

RULES OF
DEPARTMENT OF EDUCATION
DIVISION OF UNIVERSITIES
UNIVERSITY OF FLORIDA

6Cl-3.056 ~~Finance and Administration~~~~Administrative Affairs~~; Resignation and Non-renewal~~reappointment~~ of Administrative and Professional Staff.

(1) Except for an emergency situation, an Administrative and Professional staff member shall be required to give at least one (1) month's notice of resignation.

(2) Non-renewal~~reappointment~~ by the University.

(a) ~~Appointment periods are for the sole purpose of encumbering funds, thus n~~No appointment shall create any right, interest, or expectancy ~~of continued employment in any other~~ ~~appointment~~. At any time, ~~during any appointment~~ staff members may be non-renewed~~reappointed~~ upon written notice that ~~the appointment will be discontinued~~ ~~they will not be offered further appointment~~ as follows:

1. For employees in their initial year of employment, three (3) months prior to the effective date of ~~the non-renewal~~~~reappointment~~ ~~notice~~;

2. For employees with one or more years of service, six (6) months prior to the effective date of ~~the non-renewal~~~~reappointment~~ ~~notice~~;

(b) The decision ~~not to discontinue~~~~offer further~~ ~~an~~ appointment to an Administrative and Professional staff member shall not be based on constitutionally impermissible grounds.

(c) In the event of a break-in-service for more than four (4) consecutive months, only service following such break shall be counted in determining years of employment for purposes

of this rule. "Break-in-service" is defined as an absence, not including approved leaves of absence, following which the employee is treated as a new employee.

(d) If the effective date of ~~the non-renewal~~reappointment notice is subsequent to the expiration date of the employee's ~~appointment~~contract, the employee shall be issued a temporary ~~appointment~~contract for the balance of the required notice period.

~~(e) An Administrative and Professional staff member who receives a written notice that he/she will not be offered further appointment shall be entitled, upon request, to a written statement of the basis for the decision not to reappoint.~~

(e) Following receipt of the notice of non-~~renewal~~reappointment, an Administrative and Professional staff member may be reassigned to other duties and responsibilities. Such reassignment will occur when it is determined that such action best meets the employment needs of the department or unit. Regardless of a reassignment, the employee is entitled to the same amount of compensation he/she received prior to reassignment until the effective date of the non-renewal~~reappointment~~ notice.

Specific Authority 229.0081(2), 229.0082(1)~~240.227(1)~~, FS.

Law Implemented 229.0081(2)(m), 229.0082(3)~~240.227(5), (19)~~ FS.

History: New 03-06-85, Amended 07-01-96, 11-01-99, _____.