

USF System USF USFSP USFSM

Number: USF10.210
Title: Non-reappointment (Staff)
Responsible Office: Administrative Services/Human Resources

Date of Origin: 10-5-03
[5-22-19](#)

Date Last Amended: [8-23-13](#) [5-22-19](#) (technical)

Date Last Reviewed:

(1) Administration employment is at will and Administration employees may be non-reappointed upon written notice from the Chief Administrative Officer (CAO) or designee, or the appropriate area Vice President. Because of potential obligations triggered by a non-reappointment, a notice of non-reappointment must be reviewed/consulted with either the Office of General Counsel or the Division of Human Resources prior to issuance and delivery to the affected employee.¹

(4)(2) Absent a previously designated employment end date as discussed in section (3) below, the period of notification prior to the effective date of non-reappointment is based on the employee's length of continuous employment as Administration as follows:

(a) Thirty (30) days' notification for employees with less than two (2) years of continuous employment.

(b) Three (3) months' notification for employees with two (2) or more years of continuous employment.

(c) Sixty (60) days' notice for employees who are designated as Executive Service.

(d) The notification period for employees assigned to Athletic Coach classes will be the period that is customary and usual for the sport and will be indicated on the employee's letter of offer, initial employment contract, or a subsequent appointment document. Absent such notice, the default notification period for employees assigned to Athletic

¹ Failure to consult prior to issuing/delivering a non-reappointment notice does not invalidate the notice of non-reappointment.

Coach classes will be thirty (30) days' notification prior to the effective date of non-reappointment.

(3)(a) Employees appointed for less than one (1) year, appointed as temporary or provisional, or appointed to a contract, grant or other temporary funding source, do not receive a notice of non-reappointment, except in cases where such notice is to end their employment prior to their designated appointment end date.

(b) Employees who are issued an employment contract, letter of offer, or other official appointment document stating that employment will cease on the date indicated and that no further notice of cessation of employment is required do not receive a notice of non-reappointment, except in cases where such notice is to end their employment prior to their previously designated appointment end date.

(4) Following receipt of the notice of non-reappointment, the CAO has the option to assign the employee other duties and responsibilities and/or to require the employee to use accrued annual leave. The USF System is committed to compensate the employee and maintain current benefits for which he/she is otherwise eligible until the effective date of non-reappointment or separation from employment for other reasons, whichever is sooner; however, an assignment change during the notice period can affect the employee's compensation as follows:

(a) If administrative duties are removed for which a salary increase was granted, that salary increase will be removed;

(b) If temporary additional duties are removed for which a temporary pay increase was granted, the temporary pay increase will be removed; and/or

(c) If the employee agrees to a voluntary demotion that includes a reduction in salary.

(5) When an employee receives appropriate written notice of non-reappointment or when such notice is not required in accordance with these regulations, the employee does not have the right to grieve termination from employment at the end of the notice period.

Authority: Article IX, Sec. 7, Fla. Constitution, Fla. Board of Governors Regulation 1.001.

History: New (BOT approval) 10-5-03, Formerly 6C4-10.210, F.A.C., Amended 6-12-08, 8-10-09, 8-23-13 (technical), 5-22-19 (technical).