

NOTICE OF PROPOSED RULEMAKING

NAME OF AGENCY: University of Florida

RULE TITLE:	RULE NO.:
University of Florida; Affirmative Action; Complaints and Appeal Procedures for Academic Personnel (AP), Technical, Executive, Administrative, and Managerial (TEAMS) Staff Members, and University Support Personnel System (USPS) Employees	6C1-1.0063
University of Florida; Code of Penalties	6C1-1.007
University of Florida; Disruptive Behavior	6C1-1.008
University of Florida; Disclosure and Regulation of Outside Activities and Financial Interests	6C1-1.011
University of Florida; Separations from Employment and Layoff	6C1-1.017
University of Florida; Limited Access Records	6C1-1.019
University of Florida; General Personnel Policy	6C1-1.100
University of Florida; Compensation	6C1-1.101
University of Florida; Benefits, Retirement Programs, Employment Services, and Holidays	6C1-1.200
University of Florida; Leaves	6C1-1.201
University of Florida; Direct Support Organizations	6C1-1.300

PURPOSE AND EFFECT: Rule 6C1-1.0063: The changes in the rule reflect the new pay plan designations of Academic Personnel and Technical, Executive, Administrative, and Managerial Support (TEAMS) employees and clarify the availability of grievance processes. **6C1-1.007:** The rule has been amended to implement a statutory duty of the University of Florida Board of Trustees to establish a personnel program for university employees. This rule refers to new pay plan designations of Academic Personnel and Technical, Executive, Administrative, and Managerial Support (TEAMS). **6C1-1.008:** This rule has been amended to implement a statutory duty of the University of Florida Board of Trustees to establish a personnel program for university employees. This rule refers to new pay plan designations of Academic Personnel and Technical, Executive, Administrative, and Managerial Support (TEAMS) and update rule references. **6C1-1.011:** The rule has been modified to implement a statutory duty of the University of Florida Board of Trustees to establish a personnel program for university employees. This rule refers to new pay plan designations of Academic Personnel and exempt and non-exempt Technical, Executive, Administrative, and Managerial Support (TEAMS) employees. Amendments clarify that an employee may not benefit financially from instructional materials developed exclusively for university use. **6C1-1.017:** The rule has been modified to implement a statutory duty of the University of Florida Board of Trustees to establish a personnel program for university employees. This rule refers to new pay plan designations of Academic Personnel and Technical, Executive, Administrative, and Managerial Support (TEAMS). The rule has also been modified to define layoff conditions, and to re-define the layoff units for vacant positions, and layoff areas for non-vacant positions. **6C1-1.019:** This rule has been transferred from 6C1-3.055. The changes in this rule reflect the new pay plan designations of Academic Personnel and Technical, Executive, Administrative, and Managerial Support (TEAMS) and

“Other Personnel Services” (OPS) and clarify existing practice. The definition of “academic” evaluations under the new designations is clarified. **6C1-1.100:** This rule prescribes the UF Employment Plan, consisting of Academic Personnel responsible for teaching, research, and extension; Technical, Executive, Administrative and Managerial Support (TEAMS) personnel, University Support Personnel System (USPS) staff, and OPS personnel. **6C1-1.101:** This rule incorporates and customizes to the University of Florida and its classifications compensation policies contained in Rule 6C-5.915, F.A.C. that apply currently to all institutions in the SUS. **6C1-1.200:** The rule concerning benefits, retirement, and holidays has been amended to reflect the revised employment classifications for the University of Florida and the University of Florida Board of Trustees as employer. Leave provisions are moved to Rule 6C1-1.201. Educational benefits are detailed for TEAMS employees. **6C1-1.201:** The amendments to this rule describe the leaves provided to employees, including compensatory leave, sick leave, annual leave, administrative leave, leaves of absence for faculty, and personal leave days for TEAMS employees and faculty. **6C1-1.300:** The rule sets forth the requirements for certification as a direct support organization of the University of Florida pursuant to Section 1004.28, F.S.

SUMMARY: 6C1-1.0063: The complaint and appeal process set forth in this rule for discrimination in employment apply to Academic Personnel, TEAMS and USPS employees.

6C1-1.007: The amendments refer to new pay plan designations of Academic Personnel and Technical, Executive, Administrative, and Managerial Support (TEAMS). **6C1-1.008:** The amendments refer to new pay plan designations of Academic Personnel and Technical, Executive, Administrative, and Managerial Support (TEAMS). **6C1-1.011:** The amendments refer to new pay plan designations of Academic Personnel and exempt and non-exempt Technical, Executive, Administrative, and Managerial Support (TEAMS). An employee may not benefit personally from the sale of instructional materials developed exclusively for use at the University of Florida. **6C1-1.017:** The amendments refer to new pay plan designations of Academic Personnel and Technical, Executive, Administrative, and Managerial Support (TEAMS), define the layoff conditions, re-define the layoff units for vacant positions, and layoff areas for non-vacant positions. Layoff units may be a division, college, school, department, area, program, or other level or organization. Layoff provisions for USPS employees currently found in Board of Regents Rule 6C-5.955, F.A.C. have been customized to the University of Florida. **6C1-1.019:** This rule has been transferred from 6C1-3.055. The changes in this rule reflect the new pay plan designations of Academic Personnel and Technical, Executive, Administrative, and Managerial Support (TEAMS). “Other Personal Services” has been changed to “Other Personnel Services”. “Academic evaluations,” which remain confidential, include those of Academic Personnel. **6C1-1.100:** The UF Employment Plan consists of Academic Personnel who are assigned principal responsibility of teaching, research, extension, and public service activities; TEAMS personnel hired after January 6, 2003, whose positions are paraprofessional, professional, administrative, management, clerical, secretarial, skilled crafts, service, or maintenance duties; USPS; and OPS who are at-will temporary personnel. **6C1-1.101:** This rule incorporates and customizes to the University of Florida and its classifications compensation policies contained in Rule 6C-5.915, F.A.C. that apply currently to all institutions in the SUS. **6C1-1.200:** The rule has been changed to reflect the revised employment classifications and to clarify benefits and retirement eligibility. TEAMS employees are also given the following benefits: employment development program, allowing the opportunity to take courses at a public community college, state university, or vocational technology

center under the conditions and requirements set forth in the rule, and a higher education opportunity for children of TEAMS employees which is available to 50 new students per year at the University of Florida or a public community college under the conditions and requirements set forth. **6C1-1.201:** The amendments to this rule describe the leaves provided to employees, including compensatory leave, sick leave, annual leave, administrative leave, leaves of absence for faculty, and personal leave days for TEAMS employees and faculty. Personal leave days are provided for TEAMS employees that are to be taken between December 26 and December 31. TEAMS employees will accrue annual leave at 6.769 hours biweekly. **6C1-1.300:** The rule sets forth governance and other requirements for a direct support organization, including controls to be exercised by the University, and budget, expenditure, and audit requirements.

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:

6C1-1.0063: 1001.74(4), F.S.
6C1-1.007: 1001.74(4), 1006.60, 1006.61, 1012.92, F.S.
6C1-1.008: 1001.74(4), 1012.92, F.S.
6C1-1.011: 1001.74(4), F.S.
6C1-1.017: 1001.74(4), F.S.
6C1-1.019: 1012.91(1), F.S.
6C1-1.100: 1001.74(4), F.S.
6C1-1.101: 1001.74(4), F.S.
6C1-1.200: 1001.74(4), F.S.
6C1-1.201: 1001.74(4), F.S.
6C1-1.300: 1001.74(4), 1004.28(2), F.S.

LAW IMPLEMENTED:

6C1-1.0063: 1001.74(19), F.S.
6C1-1.007: 1001.74(6), (10), (19), 1001.75(3), 1006.60, 1006.61, 1006.62, 1012.92, F.S.
6C1-1.008: 1001.74(19), 1012.92, F.S.
6C1-1.011: 112.313, 112.3185, 1001.74(6), (19), 1001.75(3), F.S.
6C1-1.017: 1001.74(19), 1001.75(3), F.S.
6C1-1.019: 1012.91, F.S.
6C1-1.100: 1001.74(19), 1001.75(3), (19), F.S.
6C1-1.101: 1001.74(19), 1001.75(3), F.S.
6C1-1.200: 121.091, 1001.74(19), F.S.
6C1-1.201: 1001.74(19), 1001.75(3), F.S.
6C1-1.300: 1001.74(37), 1004.28, F.S.

IF REQUESTED BY 5:00 P.M. 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: November 12, 2002 at 3:00 p.m.

PLACE: J. Wayne Reitz Union, Room 285

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: Joseph Glover, Associate Provost for Academic Affairs, Larry Ellis, Director, Division of Human Resources, Barbara C. Wingo, Deputy General Counsel

NAME OF SUPERVISOR OR PERSON WHO APPROVED THE PROPOSED RULE: David Colburn, Provost, Ed Poppell, Vice President for Finance and Administration, Pamela J. Bernard, Vice President and General Counsel

DATE PROPOSED RULE APPROVED BY AGENCY HEAD: October 14, 2002

DATE NOTICE OF PROPOSED RULE DEVELOPMENT PUBLISHED IN THE GAINESVILLE SUN: September 13, 2002