

**Florida A & M University
Office of Human Resources**

HR OPERATING POLICY- PROCEDURE

Procedure No. HR – 1008

Subject: Executive Service Appointments	
Authority: Chapter 110, Florida Statutes, Board of Regents Rule 6C-5.900, Florida Administrative Code, Chancellor's Memorandum CM-04.00-02, Florida A&M Regulation Florida Administrative Code, and Collective Bargaining Agreements between the State University System and UFF, PBA, FNA and AFSCME, respectively.	Effective Adopted Date: 06/30/2006
Revision(s)	06/27/1996; 06/30/2006
Related References	
Purpose	To establish uniform guidelines and procedures that are designed to promote sound personnel practices relating to the recruitment, selection and employment of individuals in the Faculty, Administrative and Professional (A&P) including Executive Service, and University Support Personnel System (USPS) Classification Plan and to ensure compliance with State and Federal regulations and applicable collective bargaining agreements governing employment practices.

1.0 General Information

- A. Employees in the Executive Service serve at the pleasure of the President. Their employment may be terminated at the discretion of the President, with 60 days written notice. Such employees are also subject to suspension, reduction in pay, demotion, transfer, reassignment, and other personnel actions at the discretion of the President.
- B. Positions recommended for participation in the Executive Service may not be less than .5 FTE. Those A&P employees who hold tenure or joint Faculty/A&P appointments shall not be eligible for the Executive Service.
- C. Benefits:

Executive Service participants are provided an enhanced employer-paid benefits program which includes:

- 1. The State Group Health Self Insurance Plan or a Health Maintenance Organization option for single or family coverage, whichever is applicable.
- 2. Group Term Life Insurance and Accidental Death and Dismemberment Insurance with coverage of double the employee's annual salary. The amount of coverage does not reduce with age until retirement.
- 3. Group Disability Income Insurance which, after a 31-day waiting period following continuous disability, provides a weekly benefit equal to sixty-five (65) percent of an employee's basic weekly earnings.

4. Annual leave accrual at a rate of 9.195 hours biweekly for full-time employees, with a year-end maximum accrual of 480 hours. Hours in excess of 480 are converted to post October 1, 1973 sick leave on an hour for hour basis on January 1, of each year. Payment for all unused annual leave (480 hours maximum accrual) upon termination from Executive Service.
5. Effective January 1, 1991, Executive Service employees are compulsory members of the Senior management Service class (SMSC), unless such Florida Retirement system (FRS) members elect enrollment in the Optional Retirement Program (ORP).
6. Employees who are appointed to an Executive Service position in an acting capacity shall not receive the applicable Executive Service benefits, regardless of whether they are subsequently permanently appointed to the position.
7. When a position no longer meets the criteria for Executive Service eligibility as a result of reorganization or position responsibilities being modified by the President, Chancellor, or Board, the employee shall be removed from the Executive Service and shall no longer receive the related benefits.

2.0 Definition

3.0 Responsibilities

4.0 General Procedures

The President or appointed representative:

- A. Shall submit a recommendation, in writing, to the Chancellor requesting approval of positions to the Executive Service which meet the criteria as stated in Rule 6C-5.900. The request shall also include a copy of the applicable position description and organization chart.
- B. Shall notify the Chancellor immediately when the duties of an Executive Service position change, such that the position no longer meets the criteria for Executive Service inclusion. The notification should also include a copy of the revised position description and organization chart.
- C. Shall notify in writing any employee placed in the Executive Service. Such notice shall occur only after the position in which the employee is to be placed has been approved by the Chancellor for inclusion in the Executive Service.
- D. Shall notify the Chancellor whenever a new incumbent is appointed to fill an already approved Executive Service position. The notice shall include a copy of the incumbent's employment contract. A copy of the contract form is found as an attachment to this IMM and Exhibit ____.
- E. Shall notify the Chancellor when an incumbent is removed from his/her Executive Service position.
- F. Shall remove the Executive Service benefits from the individual the pay period immediately following the individual's removal from the Executive Service.

5.0 Records