

REGULATIONS OF THE  
UNIVERSITY OF FLORIDA

3.059 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 may apply for a promotion, demotion, or reassignment by submitting a current employee Promotion/Reassignment/Demotion Application, Form DHR- PRD-02 Revised 2/04, incorporated herein by reference and which can be obtained from the Human Resource Services, 903 West University Avenue, Post Office Box 115002, Gainesville, Florida 32611.

(2) A University employee making such application will be treated according to current University of Florida regulations. 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 promotion, reassignment, and demotion 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. A salary at a rate of pay which exceeds the minimum can be authorized, provided adequate funds 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. A promotional salary increase which exceeds the minimum can be authorized provided adequate funds 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 should 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 employee's pay shall remain unchanged or decreased depending upon the employment needs of the department or unit, but not below the minimum of the pay range.

(d) A USPS employee who reassigns to a position with the same paygrade shall receive pay commensurate with the responsibilities assigned. The employee's pay shall remain unchanged or decreased depending upon the employment needs of the department or unit, but not below the minimum of the pay range.

(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 work performance is unsatisfactory and that he or she will not attain permanent status in the class. The receiving department shall provide the employee with ninety (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) Should the employee be unsuccessful in securing another position by the expiration of the ninety (90)-day period, or if the employee refuses an offer of employment, the employee may resign or action will be initiated to effect the dismissal of the employee for just cause.

Authority: BOG Regulation 1.001.

History--New 4-27-88, Amended 12-27-90, 7-1-96, 6-28-98, 10-31-99, 5-22-01, 3-2-03, 5-30-04, Formerly 6C1-3.059, Amended 3-16-10 (technical changes only).