

<b>Regulation Number</b>	<b>Subject</b>	<b>Effective Date</b>	<b>Revised Date</b>
<b>4.0010R</b>	<b>Provisions Governing Personnel Matters</b>	<b>02/01/06</b>	
<b>Responsible Division / Department: Administration &amp; Finance / Human Resources</b>			
<input checked="" type="checkbox"/> New Regulation	<input type="checkbox"/> Major Revision of Existing Regulation	<input type="checkbox"/> Minor/Technical Revision of Existing Regulation	<input type="checkbox"/> Reaffirmation of Existing Regulation

## **I. OBJECTIVE & PURPOSE**

The purpose of this regulation is to establish parameters and delegation of authority for establishing, administering and maintaining the University's Personnel Program.

## **II. STATEMENT OF REGULATION**

The Board of Trustees is responsible for establishing and the University President is responsible for administering, and maintaining the Personnel Program. These policies and regulations are supplemented by internal management communication informing administrators of procedures or guidelines for implementing the policies contained herein. However, these procedures and guidelines shall not change substantive rights of employees or terms and conditions of employment.

A. The University President may delegate the authority and responsibility to take the following personnel actions within the area for which the designee is responsible:

- 1) Appoint all personnel.
- 2) Approve the transition of University personnel to the appropriate status (probationary, regular, tenure, etc.) in accordance with applicable CBA.
- 3) Approve the domestic travel of University personnel.
- 4) Approve disciplinary actions affecting University personnel. All recommendations for demotion, suspension and termination of Support and Administrative employees shall be reviewed by the Director of Human Resources prior to taking such action. All recommendations for demotion,

suspension and termination of faculty shall be reviewed by the Office of the Provost and Vice President for Academic Affairs prior to taking such action.

5) Approve compensated and uncompensated leaves of absence for all personnel.

B. The University's Office of Human Resources, under the direction of the Vice President for Administration and Finance, is delegated authority and responsibility for providing a coordinated system of personnel management and administration for all Administrative and Support employees. The Director of Human Resources shall provide oversight and guidance to hiring units for the following functions:

1) For Administrative employees:

- a. Acting appointments.
- b. Original appointments and hiring salaries for original appointments.
- c. Annual and other salary increases up to and in excess of the pay range maximums.
- d. Salary changes due to promotion, reassignment, and/or demotion.
- e. Dual employment and/or dual compensation
- f. Addition, deletion and transfer of authorized positions.
- g. Classification and reclassification of positions.
- h. Overlap in positions.
- i. Disciplinary actions

2) For Support employees:

- a. Applicant eligibility for particular classification.
- b. Original appointments and hiring salaries for original appointments.
- c. Appointments with trainee status.
- d. Classification and reclassification actions.
- e. Pay for on-call assignments.
- f. All appealable personnel actions.
- g. Disciplinary actions.

C. For purposes of these policies, University employees are those persons who have been hired by the University, receive financial compensation to perform services for the University, and whose work is directed and controlled by the University. The term "employee" includes those identified in Section G below and does not include volunteers or independent contractors.

D. University employees are required to adhere to the University's Code of Conduct and Ethics policies.

E. The provisions of this Personnel Program are subject to all applicable Federal and Florida laws.

F. Personnel Programs

- 1) For the purposes of the Human Resources Personnel Program, the word "University" means the University of North Florida and includes the

Board of Trustees (“Board”). The phrase “University President” includes designee.

- 2) The University is committed to equal employment opportunity and nondiscrimination towards applicants and employees with respect to race, color, religion, age, disability, sex, sexual orientation, marital status, national origin, and veteran status consistent with Federal and State law. Unlawful discrimination, harassment, and retaliation are prohibited by the University. Behavior that constitutes unlawful discrimination, harassment, or retaliation is unacceptable.

G. University employment consists of the following defined categories:

- 1) EXECUTIVE SERVICE: Executive Service positions ordinarily report directly to the University President, unless otherwise specified in writing, and may include the vice presidents and other positions responsible for policy-making at the executive level.

Employees in the Executive Service serve at the will of the University President, do not have tenure, and have no expectation of appointment beyond a 60 days notice period. However, faculty members who serve in positions designated as Executive Service shall retain their earned tenure as a faculty member.

- 2) FACULTY defines positions assigned the principal responsibility of teaching, research, or public service activities or for Administrative responsibility for functions directly related to the academic mission.
- 3) ADMINISTRATIVE defines positions assigned Administrative and management responsibilities or professional duties at the department/unit level, or above, including those historically referred to as A&P.
- 4) SUPPORT defines positions assigned paraprofessional, clerical, secretarial, technical, skilled crafts, service, or maintenance duties, including those historically referred to as USPS.
- 5) Other Personnel Services (OPS): defines temporary employment with no guarantee of continued employment.

H. The University Personnel Program is not a contract or a guarantee of employment and may be subject to change in accordance with appropriate procedures.

*References: 1001.74 (4), (19), (34); 1001.75 (16); 1012.91 (1); 119.07 (1) FS. and any relevant Collective Bargaining Agreements.*

*History: NEW 2-1-06; Repealed 6C9-4*

*Adopted by the University of North Florida Board of Trustees as part of the University's Personnel Program on January 26, 2006.*

*Formerly 4.001*