

## NOTICE OF PROPOSED REGULATION AMENDMENT

Date: May 17, 2021

**REGULATION TITLE:**  
Separations from Employment

**REGULATION NO.:**  
UCF-3.042

**SUMMARY OF REGULATION AMENDMENT:** This regulation addresses separations from employment with the University, whether voluntary or involuntary. The University proposes to amend the regulation to add language for employees that fail to provide a two-week notice of resignation designating them ineligible for rehire except in certain circumstances. This language aligns with the language already in existence in UCF-3.0122 Resignation and Nonrenewal of Non-unit Faculty and A&P Staff Members. Additionally, language is added to clarify that upon resignation, the individual will have no appeal rights with the University. Other minor edits are also included.

**AUTHORITY:** BOG Regulation 1.001

**NAME OF PERSON WHO INITIATED PROPOSED REGULATION AMENDMENT:**  
Michelle Brooks, Director, Employee Relations & HR Compliance

**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-3.042 Separations from Employment.**

(1) Except as provided by any applicable collective bargaining agreement, this regulation is applicable to all UCF employees.

(2) Failure to provide at least two (2) weeks' written notice of resignation will result in the designation of the employee as ineligible for rehire, except in cases of medical or family emergency, or where the employee's early departure is approved by the University.

(3) Employees are required to work their resignation notice period unless on approved leave of absence. Failure to work during the resignation notice period will may result in the designation of the employee as ineligible for rehire.

~~(2) An employee who resigns from employment shall not have any rights of appeal.~~

(43) An employee who resigns from employment while under an official investigation by the university may have their resignation status adjusted to reflect “ineligible for rehire” should the investigation substantiate violation(s) of university regulations, policies, or the UCF Employee Code of Conduct.

(5) An employee who resigns from employment shall not have any rights of appeal, either as to the resignation or as to any other matter arising during their employment.

(64) An employee who is USPS, A&P (including Executive Service) or OPS (including Post-Doctoral Associates) and is absent without approved leave for three or more consecutive workdays may be considered to have abandoned their position.

~~(75)~~ The president or designee may separate an employee in accordance with university regulations, policies, or procedures.

(86) OPS employees and other employees not in regular positions (e.g., interim, temporary, time-limited, visiting or emergency appointments) may be separated from employment at any time without the requirements of notice or reason and without rights of appeal.

However, they may meet with the dean or director of the appropriate unit to register any concerns and request a review of their separation. If the organization unit does not have a dean or director, then another appropriate administrator who is at the dean or director level or above shall substitute ~~who is at the dean or director level or above~~. For example, an associate vice president or vice provost could substitute for a dean or director if the employee worked in such an office. Adjunct faculty who are on contract may have rights stipulated by their contract, so supervisors should contact Academic Affairs prior to taking any action.

(97) Non-tenured or non-regular Faculty and A&P whose appointments expire after receiving notice of non-renewal or non-reappointment or whose appointment expires without the requirement of a written notice of non-reappointment may be separated without further notice.

(108) Employees may be laid off in accordance with Regulation UCF-3.0123.

(119) USPS employees without regular status may be separated from employment at any time without any requirements of notice or reason and without rights of appeal. However, they may meet with their dean or director of the appropriate unit to register any concerns and request a review of their separation. If the organization does not have a dean or director, then another appropriate administrator who is at the dean or director level or above shall substitute ~~who is at the dean or director level or above~~. For example, an associate vice president or vice provost could substitute for a dean or director if the employee worked in such an office.

(1240) Separation Clearance.

- (a) All persons separating from employment with the university are required to return to the university all university property in their possession and settle their account with UCF on or before their last work day. Failure to return university property may result in a categorization of the employee as ineligible for rehire, regardless of the nature of the separation from employment.
- (b) The university reserves the right to subtract any amounts owed to the university or to subtract an amount to compensate for unreturned property from any funds which are due the employee (considering federal minimum wage requirements) and may delay or withhold the issuance of transcripts where applicable.
- (c) The employee's supervisor is responsible for ensuring proper separation procedures are followed and for notifying the department or college head if property or keys are not returned or accounts are not settled.

*Authority: BOG Regulation 1.001. History—New 5-29-12, 9-27-18, \_\_\_\_\_-21.*