

REGULATIONS OF THE
UNIVERSITY OF FLORIDA

1.100 General Personnel Policy.

(1) Regulations prescribing personnel policy for University of Florida employees will be found in the University of Florida Regulations. These employees include Academic Personnel (AP) staff; Technical, Executive, Administrative, and Managerial Support (TEAMS) staff; University Support Personnel System (USPS) staff; Law Enforcement Officer (LEO) and Other Personnel Services (OPS) employees. These regulations shall have University-wide application pursuant to the authority granted to the University of Florida Board of Trustees (BOT) in the Florida Statutes. All regulations and policies or procedures arising from these regulations 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 regulation or written delegation. The “President” as used in these regulations 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 regulations relating to employment.

(c) The University shall actively promote its commitment to equal employment opportunity and nondiscrimination toward 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 regulation, a Break-in-Service is defined as a separation from University of Florida service not covered by an approved leave of absence.

(d) Law Enforcement Officer (LEO) defines personnel who are employed by the University of Florida Police Department as sworn law enforcement officers at the rank of Officer or Sergeant.

(e) 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 UFHE 5/2017), which is incorporated herein by reference and available from Human Resource Services, Post Office Box 115000, 903 West University Avenue, Gainesville, Florida 32611.

Authority: BOG Regulation 1.001.

History: New 1-7-03, Formerly 6C1-1.100, Amended 3-16-10 (technical changes only), Amended 3-17-17; Amended 3-23-18 (technical changes only).