

NOTICE OF PROPOSED REGULATION AMENDMENT

Date: February 13, 2009

REGULATION TITLE:
Employee Recognition Program

REGULATION NO.:
6C1-3.040

SUMMARY: The amendments allow a designee of the President to appoint the Superior Accomplishment Committee, organizes and lists the divisions of the university for awards, increases the monetary amounts for awards and specifies that Human Resource Services must pre-approve all departmental level recognition programs.

AUTHORITY: BOG Resolution dated January 7, 2003

COMMENTS CONCERNING THE PROPOSED REGULATION SHOULD BE SUBMITTED WITHIN 14 DAYS OF THE DATE OF THIS NOTICE TO THE CONTACT PERSON IDENTIFIED BELOW. The comments must identify the regulation you are commenting on.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED REGULATION IS: Rebecca J. Holt, Administrative Assistant, 123 Tigert Hall, Post Office Box 113125, University of Florida, Gainesville, Florida 32611, 352-392-1358 office, 352-392-4387 facsimile, regulations@ufl.edu.

NAME OF PERSON WHO APPROVED THE PROPOSED REGULATION: Paula Fussell, Interim Vice President for Human Resource Services

THE FULL TEXT OF THE PROPOSED REGULATION IS ATTACHED TO THIS NOTICE.

REGULATIONS~~RULES~~ OF
UNIVERSITY OF FLORIDA

6C1-3.040 ~~Finance and Administration~~; Employee Recognition Program.

(1) The University shall establish and maintain an employee recognition program for Academic Personnel, Technical, Executive, Administrative, and Managerial Support (TEAMS), 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, TEAMS 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 or his designee shall appoint a University Superior Accomplishment Awards Committee composed of a Chairman and at least four additional members composed of Academic Personnel, TEAMS 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 or his designee concerning such accomplishments and awards to be given, if any. The President or President's 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 divisions as follows: Division 1 - Office of the President, Office of the Senior Vice President for Administration, Office of the Vice President for Human Resource Services, Office of the Vice President for Development and Alumni Affairs, 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 UniversityGovernment Relations; Division 3 - Office of the Vice President for Academic Affairs; Division 4 - Office of the Vice President for Agriculture and Natural Resources; Division 5 - Office of the Vice President for Health Affairs; Division 6 - Office of the Vice President for Student Affairs; and Division 7 - Office of the Vice President for Business Affairs~~Finance and Administration~~. Within each of the Divisions, Superior Accomplishment Award recipients will be selected in categories established by the committee for: Academic Personnel, TEAMS, and USPS employees. 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 \$5200, excluding all applicable taxes. Individual awards granted under this component at the University level may not exceed the sum of \$24000, 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 \$1050.

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 to employees 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 to employee provided the cost of the award per recipient does not exceed \$25. The cost for all such awards will be funded from within each Department's budget. All departmental level recognition programs must be pre-approved by the Vice President for Human Resource Services.

(b) Academic Personnel, TEAMS and USPS employees who have achieved increments of five (5) continuous years of satisfactory service at the University are recognized for such service.

Specific Authority: BOG Resolution dated January 7, 2003-1001.74(4) FS.

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

History--New 3-26-80, Amended 3-6-85, Formerly 6CI-3.40, Amended 2-23-88, 5-21-89, 11-20-90, 5-18-92, 5-22-01, 3-2-03, _____.