

NOTICE OF PROPOSED REGULATION AMENDMENT

Date: August 16, 2019

REGULATION TITLE:
Meritorious Service Awards Program

REGULATION NO.:
UCF-3.0262

SUMMARY OF REGULATION AMENDMENT: This regulation is amended to clarify the expenditure of no more than \$100 of state funds when recognizing employees under the Meritorious Service Awards Program, while clarifying that the nonstate funds are not addressed by these restrictions.

AUTHORITY: BOG Regulation 1.001

NAME OF PERSON WHO INITIATED PROPOSED REGULATION AMENDMENT:
Maureen Binder, Associate Vice President and Chief Human Resources Officer

COMMENTS CONCERNING THE PROPOSED REGULATION AMENDEMENT 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
Millican Hall, Suite 360
Orlando, FL 32816-0015
Phone: (407) 823-2482
Fax: (407) 823-6155
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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. This regulation does not apply to employees represented by the United Faculty of Florida.
- (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 ~~non-state~~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.

(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 in state funds.

(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 the University does not expend more than such awards do not cost in excess of \$100 in state funds per award each.
- (b) The University recognizes eligible employees who have attained sustained satisfactory service in increments of five years (for USPS and A&P). Awards for satisfactory service may take the form of suitable framed certificates, pins, or other

tokens of recognition, provided the University does not expend more than \$100 in state funds per awards~~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, 6-30-16, 7-28-16, _____-19.