

**NOTICE OF PROPOSED REGULATION AMENDMENT**

Date: May 13, 2009

**REGULATION TITLE:**

Resignation and Non-Reappointment of Technical, Executive, Administrative, and Managerial Support Staff

**REGULATION NO.:**

6C1-3.056

**SUMMARY:** The regulation continues to provide for three or six month notice periods for non-renewal of TEAMS employees, depending on date of hire. The regulation provides that the non-renewal period (three or six months) may begin at any time and need not be tied to the end of any appointment period. Any appointment may be ended at any time with appropriate notice. Additionally, the regulation is amended to make clear that in the event the University decides to make a monetary payment in lieu of providing notice, the payment is to be calculated on the base salary of the non-renewed employee.

**AUTHORITY:** BOG Regulation 1.001

**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

6C1-3.056 ~~Finance and Administration~~; Resignation and Non-Reappointment of  
Technical, Executive, Administrative, and Managerial Support Staff.

(1) Except for an emergency situation, a member of Technical, Executive,  
Administrative, and Managerial Support (TEAMS) staff in an exempt position shall be required  
to give at least one (1) month's notice of resignation, and a TEAMS staff member in a non-  
exempt position shall be required to give at least two (2) weeks notice of resignation.

(a) Definitions.

1. For the purposes of this regulation~~rule~~, Executive Service shall denote the members  
of TEAMS who do not hold tenure or permanent status and who hold the title of Vice President.

2. For the purposes of this regulation~~rule~~, a "new" employee is one not employed in  
TEAMS or University Support Personnel System (USPS) by the University at the time the  
department/unit makes the offer of employment.

(2) Non-reappointment by the University.

(a) TEAMS Employees in Initial Non-Exempt Appointments and Executive Service  
Appointments.

1. With the exception of appointments to Executive Service, a new TEAMS  
employee's initial appointment at the University to a non-exempt position shall be probationary  
and the employee may be terminated at any time without any requirement of notice and without  
rights of appeal.

2. Employees in TEAMS designated in the Executive Service serve at the will of the

President, do not have tenure or permanent status, and have no expectation of appointment beyond a sixty (60) days' notice period.

(b) TEAMS employees whose positions hold appointment modifiers of Provisional, Temporary, Time-Limited, or Probationary are not entitled to any notice of non-reappointment, and their employment ceases on the last day of the appointment unless the University issues a renewal of their appointment.

(c) Employees in TEAMS status hired before June 30, 2005, shall be given six (6) months written notice that regular or multi-year appointments will not be renewed, ~~as follows:~~

~~1. For employees in their initial twelve (12) months of employment, three (3) months prior to the end of the current appointment period; alternatively, TEAMS employees in their initial twelve (12) months of employment may be given written notice in the last three (3) months of the current appointment period that regular or multi-year appointments will not be renewed provided that the employee is given a temporary appointment ending three (3) months from the date of the written notice.~~

~~2. For TEAMS employees with more than twelve (12) months of service in TEAMS or USPS since the last break in service, at least six (6) months prior to the end of the current appointment period; alternatively, TEAMS employees with more than twelve (12) months of service in TEAMS or USPS since the last break in service may be given written notice in the last six (6) months of the current appointment period that regular or multi-year appointments will not be renewed provided that the employee is given a temporary appointment ending six (6) months from the date of the written notice.~~

13. If the effective date of the non-reappointment notice is subsequent to the expiration date of the employee's appointment, the employee shall be issued an appointment limited to the

balance of the required notice period.

(d) Employees in TEAMS status hired after June 30, 2005, shall be given three (3) months written notice ~~in writing~~ that regular or multi-year appointments will not be renewed.

(e) The decision to discontinue an appointment to a TEAMS employee shall not be based on constitutionally impermissible grounds.

(f) Following receipt of the notice of non-reappointment, a TEAMS employee may be reassigned to other duties and responsibilities, placed on administrative leave in accordance with Regulation ~~Rule~~ 6C1-1.201, F.A.C., or paid an amount, less withholding, equal to the salary ~~compensation~~ he or she would have received prior to the effective date of the non-reappointment notice. Such reassignment will occur when it is determined by the University that such action best meets the employment needs of the department or unit. Regardless of a reassignment, the employee is entitled to the same amount of salary ~~compensation~~ he or she received prior to reassignment until the effective date of the non-reappointment notice.

(g) No single multi-year appointment shall exceed five (5) years in duration. Any multi-year appointment issued by the University must be approved in advance of issuance and in writing by the Vice President or designee of the unit in which the employee is appointed.

(h) No appointment shall create any right, interest, or expectancy of continued employment. At any time during any appointment, TEAMS personnel may be non-renewed upon written notice that the appointment will not be renewed as stated above.

(i) Notice of non-reappointment should be made by Certified mail with return receipt requested or hand-delivered.

Specific Authority: BOG Regulation 1.001-1001.74(4) FS.

~~Law Implemented 1001.74(19), 1001.75(3) FS.~~

History--New 3-6-85, Formerly 6C1-3.57, Amended 7-1-96, 10-31-99, 6-27-02, 3-2-03, 7-19-05,\_\_\_\_\_.