

## NOTICE OF PROPOSED REGULATION AMENDMENT

**Date:** April 5, 2016

**REGULATION TITLE:**  
Meritorious Service Awards Program

**REGULATION NO.:**  
UCF-3.0262

**SUMMARY OF REGULATION AMENDMENT:** This regulation is updated to amend the program to recognize both USPS and A&P employees in five year increments.

**AUTHORITY:** BOG Regulations 1.001

**NAME OF PERSON WHO INITIATED PROPOSED REGULATION AMENDMENT:**  
Shelia 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-3.0262 Meritorious Service Awards Program.**

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

(2) The University is authorized to expend State funds for recognition and awards to employees in compliance with this regulation. Any award will be contingent upon the availability of funds. Nothing in this 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 components:

- (a) 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 University of Central Florida.
- (b) Service – Sustained satisfactory service with this university by faculty, A&P or USPS employees.
  - 1. Eligible employees will be recognized for service upon retirement.
  - 2. Eligible A&P and 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) 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 \$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 \$100.

(5) Service Award Component.

- (a) The 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 \$100 each.
- (b) The University recognizes eligible employees who have attained sustained satisfactory service in increments of five years (for USPS ~~or ten years~~ and ~~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 \$100 each.

*Authority: BOG Regulation 1.001. History—New 8-30-87, Amended 5-11-89, 10-6-91, 4-23-03, Formerly 6C7-3.0262, Amended 4-16-09, \_\_\_\_\_-16.*