

**UNIVERSITY OF FLORIDA  
NOTICE OF PROPOSED RULEMAKING**

**NAME OF AGENCY:** University of Florida

<b>RULE TITLE:</b>	<b>RULE NO.:</b>
Administrative Affairs; Check Cashing and Bill Paying; Returned Check Service Charge	6C1-3.0022
Administrative Affairs; Campus Mail	6C1-3.003
Administrative Affairs; Student Health, Athletic and Activity and Service Fees	6C1-3.0372
Administrative Affairs; Employee Debt Collection	6C1-3.0421
Administrative Affairs; University Support Personnel System; Disciplinary Procedures	6C1-3.047
Administrative Affairs; Employment Staff Selections and Appointments for University Support Personnel System Positions	6C1-3.048
Administrative Affairs; University Grievance Procedures for Administrative and Professional Staff Members: General Information, Definitions, Resort to Other Procedures, Time Limits and Procedure	6C1-3.051
Administrative Affairs; Resignation and Non-reappointment of Administrative and Professional Staff	6C1-3.056
Administrative Affairs; Pay Upon Appointment; University Support Personnel System Employees	6C1-3.059

**PURPOSE AND EFFECT:** Rule 6C1-3.0022 is being amended to allow the assessing of a convenience fee for tuition, fees, other student debts paid by credit card via remote access. Rule 6C1-3.003 is being amended to broaden the scope of services provided. The amendments to Rule 6C1-3.0372 indicate the new fees for the 1999-2000 academic year. Rule 6C1-3.0421 is amended to include overpayments of workers' compensation salary indemnification benefits in list of debts subject to collection. Rule 6C1-3.047 is amended to remove "willful" and "deliberate" from standards for performance and conduct regarding falsification of records and violations of law and University rules, regulations or policies. The amendments add standards for performance and conduct regarding failure to follow instructions and disruptive conduct. The amendments to Rule 6C1-3.048 clarify responsibilities pertaining to verification of applicant references and provide for possibility of employment of minors under exceptional circumstances. Rule 6C1-3.051 is amended to provide for initial Step 1 grievance filings directly with University Personnel Services. Rule 6C1-3.056 is amended to clearly state established University practice that a notice of non-reappointment may be issued at any time during employment. Rule 6C1-3.059 is amended to clarify scope of referral to vacant positions for employees who fail to satisfactorily complete probationary status upon promotion.

**SUMMARY:** A convenience fee of \$24 per term is to be assessed to any student paying tuition, fees, or other student debts by credit card via remote access in the amendments to Rule 6C1-3.0022. Rule 6C1-3.003 is being amended to permit campus mail services to be provided for the benefit of on-campus housing students to non-university entities for a fee. Rule 6C1-3.0372 is being amended to reflect the fee increase submitted by the University to the Board of Regents pursuant to the provisions of Section 250.235(1) of the Florida Statutes and approved by the Board on January 14, 1999. The amendments to Rule 6C1-3.0421 include overpayments of workers' compensation salary indemnification benefits in the list of debts subject to collection. Rule 6C1-3.047 as amended removes "willful" from falsification of records conduct and performance standard. Removes "willful or deliberate" from violation of law, rule, regulation or policy conduct and performance standard. The amendments develop new performance and conduct standard for failure to follow instructions from supervisory personnel and develops new performance conduct standard for disruptive conduct that interferes with the employee's work performance or that of co-workers. Rule 6C1-3.048 as amended clarifies that the hiring authority bears responsibility for verifying applicant references and CEC verifies education and provides for exception to posting position vacancy announcement for position filled by a

demoted or reassigned employee. Further, the amended rule provides for possibility of employment of minors, including individuals under age of sixteen (16) under exceptional circumstances only if reviewed and approved by the Vice President and University Personnel Services. The amendments to Rule 6C1-3.051 provide for initial Step 1 grievance filings directly with University Personnel Services rather than with the office of the Vice President for Administrative Affairs. Rule 6C1-3.056 expressly states that notice of non-reappointment may be issued at any time during employment. Deletes unnecessary phrase "beyond its specific terms" when referring to existing appointments. The amendments to Rule 6C1-3.059 eliminate priority referral to vacant positions for employees who fail to satisfactorily complete probationary status upon promotion and expand referral opportunities beyond lower-level vacant positions.

**SUMMARY OF STATEMENT OF ESTIMATED REGULATORY COST:** No statement of estimated regulatory costs has been prepared. Any person who wishes to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative must do so in writing within 21 days of this notice.

**SPECIFIC AUTHORITY:**

6C1-3.0022: 215.322(3)(b), 240.227(1), F.S.  
 6C1-3.003: 240.227(1), F.S.  
 6C1-3.0372: 240.227(1), 240.235(1), F.S.  
 6C1-3.0421: 240.227(1), F.S.  
 6C1-3.047: 240.227(1), 240.261, F.S.  
 6C1-3.048: 240.227(1), F.S.  
 6C1-3.051: 240.227(1), F.S.  
 6C1-3.056: 240.227(1), F.S.  
 6C1-3.059: 240.227(1), F.S.

**LAW IMPLEMENTED:**

6C1-3.0022: 240.291, 832.07, F.S.  
 6C1-3.003: 240.227(5), (13), (19), F.S.  
 6C1-3.0372: 240.227(1), 240.235(1), F.S.  
 6C1-3.0421: 17.04, 240.227(5), 240.291, F.S.  
 6C1-3.047: 240.227 (5), (19), 240.261, F.S.  
 6C1-3.048: 240.227 (5), (19), 240.261, F.S.  
 6C1-3.051: 240.227(5), (19), F.S.  
 6C1-3.056: 240.227(5), (19), F.S.  
 6C1-3.059: 240.227(5), (19), F.S.

**IF REQUESTED WITHIN 21 DAYS OF THE DATE OF THIS NOTICE, A HEARING WILL BE HELD AT THE TIME, DATE AND PLACE SHOWN BELOW (IF NOT REQUESTED, THIS HEARING WILL NOT BE HELD):**

**TIME AND DATE:** April 6, 1999 at 10:00 a.m.

**PLACE:** J. Wayne Reitz Union, Room 287

**THE PERSON TO BE CONTACTED REGARDING THE PROPOSED RULE IS:** Mrs. Karon S. Grabel, Clerk of the University, 123 Tigert Hall, University of Florida, Gainesville, Florida 32611.

**NAME OF PERSON ORIGINATING PROPOSED RULE:** Stuart Hoskins, Associate Controller, Henry Zunker, Workers Compensation Manager, Robert Willits, Interim Director, University Personnel Services

**NAME OF SUPERVISOR OR PERSON WHO APPROVED THE PROPOSED RULE:** Gerald Schaffer, Vice President for Administrative Affairs

**DATE PROPOSED RULE APPROVED:** March 10, 1999

**DATE NOTICE OF PROPOSED RULE DEVELOPMENT PUBLISHED IN THE GAINESVILLE SUN:** February 12, 1999

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