REGULATIONS OF THE

UNIVERSITY OF FLORIDA

3.056 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.

(2)   Definitions.

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

(b)   For the purposes of this regulation, 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.

(3)   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 the three (3) months' notice period set forth in subsection (c) below.

(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)   Any other employee in TEAMS status shall be given three (3) months' written notice that his or her employment will end. The applicable three-month notice shall be calculated from the date of the notice to the date that employment will end without regard to an employee's appointment period.

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

(e)   Following receipt of the notice of non-reappointment, a TEAMS employee may be reassigned to other duties and responsibilities or placed on administrative leave in accordance with University of Florida Regulation 1.201 for all or any part of the period from the notice to the end of employment, or in lieu of all or a portion of the notice period may be paid an amount, less withholding, equal to all or any part of the salary he or she would have received prior to the effective date of the end of employment as may be allowed under Florida law. 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 he or she received prior to reassignment until the effective date of the end of employment under the notice.

(f)   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 President or designee or the Vice President or designee of the unit in which the employee is appointed.

(g)   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.

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

Authority: BOG Regulation 1.001.

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, 6-12-09 (BOT approval), Formerly 6C1-3.056, Amended 6-8-12, 3-22-13, 3-23-18 (technical changes only).