

**UCF-3.038 Notice of Separation for University Support Personnel System
Employees**

(1) Except as provided by any applicable collective bargaining agreement, this regulation applies to all USPS employees. Employees on probation or in OPS, temporary, time-limited, emergency, or other irregular appointments may be separated from the university without advance notice, although they will normally be given two weeks' notice of separation.

(2) Probationary Employees:

- (a) All USPS employees must serve a probationary period, upon initial employment in a regular benefits-earning position. This period shall be a working trial period required of all new USPS employees. Upon the successful completion of the probationary period, regular status is granted for those serving in regular benefits-earning positions.
- (b) USPS employees in positions which have a six month probationary period will serve only one (1) probationary period upon their initial USPS employment. Positions which have a twelve month probationary period shall serve a probationary period in each classification. After attainment of regular status in any USPS position, employees who serve in a position requiring a six month probationary period will not be required to serve an additional probationary period during contiguous employment.
- (c) If a USPS employee has a break in service, a new probationary period will be required. Approved paid or unpaid leaves shall not be considered a break in service. An exception to this provision is the recall of a laid off employee during the recall period as noted in University Regulation UCF-3.0123, in which case the employee shall not be required to serve another probationary period.

(3) A USPS employee may be separated with cause in accordance with University Regulation UCF-3.033.

(4) USPS staff members have no expectation of continued employment beyond the terms listed herein. A USPS employee may be separated without cause by providing a written Notice of Separation informing the employee of the last date of employment with the university. The period between issuance of the Notice of Separation and the last date of employment shall be the notice period.

(5) Terms and conditions during the notice period:

- (a) The notice period shall be 16 weeks.
- (b) The employee's base rate of pay shall remain unchanged during the notice period. The employee shall not receive any pay increases or bonuses during the notice period.
- (c) At its discretion, the university may reassign the employee to other duties, responsibilities, and locations during the notice period.
- (d) At the time of or following issuance of a Notice of Separation, the University may elect in its discretion to pay the employee for the notice period, as may be allowed under Florida law. If the University elects this option, it shall pay the employee an amount, less withholding, equal to the salary for that portion of the notice period which the University is paying out, and the employee's employment shall terminate immediately.
- (e) The employee has the right to seek employment elsewhere, either within or outside the university.
- (f) The employee remains subject to all university regulations, policies, and procedures during the notice period. The university's right to terminate the employee for cause remains in effect during the notice period. Similarly, the employee is subject to layoff in accordance with UCF Regulation 3.0123 during the notice period.

(6) Notice of Separation Procedures:

- (a) A department that wishes to consider the issuance of a Notice of Separation to an employee pursuant to this regulation must consult with Human Resources regarding the proposed action. The department must obtain the approval of the respective vice-president or designee prior to making a request to Human Resources for a separation action under this regulation. Only Human Resources is authorized to issue a Notice of Separation.
- (b) An employee who is separated in accordance with this regulation will be considered eligible for rehire.

(7) The decision to issue a Notice of Separation to a USPS employee shall not be based on constitutionally or statutorily impermissible grounds.

(8) The Chief Human Resources Officer or designee shall make final determinations as to interpretation and implementation of this regulation.

(9) This regulation is effective January 1, 2011.

Authority: BOG Regulation 1.001. History– New 8-3-10. Amended 10-1-12, 9-27-18.