

### **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 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 \$100 in state funds per awards.

- (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 award.

*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, 9-19-19.*