



Human Resources

UNIVERSITY OF CENTRAL FLORIDA

Additional Notices for Offer Letters

Non-Exempt Positions and the Fair Labor Standards Act

The position that you are being offered is classified as “non-exempt” and is covered by the Fair Labor Standards Act (FLSA). This means you are being offered will be paid at an hourly rate. As set forth in university regulation UCF-3.040, you will receive overtime pay for hours worked in excess of 40 in a workweek at a rate of 1.5 times your regular rate of pay, unless limited by an exception authorized by FLSA.

Reduced FTE

The position that you are being offered is a reduced Full Time Equivalent (FTE), which is a proportion of a 40-hour workweek. The annual rate for 1.0 FTE would be the offered salary divided by the offered FTE.

USPS In-Unit Probationary Clause

Your USPS classification is covered under the American Federation of State, County, and Municipal Employees (AFSCME) collective bargaining agreement. In accordance with the agreement, you will serve an initial probationary period of twelve (12) months in your classification. The probationary period represents the time to be used for orientation, training, and evaluation of performance. At any point during the probationary period, your employment may be discontinued. At the end of the twelve (12) month probationary period, the probationary period may be extended, or you may earn regular status in your classification after achieving an overall effective or above USPS probationary evaluation.

USPS Non-Unit Probationary Clause

Your USPS classification will serve an initial twelve (12) month probationary period. The probationary period represents the time to be used for orientation, training, and evaluation of your performance. At any point during the probationary period, your employment may be discontinued. At the end of the twelve (12) month probationary period, the probationary period may be extended, or you may earn regular status in your classification after achieving an overall effective or above USPS probationary evaluation.

Relocation Stipends

The university has decided to offer you a relocation stipend, pursuant to University Policy 3-505.3. Your acceptance of the relocation stipend serves as the acknowledgement of your understanding and acceptance of the terms of the policy.



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Recruitment (sign-on) Bonus - *Add clause after the salary paragraph*

In addition, UCF is also pleased to offer a Recruitment (sign-on) bonus of \$XXXX (would need to put the exact amount here), which is subject to all deductions required by law and will be paid within thirty (30) days of your hire date through UCF's regular payroll process. The receipt of the recruitment bonus is contingent upon an executed agreement to continue employment with UCF for a minimum period of 12 months from the date of your hire. If you voluntarily separate from employment within this 12-month period, you will be required to repay the bonus on a prorated basis.

Shift Differential Allowance

Shift differential is a designated dollar amount and is not a permanent increase. The employee will continue to receive shift differential pay while the employee meets the shift differential eligibility criteria.

USPS Time Limited:

The position you are being offered is a "Time-Limited" appointment. This appointment is for a limited time of employment. Below is a list of specific conditions associated with this appointment:

Time Limited employment is temporary in nature and may end with little or no notice. Funding for these positions are often associated with contract and grants or auxiliary funded units or projects. As such, the position may end before the anticipated end date. Funding may also be available to extend the appointment beyond the anticipated end date. In either case, you will remain a time-limited appointee (regardless of future title changes within the same position number). You are not entitled to appeal a time-limited termination due to the temporary nature of such position. In addition, time-limited appointments are not eligible for layoff or notice of separation rights in accordance with university regulations. However, you are entitled to the applicable benefit options for your specific classification; including State and University sponsored insurance and retirement plans, the ability to earn accrued leave, and limited grievance options available to regular status employees.

You will still serve an initial probationary period of twelve (12) months while in a USPS time-limited position. The probationary period represents the time to be used for orientation, training, and evaluation of performance. At any point during the probationary period, your employment may be discontinued. At the end of the twelve (12) month probationary period, the probationary period may be extended, or you may earn regular status in your temporary classification after achieving an overall effective or above USPS probationary evaluation.

If you are vacating a regular position to accept this appointment, you will have no rights to that position or any other position at the conclusion of this appointment.

If you have any other questions about "Time-Limited" employment, do not hesitate to ask. Assistance is available from the Talent Acquisition and Employee Relations sections of Human Resources.



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Athletics: NCAA

An understanding of NCAA, Conference, UCF and UCFAA rules, regulations, and policies is a critical element of this position. Therefore, employee must comply with all NCAA, Conference, UCF, and UCFAA rules, regulations and policies. Failure to comply with these rules, regulations, and policies will result in disciplinary action appropriate to the offense and may include termination of employment.

Professional License Notice

Please submit to the hiring department a copy of your professional license no later than the date of hire or this offer may be retracted. You may not start employment until a copy of your license is provided to the department.

Bargaining Unit Notice:

American Federation of State, County and Municipal Employees

The position you are being offered is included in the bargaining unit represented by the American Federation of State, County and Municipal Employees (AFSCME) and is subject to the UCF BOT-AFSCME Collective Bargaining Agreement. The University reserves the right to terminate this appointment. An employee may be given a Notice of Separation at any time during the term of this appointment, and such notice is set forth in Article 29 of the current UCF BOT-AFSCME Collective Bargaining Agreement.

Police Benevolent Association

The position you are being offered is included in the bargaining unit represented by the Police Benevolent Association (PBA) and is subject to the UCF BOT-PBA Collective Bargaining Agreement. The University reserves the right to terminate this appointment. An employee may be given a Notice of Separation at any time during the term of this appointment, and such notice is set forth in university regulation UCF-3.038.



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Non-Unit Notices for Visiting or Soft Money Positions

Visiting Appointment: One Year Limit

Your employment is a visiting appointment as defined in university regulation UCF-3.0122 and may cease with little or no notice as provided therein. The department may terminate this appointment upon the conclusion of any applicable search process and the appointment shall not exceed one year. This offer replaces and supersedes any previous offer, appointment, or agreement that covers all or part of this period. Nothing in this appointment shall be deemed to create any right, interest, or expectancy of continued employment beyond this term, and no further notice of cessation of employment is required.

Visiting Appointment: Multi-Year Limit

Your employment is a visiting appointment as defined in university regulation UCF-3.0122 and may cease with little or no notice as provided therein. The department may terminate this appointment upon the conclusion of any applicable search process. You may not be employed in visiting positions at UCF for more than a total of four years; the length of this appointment may be limited by the department's needs and any previous visiting appointments. You should discuss these details with the hiring department. This offer replaces and supersedes any previous offer, appointment, or agreement that covers all or part of this period. Nothing in this appointment shall be deemed to create any right, interest, or expectancy of continued employment beyond this term, and no further notice of cessation of employment is required.

Contract & Grant Positions

This offer is for a position funded by a contract or grant (C&G). All C&G employment is subject to availability of funding sufficient to fully fund the FTE offered. Employment may cease at the time agreement/grant/project funding for this employment is depleted. C&G employment is considered "soft money" as defined in university regulation UCF-3.0122 and may cease with little or no notice as provided therein.

Auxiliary Positions: "Soft Money" Funding

This offer is for a position is funded by an auxiliary budget and is considered "soft money" as defined in Regulation UCF-3.0122. The appointment may cease with little or no notice as provided therein.



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UFF Notices for Visiting or Soft Money Positions

Visiting Appointment: One Year Limit

Your employment is a visiting appointment as defined in university regulation UCF-3.0122 and will cease on the date indicated by the hiring department. No further notice of cessation of employment is required. The department may terminate this appointment upon the conclusion of any applicable search process and the appointment shall not exceed one year. This offer replaces and supersedes any previous offer, appointment, or agreement that covers all or part of this period. Nothing in this appointment shall be deemed to create any right, interest, or expectancy of continued employment beyond this term, and no further notice of cessation of employment is required.

Visiting Appointment: Multi-Year Limit

Your employment is a visiting appointment as defined in university regulation UCF-3.0122 and will cease on the date indicated by the hiring department. No further notice of cessation of employment is required. The department may terminate this appointment upon the conclusion of any applicable search process. You may not be employed in visiting positions at UCF for more than a total of four years; the length of this appointment may be limited by the department's needs and any previous visiting appointments. You should discuss these details with the hiring department. This offer replaces and supersedes any previous offer, appointment, or agreement that covers all or part of this period. Nothing in this appointment shall be deemed to create any right, interest, or expectancy of continued employment beyond this term, and no further notice of cessation of employment is required.

Contract & Grant Positions:

This position is funded by a contract or grant (C&G), and as such your employment will cease on the date indicated by the hiring department. No further notice of cessation of employment is required. All C&G employment is subject to availability of funding. Employment may cease at the time agreement/grant/project funding for this employment is depleted.

Auxiliary Positions:

This position is funded by an auxiliary budget. Your employment will cease on the date indicated by the hiring department. No further notice of cessation of employment is required.