

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

6Cl-3.059 Finance and Administration; Pay Upon Appointment and Probationary Status After Promotion; University Support Personnel System Employees.

(1) Current university employees who have attained permanent status in any class ~~and have at least six months of satisfactory service in their position~~ may apply for a promotion, demotion, or reassignment by submitting a current employee Promotion/Reassignment/Demotion Application for the University Support Personnel System, Form DHR-USPS/PRD-02 Revised 10/022/04, incorporated herein by reference and which can be obtained from the Central Employment Center in Division of Human Resources, 4<sup>th</sup> Floor Stadium, Post Office Box 115002, Gainesville, Florida 32611. ~~The required six months in a current position does not apply if the vacancy is within the employee's current department. An employee who has received a written reprimand or disciplinary suspension is not eligible for other University employment opportunities until they have completed six months of satisfactory service following such disciplinary action.~~

(2) A University employee making such application will be treated according to current University of Florida Board of Regents rules. Upon the employee's acceptance of a promotion, demotion, or reassignment, all other pending requests will be cancelled. New requests for promotion or reassignment to position(s) outside the college, division, or department of current assignment will not be accepted for a period of six (6) months or, with respect to promotion,

until permanent status in the new class has been attained, whichever date is later. Additionally, employees occupying positions covered by collective bargaining agreements will be treated in accordance with any specific provision of the applicable current contract related to such actions.

(3) Advanced appointment rates for original and promotion appointments

(a) A USPS applicant who receives a regular appointment to a USPS position must be paid the minimum of the pay grade for the class to which the applicant is appointed, ~~or may be given~~ A salary at a rate of pay which exceeds the minimum ~~can be authorized at the discretion of the hiring administrator~~ provided adequate funds ~~and rate~~ are available if the applicant possesses exceptional qualifications or the department can demonstrate an inability to recruit other acceptable applicants.

(b) When a university employee receives a regular promotional appointment in the USPS, the employee must be paid at the minimum of the pay grade for the class to which he or she is appointed, ~~or may be given~~ A promotional salary increase which exceeds the minimum can be authorized provided adequate funds ~~and rate~~ are available and the unit's budgetary officer has approved the increase before any commitment to the employee is made regarding salary adjustment.

(c) If an employee is demoted prior to achieving permanent status in any class, the employee's salary in the lower class is determined in the same manner as an original appointment to the lower class.

1. If an employee who holds permanent status in the USPS is demoted following promotion to a class in which permanent status has not been obtained, the employee's pay shall be reduced to their former rate of pay for the class in which the employee last held permanent

status, plus any scheduled salary adjustment the employee would have received in the lower classification.

2. A USPS employee who is demoted after achieving permanent status shall receive pay commensurate with the responsibilities assigned. The demotion may be with or without a reduction in base rate of pay depending on the employment needs of the department or unit, but the pay shall not be increased. An employee who demotes without a reduction in pay is not eligible for a pay increase for any promotion that occurs within the next six (6) months, except an increase needed to bring the employee's salary to the base of the new class.

(d) A USPS employee who reassigns to a position with the same paygrade shall receive pay commensurate with the responsibilities assigned. The reassignment may be with or without a reduction in the base rate of pay, but not below the minimum of the appointment's pay range, depending on the employment needs of the department or unit. ~~The pay shall not be increased as a result of a reassignment.~~

(4) Probationary Status After Promotion.

(a) A permanent USPS employee who is promoted and fails to perform satisfactorily in the new position shall be notified in writing as soon as possible that his or her~~his/her~~ work performance is unsatisfactory and that he or she~~he/she~~ will not attain permanent status in the class. The receiving department shall provide the employee with 90 days to seek a vacant position in a class where permanent status has been obtained previously or in another position for which the employee qualifies.

~~—(b) During the 90-day period referenced in paragraph (4)(a) above, the Central Employment Center will provide referral opportunities for the employee to vacant positions in the employee's current and former departments, as well as other vacant positions available~~

~~throughout the university, for which the employee is qualified. These referrals will be for vacant positions only. An employee who refuses an offer of employment may resign or action will be initiated to effect the dismissal of the employee for just cause in accordance with Rules 6C-5.950.~~

~~(b)(e) Should the employee be unsuccessful in securing another position by the expiration of the 90-day period, or if the employee refuses an offer of employment, the probationary period will be extended in accordance with the provisions of Rule 6C1-3.050, F.A.C. if it is determined that such action best meets the employment needs of the department or unit. Otherwise, the employee may resign or action will be initiated to effect the dismissal of the employee for just cause in accordance with Rules 6C-5.950 and 6C1-3.047, F.A.C.~~

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

Law Implemented ~~1001.74(19)~~240.227(5) FS

History--New 4-27-88, Amended 12-27-90, 7-1-96, 6-28-98, 10-31-99, 5-22-01, \_\_\_\_\_.