

RULES OF
UNIVERSITY OF FLORIDA

6C1-1.100 University of Florida; General Personnel Policy.

(1) Rules prescribing personnel policy for University of Florida employees will be found in Chapter 6C1 of the Florida Administrative Code. These employees include Academic Personnel (AP) staff, Technical, Executive, Administrative, and Managerial Support (TEAMS) staff, University Support Personnel System (USPS) staff, and Other Personnel Services (OPS) employees. These rules shall have University-wide application pursuant to the authority granted to the University of Florida Board of Trustees (BOT) in the Florida Statutes. All rules and policies or procedures arising from these rules shall be consistent with the relevant provisions of Federal and State law and the Constitutions of the United States of America and the State of Florida.

(2) Personnel Programs.

(a) The President shall be responsible and accountable for administering the personnel programs. The President may delegate authority for the personnel program through rule or written delegation. The “President” as used in these rules shall refer to the President and the President’s designee, if any.

(b) The Board of Trustees and the President shall establish and maintain all policies, procedures, and records necessary to substantiate compliance with all laws and rules relating to employment.

(c) The University shall actively promote its commitment to equal employment opportunity and non-discrimination towards applicants and employees with respect to race,

color, religion, age, disability, gender, marital status, national origin, and veteran status consistent with Federal and State law.

(3) The UF Employment Plan is the classification and compensation plan maintained by the University of Florida. Such plan shall consist of the following:

(a) Academic Personnel (AP) defines personnel whose positions are assigned the principal responsibility of teaching, research, extension, or public service activities, or for administrative responsibility for functions directly related to the academic mission.

(b) Technical, Executive, Administrative, and Managerial Support (TEAMS) defines personnel hired after January 6, 2003 whose positions are assigned paraprofessional, administrative, clerical, secretarial, technical, skilled crafts, service or maintenance duties; and personnel whose positions are assigned administrative and management responsibilities or professional duties at the department/unit level or above.

(c) University Support Personnel System (USPS) defines personnel hired on or before January 6, 2003 who have not had a Break-in-Service after January 6, 2003, whose positions are listed in the Board of Regents USPS job classification system on January 6, 2003, and who have not held any positions as TEAMS personnel after January 6, 2003. For the purpose of this rule, a Break-in-Service is defined as a separation from University of Florida service not covered by an approved leave of absence.

(d) OPS defines at-will temporary personnel.

(4) USPS personnel can make an irrevocable decision to become TEAMS personnel by completing the "TEAMS Enrollment Form", Form DHR-TEF-02, Rev. 10/02, which is incorporated herein by reference and available from the Division of Human Resources, Post Office Box 115000, 337 Stadium, Gainesville, Florida 32611.

Specific Authority 1001.74(4), F.S.

Law Implemented 1001.74(19), 1001.75(3), (19), F.S.

History--New 1-7-03.