

## NOTICE OF PROPOSED RULEMAKING

**NAME OF AGENCY:** University of Florida

| <b>RULE TITLE:</b>  | <b>RULE NO.:</b> |
|---|------------------|
| Finance and Administration; Traffic & Parking; Bus System   | 6C1-3.009        |
| Finance and Administration; Payment to Vendors; Payment Processing Guidelines   | 6C1-3.022        |
| Finance and Administration; Student Health, Athletic, and Activity and Service Fees   | 6C1-3.0372       |
| Finance and Administration; Miscellaneous Fees  | 6C1-3.0376       |
| Finance and Administration; University Support Personnel System Predetermination and Arbitration Appeal Procedures for Employees with Permanent Status  | 6C1-3.045        |
| Finance and Administration; Discipline, Suspension and Dismissal for Cause of Technical, Executive, Administrative, and Managerial Support (TEAMS) Staff  | 6C1-3.046        |
| Finance and Administration; Technology, Executive, Administrative, and Managerial Support Staff Appraisal   | 6C1-3.049        |
| Finance and Administration; University Support Personnel System Performance Appraisals  | 6C1-3.050        |
| Finance and Administration; University Grievance Procedures for Technical, Executive, Administrative, and Managerial Support Staff: General Information, Resort to Other Procedures, Time Limits, Procedures and Arbitration Appeal | 6C1-3.051        |
| Finance and Administration; Appointment; Technical, Executive, Administrative and Managerial Support and University Support Personnel System Staff  | 6C1-3.054        |
| Finance and Administration; Workers' Compensation, Unemployment Compensation and Drug Testing   | 6C1-3.057        |
| Finance and Administration; Pay Upon Appointment and Probationary Status After Promotion; University Support Personnel System Employees   | 6C1-3.059        |
| Finance and Administration; General Personnel Policy for Technical, Executive<br>6C1-3.062<br>Administrative and Managerial Support and University Support Personnel System Employees   |                  |

### **PURPOSE AND EFFECT:**

**6C1-3.009:** The transportation access fee is being raised.

**6C1-3.022:** This rule is being implemented to implement the university's authority to establish procedures for payment of invoices.

**6C1-3.0372:** The student health, athletic, and activity and service fees are raised. The Office of the Provost will set these fees (up to the limits authorized) for students enrolled in off-campus course degree programs.

**6C1-3.0376:** The amendment provides authority for a facilities/equipment use fee.

**6C1-3.045:** Limits arbitration authority in USPS reclassification grievances to loss of pay.

**6C1-3.046:** Adds “unsatisfactory attendance” to the definition of just cause for disciplinary action.

**6C1-3.049:** Establishes a 6-month probationary period for TEAMS employees and clarify the appraisal requirements.

**6C1-3.050:** Incorporates a 6-month probationary period for USPS employees and clarify the rating period.

**6C1-3.051:** Updates the appropriate Human Resources office.

**6C1-3.054:** The amendments combine and align TEAMS and USPS appointments and clarify that compensation should be commensurate with the duties assigned.

**6C1-3.057:** The Division of Human Resources is responsible for administering all Workers’ Compensation, Unemployment Compensation and drug testing programs. Departments which fail to comply may be responsible for any resulting increase in costs.

**6C1-3.059:** The compensation of demoted USPS employees shall be commensurate with the duties assigned, consistent with the employment needs of the department.

**6C1-3.062:** Adds TEAMS employees to the existing USPS general personnel policy. Appointment modifiers are deleted.

#### **SUMMARY:**

**6C1-3.009:** The transportation access fee is raised to \$4.10 per credit hour. The semi-annual transportation access fee for dental, medical, and veterinary students is raised to \$82.00. For off-campus courses, the fee may be reduced depending on the course location and type.

**6C1-3.022:** This rule is being implemented to implement the university’s authority to establish procedures for payment of invoices. In particular, the rule provides for the payment of invoices in an efficient manner consistent with professional business practices, authorizes advance payments for goods and services in accordance with certain conditions, and provides for a statement of vendor’s rights and the university’s responsibilities to be included in all purchasing agreements.

**6C1-3.0372:** The student health, athletic, and activity and service fees are raised. The Office of the Provost will set these fees (up to the limits authorized) for students enrolled in off-campus course degree programs.

**6C1-3.0376:** The amendment provides authority for a facilities/equipment use fee.

**6C1-3.045:** The amendments limit the arbitration authority in USPS reclassification grievances to loss of pay.

**6C1-3.046:** The amendment adds “unsatisfactory attendance” to the definition of just cause for disciplinary action.

**6C1-3.049:** The amendments establish a 6-month probationary period for TEAMS employees and clarify the appraisal requirements.

**6C1-3.050:** The amendments incorporate a 6-month probationary period for USPS employees and clarify the rating period.

**6C1-3.051:** The amendments identify the appropriate Human Resources office to file a grievance and clarify that only a demotion with reduction in pay can be grieved.

**6C1-3.054:** The amendments combine and align TEAMS and USPS appointments and clarify that compensation should be commensurate with the duties assigned.

**6C1-3.057:** The Division of Human Resources is responsible for administering all Workers' Compensation, Unemployment Compensation and drug testing programs. Departments which fail to comply may be responsible for any resulting increase in costs.

**6C1-3.059:** The compensation of demoted USPS employees shall be commensurate with the duties assigned, consistent with the employment needs of the department.

**6C1-3.062:** The amendments add TEAMS employees to the existing USPS general personnel policy. Appointment modifiers are deleted.

**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:**

6C1-3.009: 1001.74(4), 1006.66(2), F.S.  
6C1-3.022: 1001.74(5), F.S.  
6C1-3.0372: 1001.74(4), F.S.  
6C1-3.0376: 1001.74(4), F.S.  
6C1-3.045: 1001.74(4), 1012.92(1), (3), F.S.  
6C1-3.046: 1001.74(4), 1012.92(1), F.S.  
6C1-3.049: 1001.74(4), F.S.  
6C1-3.050: 1001.74(4), F.S.  
6C1-3.051: 1001.74(4), F.S.  
6C1-3.054: 1001.74(4), F.S.  
6C1-3.057: 1001.74(4), F.S.  
6C1-3.059: 1001.74(4), F.S.  
6C1-3.062: 1001.74(4), F.S.

**LAW IMPLEMENTED:**

6C1-3.009: 1001.74(35), 1006.66, F.S.  
6C1-3.022: 1001.74(5), 1001.75(5), 1011.4105, F.S.  
6C1-3.0372: 1001.74(11), 1009.24(9), (10), (11), F.S.  
6C1-3.0376: 1001.74(11), 1009.24, 1009.26, F.S.  
6C1-3.045: 1001.74(19), 1012.92, F.S.  
6C1-3.046: 1001.74(19), 1012.92, F.S.  
6C1-3.049: 1001.74(19), 1001.75(3), 1012.91, F.S.  
6C1-3.050: 1001.74(19), F.S.  
6C1-3.051: 1001.74(19), 1001.75(3), F.S.  
6C1-3.054: 1001.74(19), F.S.  
6C1-3.057: 440.03, 1001.74(19), F.S.  
6C1-3.059: 1001.74(19), F.S.  
6C1-3.062: 1001.74(19), 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:** April 7, 2004 at 10:00 a.m.

**PLACE:** J. Wayne Reitz Union, Room 357

**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:** William Riffie, Associate Provost and Dean, College of Pharmacy, Robert Miller, Associate Vice President for Finance and Administration, Stuart Hoskins, Associate Controller; Larry Ellis, Director, Division of Human Resources

**NAME OF SUPERVISOR OR PERSON WHO APPROVED THE PROPOSED RULE:** David Colburn, Provost and Senior Vice President and Ed Poppell, Vice President for Finance and Administration

**DATE PROPOSED RULE APPROVED BY AGENCY HEAD:** March 5, 2004

**DATE NOTICE OF PROPOSED RULE DEVELOPMENT PUBLISHED IN THE GAINESVILLE SUN:** February 16, 2004