

## NOTICE OF PROPOSED REGULATION AMENDMENT

**Date:** March 31, 2016

**REGULATION TITLE:**

Discipline and Termination for Cause of Non-Unit  
Faculty and A&P Staff Members

**REGULATION NO.:**

UCF-3.0124

**SUMMARY OF REGULATION AMENDMENT:** This regulation is amended to make reference to specific conditions applicable only to College of Medicine personnel, to clarify language regarding predetermination procedures, and to otherwise update references.

**AUTHORITY:** BOG Regulations 1.001

**NAME OF PERSON WHO INITIATED PROPOSED REGULATION AMENDMENT:**

Sheila Daniels, Interim Associate Vice President and Chief Human Resources Officer

**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  
4365 Andromeda Loop North  
Millican Hall, Suite 360  
Orlando, FL 32816-0015  
Phone: (407) 823-2482  
e-mail: [regulations@ucf.edu](mailto:regulations@ucf.edu)

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

**UCF-3.0124 Discipline and Termination for Cause of Non-Unit Faculty and A&P Staff Members.**

(1) Just cause shall be defined as:

- (a) Incompetence; or
- (b) Misconduct.

(2) Just cause for faculty and A&P staff members of the College of Medicine is defined as set forth in University Regulation UCF-10.010.

(23) Termination and Suspension.

- (a) The appointment of a non-unit faculty or an A&P staff member may be

terminated or suspended during its term for just cause. The employee shall be given a written predetermination notice of a proposed termination or suspension by the president or his designee. The notice shall state the reasons for the proposed termination or suspension. The predetermination notice shall provide the opportunity for a predetermination conference regarding the proposed action, if requested in writing within five business days of receipt of the predetermination notice. The predetermination conference shall be informal in nature and shall allow the employee an opportunity to present any information or records regarding the proposed action. ~~A final notice shall be issued to notify the employee of the University's final decision. Any termination or suspension imposed under this subsection shall take effect as set forth in the final notice issued by the President or designee. An employee who is terminated or suspended under this subsection may grieve such action as set forth in University Regulations UCF 3.036 (non-unit faculty) or UCF 3.037 (A&P).~~

- (b) A written final notice shall be issued to notify the employee of the University's final decision regarding the proposed action. Any termination or suspension imposed under this subsection shall take effect as set forth in the final notice issued by the President or designee. An employee who is terminated or suspended under this subsection may grieve such action as set forth in University Regulations UCF-3.036 (non-unit faculty) or UCF-3.037 (non-unit A&P).~~The president or designee retains the right to impose disciplinary action other than termination or suspension for just cause. The employee shall be given written notice of any disciplinary action. The notice shall state the reasons for the disciplinary action. Any disciplinary action taken under this section shall be subject to the grievance procedure found in University Regulations UCF 3.036 or UCF 3.037, as applicable. Counseling shall not be considered disciplinary action under this section.~~

(43) ~~Suspension~~ Leave Pending a Predetermination Conference ~~Predetermination NoticeHearing~~. Notwithstanding the provisions of paragraph (23)(a) above, the President or his designee may immediately ~~suspend~~ place an employee on administrative leave ~~an employee from the performance of duties~~ when the president or designee has reason to believe that the employee's presence on the job would: adversely affect the functioning of the university; or jeopardize the safety or welfare of any employee, colleague, student

~~or patients or colleagues. An involuntary administrative leave under this subsection suspension may be with or without pay. Within five business days of the effective date of~~  
As soon as practicable after placing an employee on leave under this provisiona suspension, the president or president's designee shall serve written notice upon the employee, including a statement of the reasons for any action taken. Either concurrent with or subsequent to that notice the University shall issue a predetermination notice regarding proposed disciplinary action in accordance with Section (3) above. -If the employee has been ~~suspended~~ placed on leave without pay under this subsection and ultimately prevails in the predetermination procedure, the employee shall be reinstated with back pay.

(5) Other Disciplinary Action. The president or designee retains the right to impose disciplinary action other than termination or suspension for just cause. Disciplinary actions include, but are not limited to, written reprimand, demotion, payment of fines, loss of future salary increases, or reassignment. The employee shall be given written notice of any disciplinary action other than termination or suspension, which notice. The notice shall state the reasons for the disciplinary action. Any disciplinary action taken under this section shall be subject to the grievance procedure found in University Regulations UCF-3.036 or UCF-3.037, as applicable. Counseling shall not be considered disciplinary action under this section.

(6) Notification. Whenever notice is provided to be given under this Regulation, the notice shall be personally delivered to the employee or mailed by certified mail to the employee's address of record with the university. The deposit of such notice in the U.S. Mail satisfies the requirement of notification and constitutes delivery of such notice. The University also may, but is not required to, provide notice to the employee by electronic mail to the employee's University-assigned electronic mail address.

*Authority: BOG Regulation 1.001. History—New 4-30-81, Amended 12-27-83, Formerly 6C7-3.124, Amended 3-16-03; Formerly 6C7-3.0124, Amended 6-22-09, 4-20-10, \_\_\_\_\_-16.*