

## NOTICE OF PROPOSED REGULATION AMENDMENT

Date: March 17, 2009

**REGULATION TITLE:**  
Meritorious Service Awards Program

**REGULATION NO.:**  
UCF-3.0262

**SUMMARY OF REGULATION AMENDMENT:** Amendments to this regulation include technical changes throughout the regulation and removal of the Suggestion Program. Additionally, the Director of Human Resources will no longer be responsible for monitoring departments in relation to this program.

**AUTHORITY:** BOG Resolution dated January 7, 2003

**NAME OF PERSON WHO INITIATED PROPOSED REGULATION AMENDMENT:**  
Mark Roberts, Director, Human Resources

**COMMENTS CONCERNING THE PROPOSED REGULATION AMENDMENT 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 AMENDMENT IS:**

Regulations Administrator  
4000 Central Florida Blvd.  
Millican Hall, Suite 360  
Orlando, FL 32816-0015  
Phone: (407) 823-2482  
Fax: (407) 823-6155  
e-mail: [regulations@mail.ucf.edu](mailto:regulations@mail.ucf.edu)

**FULL TEXT OF THE PROPOSED REGULATION AMENDMENT:**

**~~6C7UCF~~-3.0262 Meritorious Service Awards Program.**

(1) The ~~State University System (SUS)~~ University of Central Florida Meritorious Service Awards Program provides for the recognition of eligible employees.

(2) ~~Theis U~~university is authorized to expend State funds for recognition and awards to employees in compliance with this ~~rule~~regulation. Any award will be contingent upon the availability of funds. Nothing in this ~~rule~~regulation is intended to govern the expenditure of private funds to which the university may have access.

(3) The awards provided for herein shall acknowledge employee achievement in the following ~~three~~ components:

~~(a) Suggestion – A procedure or idea submitted by a faculty member, A&P or University Support Personnel System (USPS) employee that, when implemented, results in eliminating or reducing expenditures, improving operations, or generating additional revenues for the State University System. Three types of suggestions may be considered:~~

~~1. Tangible, i.e., having a measurable outcome in terms of cost savings or revenue generation.~~

~~2. Intangible, i.e., proposing improvements in procedures that enhance safety, convenience, etc., but cannot be calculated in dollar terms; or~~

~~3. Trigger, i.e., not directly providing the solution to the problem being addressed, but triggering the action necessary to bring about a solution that might have been overlooked otherwise.~~

~~(ab) Superior Accomplishment – Exemplary performance by faculty members, or Administrative and Professional (A&P) or USPS employees, that is deemed to have significantly contributed to their respective fields, thereby reflecting positively on the caliber of the State University System~~University of Central Florida.

~~(eb) Service – Sustained satisfactory service with this university by faculty members, A&P or USPS employees.~~

1. Eligible employees will be recognized for service upon retirement.

2. Eligible USPS employees shall also be recognized upon achieving increments of five continuous years of satisfactory service at this university.

3. Eligible A&P employees shall be recognized upon achieving increments of ten continuous years of satisfactory service at this university.

~~—— (4) Suggestion Program Component.~~

~~—— (a) In order to be eligible, suggestions must be submitted on UCF Form No. HR-3 “Suggestion Form” (Rev. 02-03) and signed by the suggester(s). The Suggestion Form is hereby incorporated by reference and may be obtained from the UCF Human Resources Office. The following suggestions are ineligible:~~

~~—— 1. Suggestions that deal with personal grievances or compensation and classification of individual positions;~~

~~—— 2. Suggestions which could be implemented by the employee without prior clearance or approval from a supervisor or department chair and are a logical extension of an assigned duty and responsibility; or~~

~~—— 3. Suggestions which are a duplicate of, or significantly similar to, a suggestion which has been adopted by another university of the SUS.~~

~~—— (b) Suggestion System Coordinator. The Suggestion System Coordinator is responsible for the suggestion component by administering internal procedures for the timely processing of suggestions.~~

~~—— (c) Employee Suggestions.~~

~~—— 1. Employee suggestions shall be processed and a final determination made by 90 days from the date received by the Coordinator. Adoption of an employee suggestion must be made~~

~~within this prescribed period. Extensions, not to exceed another 90 days, may be granted by the chief administrative officer based on the following criteria:~~

~~— a. The suggestion was properly documented, and failure to make a final determination within 90 days was not caused by any action of the employee making the suggestion.~~

~~— b. The Director of Human Resources recommends the extension.~~

~~— 2. When an employee's suggestion is significantly modified during the evaluation process so that the suggestion is adopted in a different form, the employee shall be eligible for an award if the original suggestion was directly responsible for the university taking action; under these circumstances the suggestion will be deemed a "trigger".~~

~~— 3. A suggestion which is not adopted will be kept on file for one year from the date it was originally received by the Coordinator. The original suggester will be available for an award as provided by this rule if the suggestion is adopted during this time. Thereafter, the suggestion must be resubmitted by any eligible employee before it can be reconsidered.~~

~~— 4. If a university adopts and implements a suggestion previously implemented by another university, the suggester will not be entitled to any additional monetary award.~~

~~— 5. A suggestion may be made by a group of employees and the amount of any award shall be divided among those employees making the suggestion.~~

~~— 6. Tangible suggestions may be recognized through cash awards, U. S. Savings Bonds, or other items in lieu of cash. Normally the amount of cash or the cost of bonds or other items shall not exceed 10% of the first year's savings or revenue increases.~~

~~— a. Cash awards for tangible suggestions will be made after the suggestion has been implemented and actual savings or revenue for the first year have been calculated. However, a partial award shall be made if the university wishes to provide recognition to an employee in a~~

~~more timely manner and chooses to measure benefits on a quarterly or semester basis. Final payment should be paid promptly after the first year's savings or revenue has been documented.~~

~~b. Any payment of cash to an employee as the result of fraudulent action award must be recovered from the employee.~~

~~7. The amount of a cash award for an intangible or "trigger" suggestion that is adopted should be based on a prorated measure of the suggestion's worth, not to exceed \$300. U. S. Savings Bonds or other items awarded in lieu of cash shall not exceed \$300 in cost. The university may award certificates, pins, plaques, letters of commendation, or other appropriate tokens of recognition in lieu of cash to honor eligible employees for intangible or "trigger" awards, provided that the cost of the token does not exceed \$50.~~

~~8. The acceptance of an award for any suggestion adopted through this program shall constitute an agreement by the employee that the employee waives all claims, immediate and future, on the State of Florida, regardless of the use of the suggestion.~~

~~(45)~~ Superior Accomplishment Component.

(a) Awards for superior accomplishment may be presented to eligible employees on an individual basis or collectively for outstanding group performance.

(b) No award granted under the superior accomplishment component shall exceed ~~\$1,000~~2,500.

(c) The University may award certificates, pins, plaques, letters of commendation, or other appropriate tokens of recognition for superior accomplishment, provided that the cost of the token does not exceed ~~\$5~~100.

~~(65)~~ Service Award Component.

(a) The ~~u~~University recognizes eligible retiring employees whose service has been satisfactory. Awards for retirees may take the form of suitable framed certificates, pins, or other tokens of recognition and appreciation, provided such awards do not cost in excess of ~~\$10050~~ each.

(b) The ~~u~~University recognizes eligible employees who have attained sustained satisfactory service in increments of five years (for USPS or ten years for A&P). Awards for satisfactory service may take the form of suitable framed certificates, pins, or other tokens of recognition, provided such awards do not cost in excess of ~~\$50100~~ each.

~~— (7) The university's Director of Human Resources shall be responsible for regular monitoring of departments in order to gather data regarding the number of individual employees being recognized under any component of this program and the monetary impact of such recognition.~~

Authority: ~~BOG~~ Florida Board of Governors Resolution dated January 7, 2003. History—New 8-30-87, Amended 5-11-89, 10-6-91, 4-23-03, Formerly 6C7-.3.0262, Amended -09.