



STUDENT DEVELOPMENT AND ENROLLMENT SERVICES POLICY

SUBJECT: Ineligible for Rehire - OPS	Effective Date: 7-11-14	Policy Number: 2-003	
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APPLICABILITY/ACCOUNTABILITY

This policy applies to all OPS employees that report within Student Development and Enrollment Services (SDES).

BACKGROUND INFORMATION

Human Resources has different procedures for classifying an OPS employee ineligible for rehire. When an employee is classified as ineligible for rehire, they cannot be hired by any department within the University permanently. SDES wants to ensure consistency within the Division when assigning this status.

DEFINITIONS

Other Personnel Services. An employment classification commonly referred to as OPS. These employees are generally non-exempt from overtime and many are ineligible for health benefits. This can include both student and non-student.

Senior Leadership Team (SLT). An Associate Vice President who reports to the SDES Vice President.

PROCEDURES

OPS Non-Student

1. Department determines incident might warrant an “ineligible for rehire” status.
2. Department director submits documentation for review by the Assistant Vice President, Personnel and Technology, and copies their SLT member.
3. If the AVP, Personnel and Technology, disagrees with the “ineligible for rehire” status, the department director and SLT member will be notified and the department can proceed with a standard dismissal.

4. If the AVP, Personnel and Technology, agrees with the “ineligible for rehire” status, the department will receive a document to attach to the ePAF for processing.

OPS Student

1. Department determines incident might warrant an “ineligible for rehire” status.
2. Department director submits documentation for review by the Assistant Vice President, Personnel and Technology, and copies their SLT member.
3. If the AVP, Personnel and Technology, disagrees with the “ineligible for rehire” status, the department director and SLT member will be notified and the department can proceed with a standard dismissal.
4. If the AVP, Personnel and Technology agrees with the “ineligible for rehire” status, the department will receive notification to submit incident report to Office of Student Conduct.
5. Department submits ePAF with “ineligible for rehire” status and attaches Student Conduct Incident Report.
6. HR will then process ePAF as “ineligible for rehire”.
7. In the event the Office of Student Conduct does not support the department’s request, HR will rekey as a standard dismissal.

RELATED INFORMATION

UCF Policies

<http://policies.ucf.edu>

UCF Regulations

<http://regulations.ucf.edu>

RELATED DOCUMENTS

SDES Shared Values

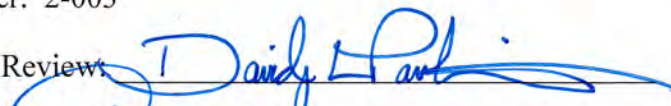
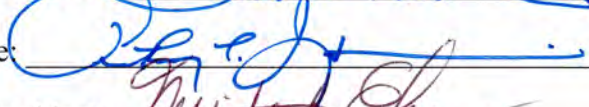
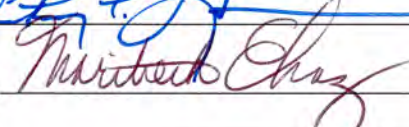
<http://www.sdes.ucf.edu/docs/shared-values.pdf>

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POLICY APPROVAL

Policy Number: 2-003		
SDES Policy Review:		Date: 8/20/15
SLT Designee:		Date: 8/21/15
SDES Vice President:		Date: 8/28/15