

REGULATIONS OF THE
UNIVERSITY OF FLORIDA

3.040 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 who are 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 and Chief Operating Officer, Office of the Vice President for Human Resource Services, Office of the Vice President for Advancement, 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 University 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 Senior 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. Within each Division, 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 \$500, excluding all applicable taxes. Individual awards granted under this component at the University level may not exceed the sum of \$2,000, 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 \$100.

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 established at the Department level that support the

University's Superior Accomplishment Program may award cash or other type of monetary award to employees. In addition, certificates, pins, plaques, and other tokens of recognition may be awarded to employee. 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.

Authority: BOG Regulation 1.001.

History: New 3-26-80, Amended 3-6-85, Formerly 6Cl-3.40, Amended 2-23-88, 5-21-89, 11-20-90, 5-18-92, 5-22-01, 3-2-03, 3-17-09, 3-23-18 (technical changes only).