

RULES OF
~~DEPARTMENT OF EDUCATION~~
DIVISION OF UNIVERSITIES
UNIVERSITY OF FLORIDA

6Cl-3.040 Finance and Administration; Employee Recognition Program.

(1) The University shall establish and maintain an employee recognition program for Academic Personnel-Faculty, Technical, Executive, Administrative, and Managerial Support (TEAMS) Administrative and Professional (A&P), 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-Faculty, TEAMS-A&P 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 shall appoint a University Superior Accomplishment Awards Committee composed of a Chairman and at least four additional members composed of Academic Personnel-Faculty, TEAMS-A&P 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 concerning such accomplishments and awards to be given, if any. The President or his/her 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~~^{seven} divisions as follows: Division 1 - Office of the President, Office of the Vice President for Development and Alumni Affairs, ~~and 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 Government Relations;~~ Division ~~2~~³ - Office of the Vice President for Academic Affairs; Division ~~3~~⁴ - Office of the Vice President for Agriculture and Natural Resources; Division ~~4~~⁵ - Office of the Vice President for Health Affairs; Division 6 - Office of the Vice President for Student Affairs; and Division ~~6~~⁷ - Office of the Vice President for Finance and Administration. Within each of the Divisions, Superior Accomplishment Award recipients will be selected in ~~the following~~ categories established by the committee for: Academic Personnel-Faculty Service, TEAMS, A&P, and USPS employees. ~~Clerical and Office Support, USPS Support Services, USPS Technical/Scientific and USPS Administrative/Supervisory personnel.~~ 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 \$200, excluding all applicable taxes. Individual awards granted under this

component at the University level may not exceed the sum of \$1000, 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 \$50.

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 that are established at the Department level which support the University's Superior Accomplishment Program may award cash or other type of monetary award up to but not to exceed \$50 per recipient, excluding all applicable taxes. In addition, certificates, pins, plaques, and other tokens of recognition may be awarded provided the cost of the award per recipient does not exceed \$25. The cost for all such awards are funded from within each Department's budget.

(b) ~~Satisfactory Service.~~

1. ~~Academic Personnel Faculty, TEAMS A&P and USPS employees who have achieved increments of five (5) continuous years of satisfactory service at the University are recognized for may receive an award in appreciation and recognition of such service. Cash awards granted under this portion of the component may not exceed \$50, excluding all applicable taxes. In addition, suitable framed certificates, pins, or other tokens of recognition may be awarded provided their cost does not exceed \$50.00.~~

2. ~~Faculty, A&P and USPS employees who are retiring and whose service with the University has been satisfactory may receive an award in appreciation and recognition of such service. Awards granted under this portion of the component may not exceed \$50 each,~~

~~excluding all applicable taxes. Awards must be suitable framed certificates, plaques, or other tokens of recognition.~~

~~3. — Each vice president shall submit a report to the Director of University Personnel Services by June 15 of each year for the previous calendar year which outlines the level of participation of his/her area in the employee recognition program. The report shall include:~~

~~a. — The number of employees recognized for superior accomplishments.~~

~~b. — The number of employees recognized for continuous satisfactory service to the University.~~

~~4. — All reports shall be consolidated into one University report and submitted to the Board of Regents each year.~~

Specific Authority 1001.74(4)~~240.227(1), 240.2111(1)~~ FS.

Law Implemented 1001.74(19)~~240.2111~~ FS.

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, Amended _____.