

NOTICE OF PROPOSED REGULATION

Date: June 28, 2012

REGULATION TITLE:

USPS and A&P Employee Promotion, Change in Assignment, and Demotion

REGULATION NO.:

UCF-3.043

SUMMARY OF PROPOSED REGULATION: This proposed new regulation establishes the conditions for promotion, changes in work assignment, and demotion.

AUTHORITY: BOG Regulation 1.001

NAME OF PERSON WHO INITIATED PROPOSED REGULATION:

Mark Roberts, Assistant Vice President, Chief Human Resources Officer

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:

Regulations Administrator
4000 Central Florida Blvd.
Millican Hall, Suite 360
Orlando, FL 32816-0015
Phone: (407) 823-2482
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FULL TEXT OF THE PROPOSED REGULATION:

UCF-3.043 USPS and A&P Employee Promotion, Change in Assignment, and Demotion.

(1) Promotion, change in assignment, demotion and transfer shall be administered consistent with the following provisions.

(2) Definitions.

- (a) Classification shall mean the official classification specification for a position type, as determined by the University of Central Florida.

Classification includes such information as official job title, basic description of position function, examples of relevant duties, and minimum qualifications.

- (b) Position shall mean a particular appointment within a classification, including the specific duties and responsibilities of that appointment. Each position has its own job description that is applicable to the individual occupying the position.

(3) Promotion.

- (a) Administrative and Professional promotion is the appointment to another position or classification with substantially increased responsibilities and a higher salary range, or a permanent assignment of substantially increased responsibilities for the existing classification. An employee must meet the minimum qualifications established for the classification to which promoted.
- (b) USPS promotion is the appointment to a classification or position with substantially increased responsibilities and a higher salary level. An employee must meet the minimum qualifications established for the classification to which promoted.

(4) Change in Assignment.

- (a) An A&P or USPS change in assignment is the appointment to a different position in the same classification or in a different classification having the same salary range.
- (b) If a USPS employee who has not attained regular status receives a change in assignment, the employee's probationary period is restarted.

(5) A demotion is an appointment to a classification or position having less responsibility and a lower salary level.