

RULE OF
DEPARTMENT OF EDUCATION
DIVISION OF UNIVERSITIES
UNIVERSITY OF FLORIDA

(Substantial rewording of Rule 6C1-3.054 follows. See Florida Administrative Code for present text.)

6C1-3.054 Finance and Administration; Appointment; Technical, Executive, Administrative, and Managerial Support~~Administrative and Professional Staff~~.

(1) Technical, Executive, Administrative, and Managerial Support (TEAMS) Appointment Modifiers.

(a) The University shall use the following appointment modifiers to define the conditions of TEAMS 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 of a person not fully qualified, but who is expected to acquire such qualifications in a short period of time.

3. Acting - A limited time appointment that includes 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 appointment that extends beyond twelve (12) months for exempt employees.

6. Trainee - An appointment to a law enforcement position prior to receiving a Certificate of Compliance, except that the employee must, within 180 consecutive days following such appointment, be actively enrolled in the training program to obtain the certificate. Trainee status is also used when an employee has not 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 in a short period of time; or the appointment is under a cooperative educational program, a vocational rehabilitation program, an approved University training program, or an apprenticeship program.

7. Temporary - An appointment to provide a noncontinuing assignment to a vacant position; to replace an employee on leave, temporarily promoted or reassigned; or to overlap one employee with another for training purposes.

8. Emergency - An appointment for no more than three (3) months when a vacancy must be filled immediately due to an emergency. Such appointments may be made without regard to the employee's training and experience or other provisions of these rules.

9. 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.

10. 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

(a) Definitions.

1. For the purposes of this rule, 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 rule, 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) The initial appointment of a new employee to TEAMS in a non-exempt position shall be for a probationary period of six (6) months. During this six (6) month period, the appointment may be terminated at any time without any requirements of notice and without rights of appeal.

(c) Initial Appointment of Exempt Employees and Executive Service Appointments

1. With the exception of appointments to Executive Service and unless otherwise specified by the hiring authority, the initial appointment of a new exempt employee to TEAMS shall be for six (6) months.

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 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) An A&P employee employed by the University on January 6, 2003, shall be given a twelve (12) month regular appointment to TEAMS on January 7, 2003, with the following exception. An A&P employee who has received a notice of non-reappointment on or before January 6, 2003, shall be given a temporary appointment to TEAMS through the last date of employment cited in the notice of non-reappointment.

(3) Regular Appointment to TEAMS

(a) After satisfactory completion of the initial appointment, subsequent regular appointments to TEAMS shall be for a period of twelve (12) months.

(b) After satisfactory completion of the initial appointment, multi-year appointments of exempt TEAMS personnel of five (5) years or less may be made with the permission of the appropriate Vice President or Vice President's designee in exceptional circumstances based on unique qualifications and labor market conditions.

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

(a) A TEAMS employee may apply for a promotion, demotion, or reassignment by submitting a current employee Promotion/Reassignment/Demotion Application for Non-Exempt Technical, Executive, Administrative, and Managerial Support, Form DHR-PRD-02 Revised 10/02, incorporated herein by reference and which can be obtained from the Central

Employment Center in Division of Human Resources, 4th Floor Stadium, Post Office Box 115002, Gainesville, Florida 32611.

(b) A promotion in TEAMS is the appointment to another TEAMS position or class with substantially increased responsibilities, 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.

(c) A TEAMS change of assignment is the appointment to a different position in the same class or in a different class having the same pay range.

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

(e) A TEAMS 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.

(f) Current University employees shall not be promoted, demoted, or reassigned outside the current college or division until the employee has completed six months satisfactory service, unless approved by the President. Approval shall be granted only by when the action is consistent with the efficient use of University resources and agreed upon by the Director of the Division of Human Resources and by both the current college or division and the receiving college or division.

(5) Pay Range

(a) A University employee who is newly appointed, promoted, reassigned, or demoted to a regular TEAMS appointment must be paid within the pay range for the position to which he/she is appointed.

(b) If a provisional TEAMS 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.

(c) A trainee TEAMS appointment shall be in accordance with the approved individual training schedule and, dependent upon the qualifications of the applicant, may be below the minimum of the pay range.

(d) Dependent upon budgetary considerations and the qualifications of the appointee, an emergency TEAMS appointment may be below the minimum of the pay range.

(e) The President has authority to authorize a salary outside the pay range. The President shall base this decision, which shall be made only in exceptional circumstances, on the following factors: the unique qualifications of the appointee, labor market conditions, the efficient use of University resources, and the significance of the position to the University's mission and goals.

~~—— (1) Current University employees may not be promoted, demoted, or reassigned outside the current college or division until the employee has completed six months satisfactory service. Thereafter, an employee may apply for an Administrative and Professional position by submitting a current resume to the Central Employment Center in Division of Human Resources with a cover letter stating interest in a specific position vacancy.~~

~~—— (2) A University employee who is newly appointed, promoted, reassigned or demoted to a regular Administrative and Professional appointment must be paid within the range of the pay grade for the position to which he/she is appointed, or may be appointed at a rate of pay which exceeds the maximum of the pay grade, at the discretion of the hiring authority provided: (1) adequate funds are available, (2) the applicant selected has exceptional qualifications for the~~

~~positions, or inability to recruit other acceptable candidates can be demonstrated, and (3) the position vacancy has properly advertised the salary, to include the potential that the salary may exceed the maximum range of the pay grade when applicable. The unit's budgetary officer shall approve salary offers that exceed the minimum of the pay grade before any commitment to an applicant/employee is made regarding pay upon appointment.~~

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Specific Authority 1001.74(4)240.227(4) FS.

Law Implemented 1001.74(19)240.227(5), (19) FS.

History--New 3-26-80, Formerly 6C1-7.20, Amended 3-6-85, Formerly 6C1-3.54,
Amended 4-30-95, 7-1-96, _____.