



UNIVERSITY OF CENTRAL FLORIDA

**Board of Trustees  
Nominating and Governance Committee  
FAIRWINDS Alumni Center  
September 27, 2018  
10:30 a.m. – 11:15 a.m.  
Call-in Number: 800-442-5794, Passcode: 463796**

**Revised Agenda**

- |                                                                                                                                                                                                             |                                                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| <b>I. CALL TO ORDER</b>                                                                                                                                                                                     | William Yeargin<br><i>Chair, Nominating and<br/>Governance Committee</i> |
| <b>II. ROLL CALL</b>                                                                                                                                                                                        | Tanya Perry<br><i>Coordinator, Legal Affairs</i>                         |
| <b>III. MEETING MINUTES</b>                                                                                                                                                                                 | Chair Yeargin                                                            |
| <ul style="list-style-type: none"><li>• <a href="#">Approval of the July 19, 2018, and the August 17, 2018 Nominating and Governance Committee meeting minutes</a></li></ul>                                |                                                                          |
| <b>IV. NEW BUSINESS</b>                                                                                                                                                                                     |                                                                          |
| <ul style="list-style-type: none"><li>• DSO Reports (<a href="#">INFO-1</a>)</li></ul>                                                                                                                      | Scott Cole<br><i>Vice President and General<br/>Counsel</i>              |
| <ul style="list-style-type: none"><li>• Amendments to University Regulation UCF-3.0124 Discipline and Termination for Cause of Non-Unit Faculty and A&amp;P Staff Members (<a href="#">NGC-1</a>)</li></ul> | Scott Cole<br>Youndy Cook<br><i>Deputy General Counsel</i>               |
| <ul style="list-style-type: none"><li>• Amendments to University Regulation UCF-3.014 Faculty and Administrative and Professional Development Leave Programs (<a href="#">NGC-2</a>)</li></ul>              | Scott Cole<br>Youndy Cook                                                |
| <ul style="list-style-type: none"><li>• Amendments to University Regulation UCF-3.038 Advance Notice of Separation for University Support Personnel System Employees (<a href="#">NGC-3</a>)</li></ul>      | Scott Cole<br>Youndy Cook                                                |

- Amendments to University Regulations UCF-3.042 Scott Cole  
Separations from Employment ([NGC-4](#)) Youndy Cook

**V. CLOSING COMMENTS**

Chair Yeargin



UNIVERSITY OF CENTRAL FLORIDA

**Board of Trustees  
Nominating and Governance Committee  
FAIRWINDS Alumni Center  
July 19, 2018**

**MINUTES**

**CALL TO ORDER**

Trustee William Yeargin, chair of the Nominating and Governance Committee, called the meeting to order at 10:26 a.m. Committee members John Lord and Beverly Seay were present and committee member John Sprouls attended by telephone. Trustees Joshua Bolona, Ken Bradley, Joseph Conte, and Robert Garvy were also present.

**MINUTES APPROVAL**

The minutes from the May 24, 2018, Nominating and Governance Committee meeting were approved as submitted.

**NEW BUSINESS**

**Appointment of Board Members to UCF Foundation (NGC-1)**

Scott Cole asked the committee to approve the appointment of new UCF Foundation board members Sara Wellens Bernard, Clint Bullock, Brian Butler, and Chris Tomasso. The committee unanimously approved the appointments.

**Appointment of Board Members to UCF Research Foundation (NGC-2)**

Cole asked the committee to approve the appointment of new UCF Research Foundation board members Ed Alexander, Waymon Armstrong, Terri Finkel, and Benjamin Patz. The committee unanimously approved the appointments.

**Appointment of Board Member to Limbitless Solutions (NGC-3)**

Cole asked the committee to approve the appointment of new Limbitless Solutions board member Dr. Elizabeth Klonoff. The committee unanimously approved the appointments.

**Appointment of Board Member to UCF Academic Health (NGC-4)**

Cole asked the committee to approve the appointment of new UCF Academic Health board member Phyllis Klock. The committee unanimously approved the appointments.

**Amendments to University Regulation UCF-3.0031 Tuition Waiver Benefit Program (NGC-5)**

Youndy Cook asked the committee to approve amendments to UCF-3.0031 to clarify employee eligibility for the tuition waiver benefit program. The committee unanimously approved the proposed amendments.

Amendments to Chapter 4 University Regulations (NGC-6)

Cook asked the committee to approve amendments to UCF-4.029 Use of University Facilities; Definitions; Priority of Use; Restrictions on Use; UCF-4.0292 Potentially Hazardous Events; UCF-4.0293 Use of University Facilities by the Campus Community; Campus Demonstrations and Other Outdoor Events; Limitations on Use of University Facilities by Non-University Organizations and Persons; and UCF-4.0294 Use of University Facilities; General Requirements. The committee unanimously approved the proposed amendments.

Amendments to Chapter 5 University Regulations (NGC-7)

Cook asked the committee to approve amendments to UCF-5.006 Student Rights and Responsibilities; UCF-5.007 Office of Student Conduct; Scope; Student Conduct Records; UCF-5.008 Rules of Conduct; UCF-5.009 Student Conduct Review Process; Sanctions; UCF-5.012 Organizational Rules of Conduct; UCF-5.013 Organizational Conduct Review Process; Sanctions; Appeals; and UCF-5.015 Student Academic Behavior Standards. The committee unanimously approved the proposed amendments.

Amendments to University Regulations UCF-5.016 and UCF-5.017 (NGC-8)

Cook asked the committee to approve amendments to UCF-5.016 Student Academic Appeals and UCF-5.017 Appeals of Graduate Program Actions or Decisions. The committee unanimously approved the proposed amendments.

Florida Equity Report (NGC-9)

Nancy Myers presented the annual Florida Equity Report for approval. This report is required by the Florida Board of Governors and includes information on the university's progress in implementing strategic initiatives and performance related to equity and access pertaining to academic services, programs, and student enrollment; equity in athletics; and employment. The committee unanimously approved the report.

UCF Foundation Bylaws Amendments (NGC-10)

Cole asked the committee to approve amendments to the UCF Foundation bylaws. Changes include the addition of the Senior Associate Vice President for Development and the Senior Associate Vice President for Alumni Engagement and Annual Giving as officers of the corporation; changes to reflect that the Senior Associate Vice President for Development will perform the duties of the CEO during absence or incapacity, while the Chief Operating Officer will manage the day to day business activities. Language was also added to conform with the new legal requirement that all new DSO board members are approved by the university board of trustees. The committee unanimously approved the amendments.

The meeting adjourned at 11:00 a.m.

Respectfully submitted: \_\_\_\_\_

W. Scott Cole

\_\_\_\_\_ Date



UNIVERSITY OF CENTRAL FLORIDA

**Board of Trustees  
Nominating and Governance Committee  
August 17, 2018**

**MINUTES**

**CALL TO ORDER**

Trustee William Yeargin, chair of the Nominating and Governance Committee, called the meeting to order at 3:30 p.m. The following committee members attended the meeting by teleconference call: Chairman Marcos Marchena, John Lord and Beverly Seay.

**NEW BUSINESS**

Appointment of Board Member to UCF Convocation Corporation (NGC-1)

Scott Cole asked the committee to approve the appointment of new UCF Convocation Corporation board member Danny White. The committee unanimously approved the appointment.

Appointment of Board Member to UCF Stadium Corporation (NGC-2)

Cole asked the committee to approve the appointment of new UCF Stadium Corporation board member Grant Heston. The committee unanimously approved the appointment.

The meeting adjourned at 3:34 p.m.

Respectfully submitted: \_\_\_\_\_  
W. Scott Cole

\_\_\_\_\_  
Date

**ITEM: INFO-1**

**University of Central Florida  
BOARD OF TRUSTEES  
Nominating and Governance Committee**

**SUBJECT: Direct Support Organization reports**

**DATE: September 27, 2018**

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**PROPOSED COMMITTEE ACTION**

Reports from four of the university's direct support organizations: UCF Foundation, UCF Research Foundation, UCF Convocation Corporation, and Limbitless Solutions.

**BACKGROUND INFORMATION**

Each of the university's direct support organizations has a UCF trustee on its board. Representatives of four DSOs will give the committee a brief annual update on their respective direct support organizations.

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**Supporting documentation: None**

**Prepared by: Scott Cole, Vice President and General Counsel**

**Submitted by: Scott Cole, Vice President and General Counsel**

**ITEM: NGC-1**

**University of Central Florida  
Board of Trustees  
Nominating and Governance Committee**

**SUBJECT: Amendments to University Regulation UCF-3.0124**

**DATE: September 27, 2018**

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**PROPOSED COMMITTEE ACTION**

Approve amendments to University of Central Florida Regulation UCF-3.0124 Discipline and Termination for Cause of Non-unit Faculty and A&P Staff Members

**BACKGROUND INFORMATION**

Florida Board of Governors Regulation 1.001 provides that “Each Board of Trustees is authorized to promulgate university regulations in accordance with the Regulation Development Procedure adopted by the Board of Governors.”

Regulation UCF-3.0124 is amended to add “non-unit” to the title to clarify that it only applies to non-unit A&P employees as well as non-unit faculty. Paragraph 3 is also amended to remove the explanation of when an employee would be placed on administrative leave and instead refers to related information in Regulation UCF-3.040.

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**Supporting documentation:** Attachment A: Proposed Amended Regulation UCF-3.0124 (redline)

**Prepared by:** Youndy Cook, Deputy General Counsel

**Submitted by:** Scott Cole, Vice President and General Counsel

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

(1) Just cause shall be defined as:

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

(2) Termination and Suspension.

(a) The appointment of a non-unit faculty or ~~an non-unit~~ 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~~ the president's 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.

(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).

(3) Leave Pending a Predetermination Conference. Notwithstanding the provisions of paragraph ~~(2)3~~(a) above, the ~~P~~president or his designee may immediately place an employee on administrative leave ~~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 set forth in University Regulation UCF-3.040.~~ An involuntary administrative leave under this subsection may be with or without pay. As soon as practicable after placing an employee on leave under this provision, 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 (23) above. If the employee has been placed on leave without pay under this subsection and ultimately prevails in the predetermination procedure, the employee shall be reinstated with back pay.

(4) 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 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.

(5) 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, 5-2-16, 2-20-17, \_\_\_\_\_-18.*

**ITEM: NGC-2**

**University of Central Florida  
Board of Trustees  
Nominating and Governance Committee**

**SUBJECT: Amendments to University Regulation UCF-3.014**

**DATE: September 27, 2018**

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**PROPOSED COMMITTEE ACTION**

Approve amendments to University of Central Florida Regulation UCF-3.014 Faculty and Administrative & Professional Development Leave.

**BACKGROUND INFORMATION**

Florida Board of Governors Regulation 1.001 provides that “Each Board of Trustees is authorized to promulgate university regulations in accordance with the Regulation Development Procedure adopted by the Board of Governors.”

Regulation UCF-3.014 is amended to explain the purpose of the administrative and professional development leave for faculty administrators preparing to return to teaching.

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**Supporting documentation:** Attachment A: Proposed Amended Regulation UCF-3.014 (redline)

**Prepared by:** Youndy Cook, Deputy General Counsel

**Submitted by:** Scott Cole, Vice President and General Counsel

**UCF-3.014 Faculty and Administrative and Professional Development Leave Programs.**

(1) Purpose: Professional development leaves (PDL) are granted to eligible Faculty and A&P employees to increase their value to the university through opportunities for research, writing, professional and intellectual renewal, further education, or other experiences of professional value.

(2) In-unit Faculty and A&P: Any leave programs for in-unit employees shall be conducted in accordance with the applicable provisions of the then-current collective bargaining agreement.

(3) PDL Program for Non-Unit Employees:

(a) Non-unit faculty and A&P employees with six or more years of full-time continuous service with UCF, and each six years of continuous service following the completion of a PDL, shall be eligible to apply for PDLs, except those employees serving in tenure-earning or tenured positions.

(b) No paid leave(s) or family and medical, parental, administrative, or military leave(s) will be considered a break in continuous service.

(c) An employee who is compensated through a contract or grant may receive a PDL only if the contract or grant allows for such leaves and the employee meets all other eligibility requirements.

(d) Application and Selection

1. Application for PDL shall contain an appropriate outline of the project or work to be accomplished during the leave.

2. The employee's immediate supervisor shall review and comment on the application prior to its submission to the university PDL Committee.

3. A non-unit university PDL Committee of at least five members shall be elected by and from the non-unit employees eligible for PDL.

4. Employees who apply for a leave may not serve on the committee.

5. A committee chair shall be elected from among those elected to the PDL Committee.

6. The PDL Committee shall rank the applicants taking into consideration the merits of the proposal; the benefits of the proposed program to the employee, the college/unit, and the university, and submit a ranked list of

employees recommended for leaves to the president or president's representative.

7. No more than one employee for each 15 employees in each department or unit may be granted a PDL for the same semester.
8. PDLs shall be granted contingent upon the availability of staff and unit funding, which is covered by the employee's unit.
9. If an approved leave is postponed, the period of postponement shall be credited for a subsequent PDL.

(e) Terms of Professional Development Leave.

1. The employee must return to UCF employment for at least one academic year following the conclusion of a PDL.
2. Failure to return to the university for the required one academic year or failure to spend the time as stated in the application shall result in the need for the employee to reimburse the university for salary received during the leave.
3. Within thirty days after returning from a PDL, the employee must provide a brief written report to Faculty Affairs and to his/her supervisor about his/her accomplishments during the PDL as they relate to the proposal submitted for that leave.
4. University contributions normally made to employee insurance programs and any other employee benefit programs shall be continued during the PDL. (For example, annual and sick leave will continue to accrue.)
5. While on a PDL, an employee shall be permitted to receive funds for travel and living expenses, and other PDL-related expenses, from sources other than the university, e.g., fellowships, grants-in-aid, and contracts and grants, to assist in accomplishing the purposes of the PDL. Receipt of funds for such purposes shall not result in reduction of the employee's university salary. Grants for such financial assistance from other sources may, but need not, be administered through the university. If financial assistance is received in the form of salary during the PDL, the employee's university salary will be reduced accordingly. Employment

unrelated to the purpose of the PDL is governed by the provisions of applicable university policy and regulation.

(4) Administrative Professional Development Leave.

- (a) Administrative PDLs are reserved for faculty who have served in ~~an~~ full-time administrative position for a period not less than five years and who are returning to a full-time regular faculty position. Faculty administrators must use the PDL to update research and teaching skills in preparation for the move to a full-time regular faculty position. For each five years period the faculty member served in the administrative position, one academic semester PDL may be granted up to a total of ~~threetwo~~ academic semesters. ~~Faculty administrators must use the PDL to update research and teaching skills in preparation for the move to a full time regular faculty position~~
- (b) To apply for an Administrative PDL, the faculty administrator must complete Form AA-10, Request for Administrative Professional Development Leave.
- (c) The dean and the provost or provost's representative must approve the PDL prior to the start of the leave term.
- (d) Requirements for Administrative PDL
  1. The recipient of an Administrative PDL must return to university employment for at least one academic year following the conclusion of the leave. Failure to return to the university for the required one academic year or failure to spend the time as stated in the application shall result in the need for the employee to reimburse the university for salary received during the leave.
  2. University contributions normally made to employee insurance programs and any other employee benefit programs shall be continued during the PDL. (For example, annual and sick leave will continue to accrue.)
  3. While on an Administrative PDL, an employee shall be permitted to receive funds for travel and living expenses, and other PDL-related expenses, from sources other than the university, e.g., fellowships, grants-in-aid, and contracts and grants, to assist in accomplishing the purposes of the PDL. Receipt of funds for such purposes shall not result in reduction

of the employee's university salary. Grants for such financial assistance for other sources may, but need not, be administered through the university. If financial assistance is received in the form of salary during the PDL, the employee's university salary will be reduced accordingly. Employment unrelated to the purpose of the PDL is governed by the provisions of applicable university policy and regulation.

(5) Other Leave

- (a) Job-Required Study Leave. Leave may be made available to employees required to take academic course work as part of their assigned duties if the employee's supervisor determines that the course work is job required and that departmental needs can be met while the employee is on leave. Time spent during workdays to attend classes under this leave shall not be charged to the employee's accrued leave time.
- (b) Leave Without Pay. Leave without pay may be granted for the purpose of taking course work, subject to the provision that any accrued annual or compensatory leave must be taken prior to the beginning of the leave.
- (c) Applications for job-related leave, job-required study leave or leave without pay (when for the purpose of attending course work) shall be made in writing to the employee's immediate supervisor. Supervisors are authorized to select the recipients for these types of leave subject to any limitations that may be imposed by the university.

*Authority: BOG Regulation 1.001. History—New 10-8-75, Amended 3-22-76, 8-4-82, 8-2-89, Formerly 6C7-3.14, Amended 4-23-03; Formerly 6C7-3.014, Amended 12-4-09.*

**ITEM: NGC-3**

**University of Central Florida  
Board of Trustees  
Nominating and Governance Committee**

**SUBJECT: Amendments to University Regulation UCF-3.038**

**DATE: September 27, 2018**

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**PROPOSED COMMITTEE ACTION**

Approve amendments to University of Central Florida Regulation UCF-3.038 Advance Notice of Separation for University Support Personnel System Employees.

**BACKGROUND INFORMATION**

Florida Board of Governors Regulation 1.001 provides that “Each Board of Trustees is authorized to promulgate university regulations in accordance with the Regulation Development Procedure adopted by the Board of Governors.”

Regulation UCF-3.0038 is amended to rename the Advanced Notice of Separation to the Notice of Separation and amends the notice period to 16 weeks from 6 months. New language is added concerning employee pay during the notice period.

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**Supporting documentation:** Attachment A: Proposed Amended Regulation UCF-3.038 (redline)

**Prepared by:** Youndy Cook, Deputy General Counsel

**Submitted by:** Scott Cole, Vice President and General Counsel

**UCF-3.038 ~~Advance~~ Notice of Separation for University Support Personnel System Employees**

- (1) Except as provided by any applicable collective bargaining agreement, this regulation applies to all USPS employees. Employees on probation or in OPS, temporary, time-limited, emergency, or other irregular appointments may be separated from the university without advance notice, although they will normally be given two weeks' notice of separation.
- (2) Probationary Employees:
  - (a) All USPS employees must serve a probationary period, upon initial employment in a regular benefits-earning position. This period shall be a working trial period required of all new USPS employees. Upon the successful completion of the probationary period, regular status is granted for those serving in regular benefits-earning positions.
  - (b) USPS employees in positions which have a six month probationary period will serve only one (1) probationary period upon their initial USPS employment. Positions which have a twelve month probationary period shall serve a probationary period in each classification. After attainment of regular status in any USPS position, employees who serve in a position requiring a six month probationary period will not be required to serve an additional probationary period during contiguous employment.
  - (c) If a USPS employee has a break in service, a new probationary period will be required. Approved paid or unpaid leaves shall not be considered a break in service. An exception to this provision is the recall of a laid off employee during the recall period as noted in University Regulation UCF-3.0123, in which case the employee shall not be required to serve another probationary period.
- (3) A USPS employee may be separated with cause in accordance with University Regulation UCF-3.033.
- (4) USPS staff members have no expectation of continued employment beyond the terms listed herein. A USPS employee may be separated without cause by providing a written ~~Advance~~ Notice of Separation informing the employee of the last date of employment with the university. The period between issuance of the ~~Advance~~ Notice of Separation and the last date of employment shall be the ~~advance~~-notice period.



(5) Terms and conditions during the ~~advance~~-notice period:

- (a) The ~~advance~~ notice period shall be ~~six (6) months~~16 weeks.
- (b) The employee's base rate of pay shall remain unchanged during the ~~advance~~ notice period. The employee shall not receive any pay increases or bonuses during the ~~advance~~-notice period.
- (c) At its discretion, the university may reassign the employee to other duties, responsibilities, and locations during the ~~advance~~-notice period.
- (d) At the time of or following issuance of a Notice of Separation, the University may elect in its discretion to pay the employee for the notice period, as may be allowed under Florida law. If the University elects this option, it shall pay the employee an amount, less withholding, equal to the salary for that portion of the notice period which the University is paying out, and the employee's employment shall terminate immediately.
- ~~(de)~~ The employee has the right to seek employment elsewhere, either within or outside the university.
- ~~(ef)~~ The employee remains subject to all university regulations, policies, and procedures during the ~~advance~~-notice period. The university's right to terminate the employee for cause remains in effect during the ~~advance~~-notice period. Similarly, the employee is subject to layoff in accordance with UCF Regulation 3.0123 during the ~~advance~~-notice period.

(6) ~~Advance~~-Notice of Separation Procedures:

- (a) A department that wishes to consider the issuance of an ~~Advance~~-Notice of Separation to an employee pursuant to this regulation must consult with Human Resources regarding the proposed action. The department must obtain the approval of the respective vice-president or designee prior to making a request to Human Resources for a separation action under this regulation. Only Human Resources is authorized to issue an ~~Advance~~-Notice of Separation.
- (b) An employee who is separated in accordance with this regulation will be considered eligible for rehire.

(7) The decision to issue an ~~Advance~~-Notice of Separation to a USPS employee shall not be based on constitutionally or statutorily impermissible grounds.

(8) The ~~director of Human Resources~~Chief Human Resources Officer or designee shall make final determinations as to interpretation and implementation of this regulation.

(9) This regulation is effective January 1, 2011.

*Authority: BOG Regulation 1.001. History– New 8-3-10. Amended 10-1-12, \_\_\_\_\_-18.*

**ITEM: NGC-4**

**University of Central Florida  
Board of Trustees  
Nominating and Governance Committee**

**SUBJECT: Amendments to University Regulation UCF-3.042**

**DATE: September 27, 2018**

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**PROPOSED COMMITTEE ACTION**

Approve amendments to University of Central Florida Regulation UCF-3.042 Separations from Employment.

**BACKGROUND INFORMATION**

Florida Board of Governors Regulation 1.001 provides that “Each Board of Trustees is authorized to promulgate university regulations in accordance with the Regulation Development Procedure adopted by the Board of Governors.”

Regulation UCF-3.042 is amended to add language regarding the rehire eligibility of employees who resign while under investigation by the university.

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**Supporting documentation:** Attachment A: Proposed Amended Regulation UCF-3.042 (redline)

**Prepared by:** Youndy Cook, Deputy General Counsel

**Submitted by:** Scott Cole, Vice President and General Counsel

**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) An employee who resigns from employment shall not have any rights of appeal.
- (3) 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.
- ~~(4)~~ 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.
- ~~(5)~~ The president or designee may separate an employee in accordance with university regulations, policies or procedures.
- ~~(6)~~ OPS employees and other employees not in regular positions (e.g., interim, temporary, 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 does not have a dean or director, then another appropriate administrator 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.
- ~~(7)~~ 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.
- ~~(8)~~ Employees may be laid off in accordance with Regulation UCF-3.0123.
- ~~(9)~~ 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 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.

(109) 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, \_\_\_\_\_-18.*