcycles, motor scooters, bicycles, and other UF approved vehicles in accordance with the terms of UF regulations, Transportation and Parking Services (TAPS) policies and procedures and applicable Florida Statute.

(2) Definitions:

(a) "Abandoned Vehicle" means a Vehicle that is left on UF campus for more than three (3) consecutive days without a valid Permit.

(b) "Back-in Parking" means parking a Vehicle with the front of the Vehicle facing the drive lanes and rear facing license plate is not visible.

(c) "Commercial Entity" means any person or company that has entered into a contract with UF to provide a service, regardless of the length of the contract, including but not limited to vendors and contractors.

(d) "Disabled Parking" means designated parking spaces for anyone legally qualified to use disabled parking.

(e) "Employee" means (i) a UF employee including Academic Personnel, TEAMS, ~~USPS~~, LEO and OPS (non-student), and (ii) any (non-student) employee of a UF direct support

organization and other affiliates.

(f) “False Registration” means applying for, receiving, or displaying a Permit by providing false information or by other fraudulent means; including reproducing, altering or defacing a Permit or any other document used for registration.

(g) “Head-in Parking” means parking a Vehicle with the front of the Vehicle facing into the front of the parking space and with the rear license plate visible and facing into the drive lanes.

(h) “Holidays” means official UF holidays only. Academic breaks and weekends are not holidays.

(i) “Impound/Impoundment” means to tow a Vehicle away from the place it is parked, to boot a Vehicle by use of an immobilization device, or to seize and hold legal custody of a Vehicle.

(j) “Inoperable Vehicle” means a Vehicle in a state of disrepair or incapable of being moved under its own power. Inoperable Vehicles include any vehicle abandoned, wrecked, dismantled, scrapped, junked, or in a partially dismantled condition, including uninflated tires, no wheels, or lacking other parts necessary for the normal operation, regardless of displaying a valid Permit.

(k) “LPR” means License Plate Recognition, an online system integrated with digital cameras that use optic character recognition software to convert a digital image of a license plate into text. The license plate data is then sent to a database where it is compared in real-time to a list of plate numbers that are associated with a Virtual Permit.

(l) “Parking” means the act of stopping or standing of a vehicle anywhere on campus, whether occupied or not and whether the vehicle’s motor is running or not.

(m) “Permit” means a non-transferable UF parking permit, decal, hangtag, virtual permit, dashboard permit or metered parking receipt issued by TAPS.

(n) “Reserved Space” means an individually marked space, reserved for the specified user twenty-four (24) hours a day, seven (7) days a week or as otherwise displayed on the applicable signage.

(o) “Restricted Area” means an area where a Vehicle may be parked only if it bears the appropriate Permit for that area.

(p) “Service Drive Area” means parking areas reserved for Vehicles for delivery, service, emergency, and other Vehicles with Service Drive Permits.

(q) “Shands Employee” means a (non-student) employee of UF Health Shands Hospital.

(r) “Student” means an individual who is enrolled at UF; full- time or part-time, regardless of the number of hours or days attending classes.

(s) “Transportation and Parking Services (TAPS)” means the UF unit: (a) responsible for (i) issuing Permits, (ii) collecting parking fees, (iii) assessing parking fines; and (iv) enforcing parking rules on campus; and (b) vested with the authority to store, dispose or transfer the title of Abandoned Vehicles.

(t) “Vehicle” means appropriately registered cars, motorcycles, motor scooters and other means of motorized transportation intended for and in current condition to be operated on public highways. Bicycles, mopeds, Segways, or micromobility devices are not Vehicles.

(u) “Virtual Permit” means a non-physical Permit that uses virtual verification by LPR.

(v) “Visitor” means a person who is not a Student, Employee, Shands Employee or Commercial Entity or other member of the UF community coming on to campus to attend to UF business or related activities; to participate in a UF related or sponsored event, class, activity, or program; or to further the UF educational mission.

(3) General Guidelines for Permits and Registration

(a) TAPS, the University of Florida Police Department (UFPD), appropriate law enforcement, and specifically designated personnel are authorized to issue citations for parking and registration violations in accordance with UF regulations and TAPS policies and procedures.

(b) Students, Employees and Shands Employees must register their Vehicle(s) and license plate(s) with TAPS in order to purchase a Permit and must display a valid appropriate Permit (or be properly registered for a Virtual Permit) during hours of Permit restriction as established on applicable signage at each parking facility.

(c) All registrants are responsible for providing TAPS with current and accurate information regarding Vehicle registration, ownership and tag number, as well as changes in address, enrollment and employment status.

(d) There is no grace period for registration of Vehicles and acquisition of Permits. New Employees may contact TAPS to obtain a temporary Permit for fourteen (14) business days from the start date of their employment at no cost. Proof of employment status is required.

(e) Parking spaces at UF are not intended for Vehicles altered for purposes other than transportation or in violation of UF policy and regulations, bicycles, mopeds, Segways, or aircraft with or without a Permit

(f) Permanently marked Commercial Entity Vehicles (identified as clearly and conspicuously marked with non-removable non-transferable painted or vinyl lettering or company logos on both sides of the Vehicle) may park without a Permit in non-reserved, Permit restricted parking spaces, and in Service Drive Areas. They may not park in gated areas, carpool zones, reserved spaces, bicycle lanes, on the grass, on sidewalks, in no parking zones, and other prohibited areas at any time. A commercial representative in a Commercial Entity Vehicle using a

permanently marked delivery truck, service vehicle, rideshare vehicle or bus making brief stops in the appropriate spaces or zones at one or more points on campus is not considered Parking and are not required to pay a Parking fee or display a Permit.

(g) A Commercial Entity may purchase a Commercial Permit for an unmarked Vehicle upon presenting a letter from the Commercial Entity, UF project manager or department substantiating the need to park on campus. At the request of the UF project manager, TAPS may issue no-cost Permits for Parking in approved, fenced construction compounds and lay-down areas, or in the remote contractor lot for contractor Parking.

(h) Commercial solicitation is not permitted on UF campus without prior approval and Permits shall not be issued (and will be considered invalid) if used for a purpose prohibited by UF regulations and policies.

(i) Disabled Parking:

i. Students and Employees with a State-issued “Disabled Persons Parking Permit” or license plate must purchase a Permit in order to park on campus.

ii. Visitors with a State-issued “Disabled Persons Parking Permit” or license plate may use designated disabled spaces and in non-reserved decal restricted spaces in order to park on campus.

(j) Daily/Temporary Parking:

i. Visitors may obtain a temporary Permit from TAPS; or utilize daily and hourly pay parking facilities or metered spaces upon payment of the required fee.

ii. All vendors must be registered with UF, as visitor parking spaces may not be used for commercial purposes without prior approval.

iii. UF departments or colleges sponsoring an event on campus shall schedule and

reserve event parking with TAPS a minimum of two (2) weeks in advance of the event. TAPS will determine the assignment of event parking based on availability.

(k) Permit Regulation:

i. Physical Permits must be properly displayed on the inside of the Vehicle windshield, passenger side, lower corner. The Permit must be clearly visible from the exterior of the Vehicle while parked on campus or a citation may be issued.

ii. Physical Permits may be transferred between Vehicles registered to permit holders, or to family members residing in the same household, but only one Vehicle per Permit may be parked on campus at any time.

iii. Adhesive Permits are required for all two or three-wheeled motor vehicles and must be displayed on the front or rear fender or front fork of the Vehicle unless otherwise approved by TAPS.

iv. Drivers of two or three-wheeled motor vehicles must park in motorcycle/scooter parking zones as designated on campus. They may not park in an automobile space, except for metered spaces upon payment of the required fee.

v. The Permit holder is responsible for assuring that the Vehicle is parked in compliance with the rules and regulations regardless of who drives it, and for knowing when the issued Permit expires.

vi. The Permit holder is responsible for all citations issued to any Vehicle associated with a Permit holder.

vii. A lost Permit must be reported to TAPS, and a stolen Permit must be reported to UFPD. TAPS will issue a replacement Permit for a \$25 fee. Permits reported lost or stolen will immediately become invalid; and use of a Permit previously reported lost or stolen is considered to be

False Registration and subject to fine and penalty. Any Vehicle bearing a Permit reported as lost or stolen is subject to immediate immobilization and tow, even if the Vehicle bearing the Permit is owned by the person who has reported the Permit as lost or stolen.

viii. Any Vehicle parked on campus is parked at the risk of the operator. UF assumes no liability for damage to Vehicles operated or parked on campus.

(l) Payment:

- i. All Student Permit charges will be charged to the Student's UF account.
- ii. Employees may pay for their Permits through payroll deduction.
- iii. The Permit price may be pro-rated on a bi-weekly basis over the term of the Permit.

The prorated price will be determined at the time of purchase.

(m) Refunds:

i. TAPS may provide a full refund on annual and semester Permits when the refund is requested less than fifteen (15) calendar days from the date of purchase or effective date. Monthly, weekly and daily Permits are non-refundable.

ii. Employees may receive a refund of one twenty-fourth (1/24) of the annual price for each unused pay period on an annual Permit, based on when the Permit is returned.

iii. No refunds will be issued unless and until the Permit is returned to TAPS.

(n) Retired and Emeritus: Retired faculty and staff are eligible to register and purchase Permits. Retired faculty and staff designated as "Emeritus" shall be issued a complimentary "Official Business" Permit.

(4) Designated Parking Spaces and Areas.

(a) Parking is permitted only within marked spaces. The absence of "No Parking" signs, curb markings or other indicators does not mean that parking is allowed.

(b) All Vehicles must abide by a Head-in Parking rule to ensure that the license plate is facing the drive lane and can be read by LPR. Exceptions to this rule are as follow:

- i. Vehicles with ADA requirements.
- ii. Electric Vehicles requiring Back-in Parking to actively charge at a charging station.
- iii. Vehicles displaying an official State-issued front license plate.
- iv. Vehicles displaying an optional front tag purchased from TAPS

(c) Where parallel or angled parking is permitted, Vehicles must be parked facing the flow of traffic.

(d) Vehicles shall not be parked in such a manner as to obstruct vehicular/bicycle/pedestrian traffic, wheelchair ramps, interfere with normal operational activities, or create a hazard.

(e) Parking on grass, unpaved surfaces, sidewalks, crosswalks, Service Drive Areas without a proper Permit, loading zones, truck spaces, or on streets (except where specifically marked for parking) is prohibited.

(f) Use of parking spaces requires either a Permit or a receipt for paid parking during restricted hours as defined by signage.

(g) No parking space may be used for commercial solicitation purposes.

(h) Unauthorized parking in Reserved Spaces or Restricted Areas is prohibited.

(i) A Vehicle parked overtime at any time limited parking space (meters, time restricted loading zones and Service Drive Areas, etc.) may receive a citation at the time the violation is identified and may receive another citation in the same day if the Vehicle remains in the same space more than two (2) hours from the time of issuance of the first citation.

(j) Vehicles may park according to Permit type in the appropriate lots and spaces as

identified on the TAPS parking map and parking lot signage.

(k) All Vehicle operators using a parking space controlled by a meter must pay to occupy the space in accordance with the instructions on the meter.

(l) Only authorized Vehicles may park in disabled spaces.

(m) Oversized Vehicles such as trucks, trailers, motor homes, or any Vehicle that occupies more than one (1) standard car space or extends beyond the space shall be parked in an area designated by TAPS with appropriate Permit.

(n) Special Events/Maintenance: TAPS has authority to close streets, lots, and parking spaces to facilitate special events, and to perform necessary maintenance. Contact TAPS when planning a special event on campus to receive proper parking permits and assignments. No department has the authority to close any lots without first obtaining permission from TAPS.

(5) Impounding Vehicles.

(a) Vehicles are subject to being Impounded at the operator's or owner's expense under any of the following conditions:

i. Unauthorized parking in Reserved Spaces, Restricted Areas, Service Drive Areas, no-parking zones, disabled spaces, or any other place in violation of this Regulation.

ii. Inoperable Vehicles and Abandoned Vehicles must be attended to promptly with immediate notification made to TAPS, Monday – Friday between 8:00 am and 5:00 pm, and the UFPD after 5:00 pm on weekdays and on weekends and Holidays. These vehicles are subject to tow after three (3) consecutive days.

iii. Parking in such a way as to interfere with campus operational activities or in violation of any UF regulation or policy.

iv. Accumulation of three (3) unpaid delinquent parking citations in an academic year.

v. Parking on campus after the suspension of parking privileges.

(b) Vehicles are Impounded at the owner's/department's expense. Subject to any applicable appeal process, the owner/department is required to pay for the outstanding citations, the Impoundment fee, and any additional applicable charges in full prior to claiming their Vehicle. The fact that a previously Impounded Vehicle has been removed from the area without authorization from TAPS shall be prima facie evidence that the registered owner has tampered with the Impounded Vehicle. Owners of Impounded Vehicles may make restitution online at the TAPS website or during office hours at the TAPS office.

(6) Parking Violations, Penalties and Payment.

(a) Violations and Suspension of Parking Privileges: Vehicle operators are subject to the parking fines in accordance with the schedule of violation charges as provided in this Regulation. TAPS reserves the right to restrict the ability of an individual or UF unit to purchase a Permit if they:

- i. Falsify or misrepresent information to TAPS;
- ii. Lend their Permit to another person when the latter is not entitled to driving or parking privileges;
- iii. Fails to respond to and resolve citations;
- iv. Demonstrates actions that show a willful disregard for public safety or property, or engages in other types of disruptive behavior with another member of the UF community;
- v. Owes a delinquent parking debt to UF;
- vi. Displays a counterfeit, stolen, altered, lost, or revoked Permit; or
- vii. Issues fraudulent payments to TAPS for services or fines.

(b) Delinquency:

- i. Parking citations not paid within fifteen (15) days of issuance, or not under appeal,

are subject to an additional late fee as outlined in this Regulation.

ii. An Employee may not purchase a new Permit if there are any outstanding citations on their account. Any violations or debts which are still outstanding after forty-five (45) days may be recovered by UF pursuant to UF Regulation 3.0421 <https://regulations.ufl.edu/wp-content/uploads/2012/09/30421.pdf>.

iii. Outstanding student accounts will also result in student records and registration being placed on hold until the debt is settled.

iv. More than three (3) outstanding citations will result in the Vehicle being Impounded.

v. More than ten (10) outstanding citations will result in suspension of parking privileges.

vi. Unless otherwise specified, all fines may be paid via the TAPS website, to the TAPS office in person, or via mail.

(7) Appeal Process for Citations, Suspensions and Impoundments.

(a) Citation, Suspension and Impoundment appeals: The University Hearing Authority (Student Traffic Court and Faculty/Staff Adjudicators) has jurisdiction over the disposition of appeals of parking violations.

i. Persons wishing to contest a citation, suspension or Impoundment must complete an online statement of appeal on the TAPS website within fifteen (15) calendar days from the date of issuance, or otherwise forfeit the right to appeal.

ii. Persons with an unfavorable appeal judgment (not suspensions or Impoundments), may file a second appeal by completing an online second level appeal on the TAPS website within fifteen (15) calendar days from the date of the first appeal judgment.

iii. Decisions of the University Hearing Authority on appeals, suspensions and Impoundments are final.

(8) Parking Rates and Fines.

(a) Parking Rates (2021-2022):

Student Permit – Annual	\$160.00
Student Permit – Semester	\$80.00
Student Permit – Monthly	\$35.00
Student Permit – Weekly	\$15.00
Employee (Gold Permit) – Annual	\$1,512.00
Employee (Gold Permit) – Semester	\$504.00
Employee (Silver Permit) – Annual	\$1,350.00
Employee (Silver Permit) – Semester	\$450.00
Shands Employee (Gold Permit) – Annual	\$1,512.00
Shands Employee (Gold Permit) – Semester	\$504.00
Shands Employee (Silver Permit) – Annual	\$1,350.00
Shands Employee (Silver Permit) – Semester	\$450.00
Employee (Official Business Permit) – Annual	\$570.00
Employee (Official Business Permit) – Semester	\$190.00
Employee (Orange Permit) – Annual	\$420.00
Employee (Orange Permit) – Semester	\$140.00
Employee (Orange Permit) – Monthly	\$60.00
Employee (Orange Permit) – Weekly	\$25.00
Employee (Orange Permit) – Daily	\$5.00
Employee (Blue Permit) – Annual	\$420.00
Employee (Blue Permit) – Semester	\$140.00
Employee (Blue Permit) – Monthly	\$60.00
Employee (Blue Permit) – Weekly	\$25.00
Employee (Blue Permit) – Daily	\$5.00
Employee (Medical Resident) – Annual	\$588.00
Employee (Medical Resident) – Semester	\$186.00
Employee (Medical Resident) – Monthly	\$70.00
Employee (Shands South 1) – Annual	\$420.00
Employee (Shands South 1) – Semester	\$140.00
Employee (Staff Commuter) – Annual	\$216.00
Employee (Staff Commuter) – Semester	\$72.00
Employee (Staff Commuter) – Monthly	\$35.00
Employee (Staff Commuter) – Weekly	\$15.00
Employee (Staff Commuter) – Daily	\$3.00
Employee (Disabled) – Annual	\$420.00
Employee (Disabled) – Semester	\$140.00
Employee (Disabled) – Monthly	\$60.00
Employee (Disabled) – Weekly	\$25.00
Employee (Disabled) – Daily	\$5.00
Employee (Carpool) – Annual	\$198.00
Student/Employee (Motorcycle/Scooter) – Annual	\$210.00

Student/Employee (Motorcycle/Scooter) – Semester	\$70.00
Commercial – Annual	\$576.00
Commercial – Semester	\$192.00
Commercial – Monthly	\$75.00
Commercial – Daily	\$7.00

(b) Parking Fines (2021-2022):

No or expired permit	\$35.00
Parking out of assigned area	\$35.00
Parking in a restricted area	\$40.00
Parking in a reserved parking space	\$40.00
Overtime Parking	\$20.00
Parking over lines	\$20.00
Parking on grass	\$35.00
Parking facing traffic	\$30.00
Parking on sidewalk	\$35.00
Parking obstructing traffic	\$40.00
Parking illegally in a Service Drive Area	\$40.00
Parking in a No Parking Zone	\$35.00
Permit improperly attached or displayed	\$15.00
False Registration	\$150.00, plus cost of equivalent permit
Use of an unauthorized duplicate or lost or stolen permit	\$150.00, plus the cost of equivalent permit
Unauthorized use of permit	\$35.00
Driving/parking on campus while eligibility is suspended	\$100.00
Failure to pay parking lot fee	\$35.00
Unauthorized operation of a vehicle in a restricted area	\$50.00
Backed into parking spaces where prohibited	\$35.00
Parking without a permit in a parking garage reserved for persons with disabilities	\$250.00
Bicycles parked out of assigned areas	\$10.00
Tampering with or unauthorized removal of an immobilizing device	\$200.00, plus replacement price of device if not returned to UF undamaged
Motorcycle/Scooter not parked in direction of pavement-marked	\$20.00

arrows	
Unsafe or improper operation of a micromobility device or a bicycle	\$50.00
Failure to pay fine within 15 days	\$10.00, plus fine

Authority: BOG Regulation 1.001

History:

3.006 Definitions: New 9-29-75, Amended 8-15-78, 8-19-79, 8-26-81, 8-12-82, 3-6-85, Formerly 6C-3.06, Amended 5-14-87, 4-27-88, 4-23-89, 4-17-90, 5-7-92, 5-19-93, 4-30-95, 5-1-96, 6-7-00, 5-22-01, 3-31-06 (technical changes only), 3-30-07 (technical changes only), 3-14-08 (technical changes only), 3-17-09, Formerly 6C1-3.006, Amended 3-17-11, 3-28-14 (technical changes only), Amended 3-26-20, Consolidated and Amended 4-22-22), **Amended 3-__-2025**.

REGULATIONS OF THE
UNIVERSITY OF FLORIDA

3.040 Employee Recognition Program.

(1) The University shall establish and maintain an employee recognition program for Academic Personnel; and Technical, Executive, Administrative, and Managerial Support (TEAMS); ~~and University Support Personnel System (USPS)~~ employees.

(2) The program shall consist of two components: superior accomplishments and satisfactory service.

(a) Superior accomplishment. Academic Personnel and, TEAMS ~~and USPS~~ employees who have contributed outstanding and meritorious service in their fields, including those who have made exceptional contributions through service and superior accomplishments in State University System operations, are eligible for consideration for an award.

1. The President or his designee shall appoint a University Superior Accomplishment Awards Committee composed of a Chairman and at least four additional members who are Academic Personnel and, TEAMS ~~and USPS~~ employees.

2. The Superior Accomplishment Awards Committee shall:

a. Establish criteria for superior accomplishment and coordinate the selection process for the Superior Accomplishment Awards Program for each of the University Divisions and for the total University-wide program.

b. Make recommendations to the President or his designee concerning such accomplishments and awards to be given, if any. The President or President's designee shall make a final decision.

3. A Superior Accomplishment Program shall be established at the Division level and at the University level. For purposes of this rule, the University is organized into six divisions as follows: Division 1—Office of the President, Office of the Senior Vice President and Chief Operating Officer, Office of the Vice President for [UF Human Resources Services](#), Office of the Vice President for Advancement, the Office of the Vice President for Research and Graduate Programs, the Office of the Vice President and General Counsel, and the Office of the Vice President for University Relations; Division 3—Office of the Vice President for Academic Affairs; Division 4—Office of the Vice President for Agriculture and Natural Resources; Division 5—Office of the Senior Vice President for Health Affairs; Division 6—Office of the Vice President for Student Affairs; and Division 7—Office of the Vice President for Business Affairs. Within each Division, Superior Accomplishment Award recipients will be selected in categories established by the committee for: Academic Personnel [and](#), TEAMS, ~~and USPS~~ employees. Award recipients at the Division level will automatically become nominees for the University's Superior Accomplishment Award for their employment category.

4. Individual awards granted under this component for the Division level award may not exceed the sum of \$500, excluding all applicable taxes. Individual awards granted under this component at the University level may not exceed the sum of \$2,000, excluding all applicable taxes. Awards may be in cash, savings bonds, or other items. In addition, certificates, pins, plaques, letters of commendation, and other tokens of recognition may be awarded provided that the cost of the awards per recipient does not exceed \$100.

5. Awards made at the Division level shall come from that Division's budget. Awards made at the University level will come from the President's budget.

6. Recognition programs established at the Department level that support the

University's Superior Accomplishment Program may award cash or other type of monetary award to employees. In addition, certificates, pins, plaques, and other tokens of recognition may be awarded to employee. The cost for all such awards will be funded from within each Department's budget. All departmental level recognition programs must be pre-approved by the Vice President for [UF Human Resources Services](#).

(b) Academic Personnel [and](#), TEAMS ~~and USPS~~ employees who have achieved increments of five (5) continuous years of satisfactory service at the University are recognized for such service.

Authority: BOG Regulation 1.001.

History: New 3-26-80, Amended 3-6-85, Formerly 6C1-3.40, Amended 2-23-88, 5-21-89, 11-20-90, 5-18-92, 5-22-01, 3-2-03, 3-17-09, 3-23-18 (technical changes only), [Amended 3-2025](#).

REGULATIONS OF THE
UNIVERSITY OF FLORIDA

3.054 Appointment; Technical, Executive, Administrative, and Managerial Support ~~and~~
~~University Support Personnel System~~ Staff.

(1) Technical, Executive, Administrative, and Managerial Support (TEAMS) ~~and~~
~~University Support Personnel System (USPS)~~ Appointment Modifiers.

(a) The University shall use the following appointment modifiers to define the conditions of TEAMS ~~and USPS~~ employee appointments. Such appointment modifiers apply to the appointment of a qualified employee unless otherwise stated.

1. Regular—A continuing appointment or an original temporary appointment that may be followed by a continuing appointment. The appointment modifier is not included in the title.

2. Provisional—An appointment to a position where the employee has not yet passed a required examination, but meets the minimum qualifications for the position; the employee is not fully qualified, but is expected to acquire such qualification within six (6) months; is under a cooperative education program, a vocational rehabilitation program, an approved university training program, or an approved apprenticeship program; an appointment to provide a nonpermanent assignment to a vacant position; or to overlap one employee with another for training purposes.

3. Temporary—An appointment to provide a noncontinuing assignment to a vacant position; to replace an employee on leave, temporarily promoted or reassigned. Temporary appointments may include the assumption of additional or replacement duties.

4. Emeritus—An honorary title that may be conferred at retirement in recognition of distinguished service.

5. Multi-Year—An Executive Service appointment that extends beyond twelve (12) months.

6. Time Limited—An appointment to a position funded by contract and grant, auxiliaries, or local funds, as appropriate, for a particular project, enterprise, or specified period. Such designation must be made to the position at the time of recruitment. A time-limited position shall have the same rights as a position with a regular appointment modifier, except such position shall not have rights provided for layoff, recall, and notice of nonreappointment.

7. Probationary—An appointment to a position in a class for the designated period, where the employee meets the minimum qualifications for the position. Continuous successful performance in a class with the appointment modifier of temporary may be counted toward completion of the required probationary period. The decision to count such time toward completion of the probationary period shall be made at the time the employee is initially appointed with probationary status.

(2) Initial Appointment to TEAMS ~~and USPS~~.

(a) Definitions.

1. For the purposes of this regulation, a “new” employee is one not employed by the University in TEAMS ~~or USPS~~ at the time the department or unit makes the offer of employment.

2. For the purposes of this regulation, Executive Service shall denote those employees who hold the title of Vice President or who are so designated by the University President or the Board of Trustees.

(b) The initial appointment of a new employee to a TEAMS position shall be for a probationary period of six (6) months, or for such other period as is approved by the Vice President of [UF Human Resources Services](#) or designee. During this probationary period, the appointment may be terminated at any time without any requirements of notice and without rights of appeal.

(c) Employees designated in the Executive Service serve at the will of the President, do not have tenure or permanent status, and have no expectation of appointment beyond a 60 days' notice period.

~~(d) — A USPS employee who is in the probationary period and who transfers to TEAMS shall be given an initial probationary appointment of six (6) months less the time already spent in the most recent USPS probationary appointment or extension thereof. During this probationary appointment to TEAMS, the appointment may be terminated at any time without any requirements of notice and without rights of appeal.~~

~~(e) — A USPS employee who has attained permanent status and who transfers to TEAMS shall be given an initial regular appointment to TEAMS of twelve (12) months.~~

~~(f) — In no case shall a University employee have concurrent USPS and TEAMS appointments.~~

(3) Regular Appointment to TEAMS. After satisfactory completion of the probationary appointment, subsequent regular appointments to TEAMS shall be for a period of twelve (12) months and shall be for the period of March 1 through the last day of February. It is understood the initial notice of appointment may not cover these exact dates due to hire date. Such appointments shall run through the end of February and subsequent appointments shall be for the period of March 1 through the last day of February. This notice of appointment is

considered to be an ongoing agreement unless the employee is notified. It is not necessary for notices of appointment to be issued on a yearly basis.

(4) Promotion, Changes of Assignment, Demotions and Relocations in TEAMS, ~~and USPS.~~

(a) Current University employees shall not be eligible to be promoted, demoted or reassigned outside the current department until the employee has completed six (6) months satisfactory service in his or her current position, unless approved by the President. Approval shall be granted only when the action is consistent with the efficient use of University resources and agreed upon by the Vice President for UF Human Resources Services ~~and~~ by both the current department and the receiving department.

(b) A University employee may apply for a promotion, demotion, or reassignment to a non-exempt or exempt position by creating an online resume in the myUFL HR system and applying for each specific position of interest.

(c) A promotion in TEAMS ~~or USPS~~ is the appointment to another TEAMS ~~or USPS~~ position or class with substantially increased responsibilities and/or a higher pay grade, or a permanent assignment of substantially increased responsibilities for the existing classification. An employee must meet the minimum qualifications for the position to which promoted.

(d) A TEAMS ~~or USPS~~ change of assignment is the appointment to a different position in the same class or in a different class having the same pay grade.

(e) A TEAMS ~~or USPS~~ demotion is an appointment to a class or position having less responsibility.

(f) A TEAMS ~~or USPS~~ relocation is the appointment of an employee from one geographic location within the University to a different geographic location within the

University in excess of 50 miles from the employee's current work location.

(5) Pay Upon Appointment.

(a) A University employee who is newly appointed to a regular TEAMS ~~or USPS~~ appointment shall receive pay commensurate with the responsibilities assigned, but not below the minimum of the pay range except as provided in paragraph (c) below.

(b) A TEAMS ~~or USPS~~ employee who is promoted or reassigned shall receive pay commensurate with the responsibilities assigned. The employee's pay may remain unchanged, decreased, or increased depending upon the employment needs of the department or unit, but not below the minimum of the pay range. A TEAMS ~~or USPS~~ employee who is demoted shall receive pay commensurate with the responsibilities assigned, but not below the minimum of the pay range except as provided in paragraph (c) below.

(c) A provisional TEAMS ~~or USPS~~ appointment may be below the minimum of the pay range. If a provisional TEAMS ~~or USPS~~ appointment is made below the minimum of the pay range, the pay shall be increased to at least the minimum of the pay range upon the employee attaining the minimum qualifications for the class.

Authority: BOG Resolution dated January 7, 2003.

History--New 3-26-80, Formerly 6C1-7.20, Amended 3-6-85, Formerly 6C1-3.54, Amended 4-30-95, 7-1-96, 3-2-03, 5-30-04, 7-19-05, 3-17-09, Formerly 6C1-3.054, Amended 4-1-16, 3-17-17, Amended 3-__-2025.

REGULATIONS OF THE
UNIVERSITY OF FLORIDA

3.056 Resignation and Non-Reappointment of Technical, Executive, Administrative, and Managerial Support Staff.

(1) Except for an emergency situation, a member of Technical, Executive, Administrative, and Managerial Support (TEAMS) staff in an exempt position shall be required to give at least one (1) month's notice of resignation, and a TEAMS staff member in a non-exempt position shall be required to give at least two (2) weeks' notice of resignation.

(2) Definitions.

(a) For the purposes of this regulation, Executive Service shall denote the members of TEAMS who do not hold tenure or permanent status and who hold the title of Vice President.

(b) For the purposes of this regulation, a "new" employee is one not employed in TEAMS ~~or University Support Personnel System (USPS)~~ by the University at the time the department/unit makes the offer of employment.

(3) Non-reappointment by the University.

(a) TEAMS Employees in Initial Non-Exempt Appointments and Executive Service Appointments.

1. With the exception of appointments to Executive Service, a new TEAMS employee's initial appointment at the University to a non-exempt position shall be probationary and the employee may be terminated at any time without any requirement of notice and without rights of appeal.

2. Employees in TEAMS designated in the Executive Service serve at the will of the President, do not have tenure or permanent status, and have no expectation of appointment beyond the three (3) months' notice period set forth in subsection (c) below.

(b) TEAMS employees whose positions hold appointment modifiers of Provisional, Temporary, Time-Limited, or Probationary are not entitled to any notice of non-reappointment, and their employment ceases on the last day of the appointment unless the University issues a renewal of their appointment.

(c) Any other employee in TEAMS status shall be given three (3) months' written notice that his or her employment will end. The applicable three-month notice shall be calculated from the date of the notice to the date that employment will end without regard to an employee's appointment period.

(d) The decision to discontinue an appointment to a TEAMS employee shall not be based on constitutionally impermissible grounds.

(e) Following receipt of the notice of non-reappointment, a TEAMS employee may be reassigned to other duties and responsibilities or placed on administrative leave in accordance with University of Florida Regulation 1.201 for all or any part of the period from the notice to the end of employment, or in lieu of all or a portion of the notice period may be paid an amount, less withholding, equal to all or any part of the salary he or she would have received prior to the effective date of the end of employment as may be allowed under Florida law. Such reassignment will occur when it is determined by the University that such action best meets the employment needs of the department or unit. Regardless of a reassignment, the employee is entitled to the same amount of salary he or she received prior to reassignment until the effective date of the end of employment under the notice.

(f) No single multi-year appointment shall exceed five (5) years in duration. Any multi-year appointment issued by the University must be approved in advance of issuance and in writing by the President or designee or the Vice President or designee of the unit in which the employee is appointed.

(g) No appointment shall create any right, interest, or expectancy of continued employment. At any time during any appointment, TEAMS personnel may be non-renewed upon written notice that the appointment will not be renewed as stated above.

(h) Notice of non-reappointment should be made by certified mail with return receipt requested or hand-delivered.

Authority: BOG Regulation 1.001.

History: New 3-6-85, Formerly 6C1-3.57, Amended 7-1-96, 10-31-99, 6-27-02, 3-2-03, 7-19-05, 6-12-09 (BOT approval), Formerly 6C1-3.056, Amended 6-8-12, 3-22-13, 3-23-18 (technical changes only), [Amended 3- -2025](#).