

**Notification Periods**

Administration employees may be non-reappointed with written notice, if not otherwise issued an employment contract, letter of offer or other appointment document stating employment will end as of a specific date without additional notification. Absent such a statement, the period of notification prior to the effective date of non-reappointment is based on the employee's length of continuous employment as an Administration employee as follows:

- Thirty days' notice for employees with less than two years of continuous employment.
- Three months' notice for employees with two or more years of continuous employment.
- Sixty days' notice for employees who are designated as Executive Service.
- For employees assigned to athletic coach classes the notice period will be the customary and usual period for the sport as indicated on the letter of offer or employment contract. Absent such notice, the notification period will be 30 days' notice of non-reappointment.

The following employees are not required to be issued a notice of non-reappointment, unless such notice is to end employment prior to the previously designated appointment end date. Employees who are:

- Appointed for less than one year;
- Appointed as temporary or provisional; and/or
- Appointed to a contract, grant, or other temporary funding source.

Non-reappointments are approved at the Provost/Vice President (VP) level, with concurrence of Human Resources, but approval authority may be delegated to the dean/director level by the Provost/VP. This procedure is in accordance with University Regulation USF10.210, Non-Reappointment.

**Changes in Responsibilities and Salary**

Following receipt of a notice of non-reappointment, an employee may be assigned alternate duties and responsibilities and/or may be required to use accrued annual leave.

The university is committed to compensate an employee and maintain 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 reduce the employee's compensation if:

- Administrative duties are removed for which a salary increase was granted.
- Temporary additional duties are removed for which a temporary pay increase was granted.
- The employee agrees to a voluntary demotion that includes a reduction in salary.

If the employee's change in duties will result in a reduction in salary or the employee will be required to use all or part of his/her accrued annual leave during the notice period, the employee should be informed in writing.

The employee is expected to perform work for the university during the non-reappointment notice period. The employee may be required to continue performing all or some of his/her current duties. However, alternate duties may be assigned with a viable system for monitoring the work. For example, an employee may be assigned special projects in the same department or another department, which may be completed in the workplace or another location, such as the employee's home, and the supervisor may require weekly updates by e-mail on progress being made.