

USF System USF USFSP USFSM

Number: USF10.201
Title: Recruitment, Selection, Appointment
Responsible Office: Human Resources

Date of Origin: 10-05-03

Date Last Amended: 6-7-18 (technical)

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(1)(a) All applicants must meet the minimum qualifications contained in the USF System’s class specifications and the additional competencies required for the specific position. If necessary to meet employment needs of the USF System, an applicant who does not meet the minimum qualifications as stated above will be appointed with an emergency, provisional, trainee or similar status. The USF System will determine the required level of education, training, and experience appropriate for a specific position.

(b) Any person who has been convicted of a felony involving the sale of or trafficking in, or conspiracy to sell or traffic in, a controlled substance as described in Chapter 893, Florida Statutes, is disqualified from employment unless conditions outlined in Section 775.16, Florida Statutes, are met. Failure to disclose such conviction is cause for dismissal.

(c) The ability to effectively communicate in and comprehend English is a minimum requirement for all Administration, Staff, and Temporary employees hired (new hires or reemployment) after the original effective date of this Regulation and for any existing employee who after the original effective date of this Regulation seeks and is accepted for a promotion or is hired into a new class.

(d) The Division of Human Resources will publish and routinely review and update as appropriate guidelines for recruitment selection and appointment, including requirements for advertisements and search. The guidelines will be developed in consultation with the Office of Diversity, Inclusion and Equal Opportunity.

(2) The USF System’s offer of employment and appointment will be consistent with the following:

(a) The offer of employment for Administration positions will be conditioned on the return of written acceptance by a specified date.

- (b) Each Administration employee will be issued an initial employment contract or appointment document.
 - (c) An appointment will not create any right, interest or expectancy beyond the specific term set forth in the documented appointment. Appointments will be extended beyond or ended in advance of the established term in accordance with these Regulations.
- (3)(a) An employee who is initially appointed to a Staff position, when the employee meets the minimum qualifications for the position, will serve a probationary period for an amount of time designated on the class specification and in accordance with these Regulations.
- (b) When determined to be in the best interests of the USF System, continuous successful performance in a Staff class with Short-Term status will be counted toward completion of the required probationary period. The decision to count such time toward completion of the probationary period will be made at the time the employee is initially appointed with probationary status.
 - (c) A Staff employee must successfully complete the required probationary period with performance at a satisfactory level or above in order to attain permanent status in a class. Probationary periods may be extended with approval of the CAO to allow additional time to acquire required competencies or knowledge, upon a change in supervisor or to improve performance to a satisfactory level. A Staff employee will serve a new probationary period each time he/she is hired into a new classification, unless, at the time of the hire, the employee is currently employed by the USF System in a Staff position and has already satisfactorily completed probation while holding a previous job in that class.
 - (d) An appointment to a Staff position funded by contract, grant, auxiliary, or local funds, may be time-limited as appropriate for a particular project, enterprise, or amount of time. Such designation must be made to the position at the time of recruitment or when a waiver of recruitment is approved. An employee appointed to a time-limited position will have the same rights as a regular appointment, except the employee will not have any rights provided for layoff and recall.
- (4)(a) Temporary employees may be appointed to meet temporary or non-permanent employment needs.
- (b) Temporary employees have no right, interest or expectancy of continued employment.
 - (c) Temporary employees are not assigned to a specific classification other than exempt (salaried) or non-exempt (hourly).

(5) The USF System may use appointment modifiers to define the status of an employee's appointment. Appointment modifiers are defined by the appropriate administrator as designated by the CAO.

Authority: Art. IX, Sec. 7, Fla. Constitution, Fla. Board of Governors Regulation 1.001. History: New 10-05-03, Formerly 6C4-10.201, F.A.C., Amended 8-27-09, 3-12-10 (technical), 6-7-18 (technical).

Certification: The USF System certifies that it has followed the Florida Board of Governors Regulation Development Procedure and has a record of written notices, comments, summaries and responses as required.