

RULES OF
UNIVERSITY OF FLORIDA

6C1-3.047 Finance and Administration; University Support Personnel System;
Disciplinary Procedures.

(1) The University of Florida shall administer standards for performance and conduct to ensure timely and equitable disposition of disciplinary problems. Discipline ranging from oral reprimands to dismissal can be imposed for just cause as defined in Rule 6C1-3.046(1), F.A.C.

(2) The University of Florida has adopted the following standards which shall govern the manner and extent to which disciplinary action is taken. Levels of penalties are dependent upon the seriousness of the offense and any aggravating or mitigating circumstances, or as otherwise required by law. The concept of progressive discipline is endorsed dependent upon the offense. Each situation is assessed on a case-by-case basis, however, the University shall consider other discipline-related offenses collectively when in the best interest of the University of Florida. Appropriate disciplinary penalties include: oral reprimand, written reprimand, suspension without pay, or dismissal.

(3) STANDARDS FOR PERFORMANCE AND CONDUCT.

(a) Unsatisfactory Attendance. Unsatisfactory attendance includes: failure to obtain approval prior to any absence from work except in the case of proven emergency, failure to notify or call during an absence, an attendance record of recurring absences even if the majority of absences were necessary and/or excused, a pattern of absences, and tardiness.

(b) Misconduct. Conduct, on or off working hours, that adversely affects the employee's ability to perform his or her duties, or which adversely affects the University's ability

to carry out its assigned mission. Misconduct may include but is not limited to: sexual harassment, threatening and/or abusive language, theft, fighting, falsification, insubordination, horseplay, possession, use, and/or distribution of non-prescribed drugs, possession or use of firearms, conviction of a crime, drinking on the job or reporting to work under the influence of alcohol or drugs, improper use of state property, leaving work area without permission, loafing, sabotage, sleeping on duty, strike or concerted activity, unauthorized solicitation, violation of safety practices, disruptive conduct, failure to follow instruction, and retaliation.

(c) Negligence. The failure to use ordinary or reasonable care in, or the omission of or inattention to, the performance of assigned duties. Negligence is synonymous with carelessness, lack of care, and lack of attention.

(d) Violation of provision of law, university rule, or departmental policy, procedure, or practice that is either verbal, written, or understood.

(4) If a USPS employee enrolls in TEAMS while having work performance and/or disciplinary issues, corrective actions shall continue in the new pay plan.

Specific Authority 1001.74(4), 1012.92(1), (3) FS.

Law Implemented 1001.74(19), 1012.92 FS.

History--New 8-26-81, Formerly 6C1-3.19, Amended 3-6-85, 5-14-85, Formerly 6C1-3.47, Amended 2-9-87, 5-21-89, 6-28-98, 10-31-99, 6-27-02, 2-3-03, 7-19-05.