

**COLLEGE OF SCIENCES
POLICY STATEMENTS [V25]**

1. SALARY SAVINGS RETURN

- **Research Buyout [REV. 10.21.09, 11.16.10]**
 - The unit/school benefit financially when a faculty member buys out a portion of their academic year salary using C&G funds.
 - Release from one course requires a minimum buyout of 25% [.25FTE] per semester [salary plus benefits]. The college will return 100% of the salary savings from the “buyout” directly to the unit for each semester that there is a buyout. The unit will be responsible for replacing the faculty member in the classroom from the salary saving return.
 - A faculty member and chair/director may agree to accumulate buyouts until the 25% threshold is reached; e.g., a faculty member who buys out 10% [plus benefits] one semester and 15% [plus benefits] the next, could be released from one course the second semester. Buyouts can accumulate over only one year.
 - The faculty member may choose *not* to be released from teaching. In that case, 100% of the E&G salary savings will be available as summer salary to conduct research. The maximum amount that can be bought out is the academic year E&G research FTE, not to exceed three months’ salary (assuming no summer teaching). The funds will be available in the following summer only. Each case needs to be approved individually by the chair/director and college.
 - Normally, all faculty will teach a minimum of 1 regular course per academic year. Exceptions require Dean approval.
- **Faculty LWOP, Sabbatical, Other Vacated Faculty and Staff Positions, etc. [REV. 1.27.10; 11.16.10; 2.13.14]**
 - One-time salary savings connected to faculty/staff leaves or vacancies occurring during a given year will normally be returned to the unit for the remainder of that fiscal year.
 - Any payouts [e.g., unused sick leave, annual leave] will be paid by the college.
 - Permanent replacement of faculty or staff will normally follow the college’s budget planning and recruitment process. The recurring salary/benefits associated with a vacant “faculty” position will become available to the unit in the subsequent fiscal year as part of the unit’s budget “Funding Document.” Funding associated with regular “Staff” positions will be available immediately.

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2. OVERHEAD/INDIRECT COST DISTRIBUTION [Rev 10.10.11]

- Overhead charged to external contracts and grants is collected by the Office of Research and Commercialization. Current University practice provides that ORC subtracts off the top money (5% - 17% depending on the year) for the university and of the balance that remains, ORC keeps 55% and distributes 45% of the remaining funds to the college. The actual distribution to the college is calculated on a rolling two-year average based on this scheme. The COS will distribute 10 points of the 45 percentage points to the PI/co-PIs and 10 points to the unit – divided if necessary among multiple PI/co-PIs and units as specified in the proposal. Overhead will be distributed quarterly based on the actual overhead charged to each grant. The college will distribute overhead on a quarterly basis with a two quarter lag.

3. NEW HIRE STARTUP-OFFICE

- Normally, \$2,500 for Computer/Printer for Office setup for each new full time faculty position will be provided by the college [For Visitors: only if position represents a new line...i.e., if 1 visitor leaves and another replaces this person normally no new office setup would be provided].

4. ADJUNCT SALARY RATE [Aug 2006]:

- Beginning Fall Term 2006: Chairs/Directors of each unit are free to set Adjunct pay rates according to a written policy established by the unit and approved by the Dean. However, the rate policy structure determined within each unit must fit with current non-salary budget allocations to the unit. That is, each unit must be able to afford the rate that they set and stay within their overall budget allocation for the given fiscal year.

5. CARRY FORWARD POLICY [REV. 4.30.09; 4.14.11]

- **GENERAL POLICY:** Units and other budget entities within the college can normally carry forward dollars from current year's allocation into the next fiscal year. The rate of return will be determined by the Dean prior to beginning of each budget year.

6. STARTUP CARRY FORWARD POLICY [REV 4.14.11; 2.28.14]

- **General Policy:** College Startup funding will be distributed to new faculty, as per agreement between the Unit, College and faculty member, during the first 3 years of appointment. It is expected that all funds distributed in a given year will

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be spent [or encumbered] by June 30th of that year. If the faculty member, with the Chair/Director's approval, wants to alter the startup distribution plan, they should contact the College budget office as early in the fiscal year as possible and request the change.

7. SUMMER TEACHING POLICY [REV. 11.25.08; 4.14.11; 2.13.14]

- Teaching Assignments
 - The first priorities in scheduling and assigning summer course offerings are programmatic needs, student demand, and budget availability. The college may specify courses to be offered, minimum enrollments, or other requirements.
 - Regular course sections scheduled for summer terms will normally be canceled unless they meet the following minimum enrollment levels: Lower Division-20; Upper Division-14; Graduate-8
 - Any exceptions must be approved in advance by the COS Dean's office
 - Units/School may set higher enrollment limits or otherwise cancel summer course offerings and assignments based on programmatic needs, lack of student demand, and budget availability
 - Summer course assignments may be offered only to qualified persons. They may be offered to regular faculty (as supplemental assignments), visiting faculty, other employees, adjuncts, or graduate students. Units may develop policies that indicate how faculty should be selected for summer supplemental assignments that are offered to faculty. Summer teaching assignments must be consistent with CBA 8.6.
 - 9-month faculty ordinarily may be assigned no more than 4 credit hours in B-term.
 - Consistent with CBA 8.6(b), 9-Credit hours are the normal maximum summer teaching assignment and constitute a C-Term 1.00 assignment. However, in the event that the Chair/Director wants to assign a faculty member a summer teaching assignment that exceeds 9 hours, the additional hours will be compensated via a dual compensation agreement at .08FTE per hour.
- Non-Teaching Administration Assignment
 - The normal semester FTE value of 1 Assignment such as Associate Chair/Director or Graduate/UG Program Coordinator is .375. Two such assignments would normally be equivalent to .50FTE

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8. FACULTY DUAL COMPENSATION/OVERLOAD

[REV 1.25.08; 2.23.11; 2.28.14]

- **GENERAL POLICY:** All overload/dual compensation requests must be approved by the Dean or designee and are limited by UCF Regulation [UCF-3.0032,]. Current University practice specifies that, except in the case of an emergency, a regular faculty member may not receive dual compensation/overload pay for teaching.
- If overload/dual compensation is allowed, University policy limits such payment to no more than 25% of the fiscal year contract or \$10,000, whichever is greater. Payment limits are calculated from the start of one contract year until the start of the next contract year. These limits are calculated separately for Academic Year and Summer. Also see the current Collective Bargaining Agreement regarding “Overload Appointments” [Sec 8.7 (b)]. Exceptions to the 25% rule must normally be pre-approved by the Dean and Provost [however, see “Pay Rate” below].
- <http://www.regulations.ucf.edu/chapter3/index.html>
- The Current Collective Bargaining Agreement [Sec 8.7 (b)] also states: “Compensation for overload appointments.....shall be no less than the adjunct rate for the employee’s unit or unit. If implementing this agreement in any given instance results in exceeding the “25%” rule, the Collective Bargaining Agreement overrules the UCF 25% policy.

9. WORK LOAD EQUITY POLICY

- **General Policy:** Each unit will have a variable faculty teaching assignment plan approved by the Dean. The variable nature of the teaching assignment plan is intended to provide equitable assignments across faculty and to recognize that each faculty member makes unique and valuable contributions to the mission of the unit. Each plan will in some way account for differences in assignment/productivity of the faculty member in other activities such as research and/or administrative duties. Thus, a faculty member with a minimal or no administrative assignment, who is also not research productive, would normally have a higher teaching load than faculty with either specific administrative assignment [e.g. Associate Chair/Director] and/or who is research productive. Assignments would be reviewed annually and changes instituted as appropriate. Visiting Instructor/Lecturer teaching appointments would normally be assigned 4 sections per term.

10. MATCHES

- The college will seek to make appropriate match commitments to grant and contract proposals, if funds are available. The share of indirect costs (overhead) distributed to the PI/CoPI’s under Policy II will count towards the college match.

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11. PAYMENT OF MOVING EXPENSES POLICY

- In unusual circumstances in which the inclusion of moving expenses as part of new hire startup negotiations are critical to the hire, the Chair may make a request to the Dean that such expenses be included in the startup package. Additionally, Unit units are free to arrange for moving expense reimbursements from their own budgetary resources. All moving expense reimbursements must comply with UCF standards and policies. See Policy and Form Links below
 - i. Moving Expense Policy # 3-505-Payment of Moving Expenses: <http://policies.ucf.edu/documents/3-505.1PaymentOfMovingExpensesFINAL9-15-2010.pdf>
 - ii. Links to the following are located within the Moving Expense Policy statement noted above: 1. Form for Request for Approval to Pay Moving Expense; and 2. Instructions for Employee Moving Expense

12. UCF EMPLOYMENT DOCUMENTATION

- Documentation for ALL COS Faculty level hires, including Visiting positions, Research Associates, Post-Docs, etc. are required to follow the normal University guidelines and procedures for the provision of hiring documentation. Currently, this includes the provision of original transcripts of the highest degrees, 3 references checks [2 of which must be telephone reference checks], SACS-FQMS documentation, etc.

13. CONFLICT OF INTEREST [rev. 2.13.14]

- **FACULTY**
 - All faculty are required to complete a Conflict of Interest Form [see *Conflict of Interest, Outside Activity/Employment Report (Form AA21, Faculty, Forms & Resources* on the Faculty Relations website: <http://facultyrelations.ucf.edu/resources/> . This on-line process must be completed each year and should be updated at any time there is a significant change in activities that are potentially relevant to conflict of interest, or in the event that a new potentially relevant activity is engaged in.
 - Also see Article 19 of the Collective Bargaining Agreement-“Conflict of Interest or Commitment/Outside Activity”:
<http://www.collectivebargaining.ucf.edu/pages/CBA.htm>
 - Also see: “UCF Regulations on Outside Activity or Employment”:
 - <http://regulations.ucf.edu/pdf/notices/reg6C7-3.018 BOG.pdf>

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• **USPS/A&P EMPLOYEES**

- USPS/A&P employees are required to complete and submit a “Staff Conflict of Interest” form to their chair/director if they are engaged in an outside activity that reasonably might be considered to fall under this policy.
 - Form: <http://hr.ucf.edu/files/ConflictofInterest.pdf>

• **EMPLOYMENT OF RELATIVES [REV. 2.4.10; 2.13.14]**

- The UCF Employment of Relatives Policy can be found at the following site: UCF Policy statement-3.008: <http://policies.ucf.edu/documents/3-008.1%20Employment%20of%20Relatives.pdf>
 - The revised Employment of Relatives form is linked directly from this site. This form needs to be completed at the time of hire as appropriate and updated each year where the employee indicates that they are related to another University employee. Definition of what is considered a “relative” is detailed in the University Policy statement and on the Employment of Relatives reporting form.
- If the Employment of Relatives reporting form indicates that a “conflict of interest” exists, a “**Conflict Management Plan**” must be completed and attached to the Employment of Relatives Form.
 - The College of Sciences “Conflict Management Plan Guidelines” and “Reporting Template” can be obtained through each college unit’s HR Liason.

14. COLLEGE POSITION RECLASSIFICATION RAISE & OTHER DISCRETIONARY RAISE POLICY [REV 4.14.11]

- In the case of an approved staff reclassification (promotion), or approved discretionary raise for faculty or staff, the cost of the raise will normally be paid from Unit recurring allocation resources. A “discretionary” raise here refers to any request for a merit/market/equity adjustment for all employee classifications that exceeds the State funded pool of dollars available for raises.

15. SUBVENTION FEE POLICY

- When anticipated sales of a scholarly book or monograph are too small or too slow to recoup production costs, scholarly presses sometimes request *subvention fees*: charges to subsidize the cost of publication. In general the college policy is to refuse such requests. In unusual circumstances the College will consider assisting with subvention if:

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- The publication is a scholarly monograph or book, *not* a textbook;
- The publisher is a university press;
- The unit provides matching funds.
- Authors should not discuss with the publisher or editor the possibility of receiving unit or College subvention funds before the book or monograph is accepted. Any author's revenue generated by the work must be assigned to the College up to the amount of the subvention granted. The college will divide any revenue in proportion to subvention contributions.
- To apply for College subvention fees, submit the following:
 1. Biographical information about the UCF author(s) including CV(s);
 2. The manuscript (electronic version preferred);
 3. At least two pre-publication reviews;
 4. A copy of the contract for publication or if necessary letter of acceptance;
 5. A statement from the publisher requiring and justifying a subvention of a specific amount;
 6. A description of the arrangement for royalties, unless covered in the contract;
 7. Information establishing the publisher as a university press and permitting an evaluation of the quality of its publications in the field of the work involved;
 8. A statement from the chair committing matching subvention funds.
- Send this information to Michael Johnson in CSB 201. The dean's office will organize a faculty committee to review requests for subvention fees and recommend whether they should be granted.

16. USPS COMPENSATORY LEAVE AND OVERTIME

- In the College of Sciences compensatory leave must be used before annual or sick leave.
- By university policy, compensatory time that exceeds 120 hours is paid as overtime.
- COS units will absorb such extra pay from their budgets.

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17. TIP/RIA RECOVERY POLICY [REV. 2.11.09]

- When a faculty member leaves the University, the value of all TIP/RIA awards that she/he has received [@\$5K plus benefits each] will be deducted from the salary/benefits total that is freed up in the Unit budget for future allocation. This policy will remain in effect as long as the University policy of “recycling” all TIP/RIA awards continues.

18. UNIT/SCHOOL PROGRAM REVIEW CONSULTANTS [NEW: 4.21.10, rev 5.12.10]

- **Unit/School Program Review Consultants**
 - State Program Reviews. The College will provide funds [currently \$3,000] to support bringing in an external consultant(s) for the purpose of completing periodic State mandated program reviews.
 - Program Accreditation Reviews. The College will provide funds to assist Units/Schools in defraying part of the costs for completing Program Accreditation reviews. Any such support must be discussed in advance with the Dean.

19. OUTSIDE TEACHING [NEW: 9.20.10]

- Full-time employees in general are prohibited from teaching for other institutions. Exceptions must receive prior approval using the potential conflict-of-interest / conflict-of-commitment system, subject to the following limitations:
 - Faculty must have a full-time teaching load at UCF
 - The outside teaching assignment must not interfere with the employee’s responsibilities to UCF
 - Employees must be rated as at least Above Satisfactory in each area of assignment on their latest evaluation, and continue to perform at this level
 - The other institution must be a public Florida institution
 - No more than one outside section per semester may be approved
- Nine-month faculty must also receive prior approval before teaching elsewhere in the summer

20. STATE VEHICLE USE POLICY [NEW Fall 2010]

Policy Statement

- Driving a University vehicle is a privilege. The driver assumes the duty of obeying all motor vehicles laws, maintaining the vehicle properly at all times, and following this Vehicle Policy in all respects. **[For Policy Detail See**

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Appendix I]

21. REVENUE COLLECTION POLICY [Fall 2005]

Policy Statement:

The duties related to the collection of revenues should be *separated*. At least two individuals should participate in this process. Each transaction process should be done in a timely manner. Also, each transaction step should be completed by one person with assigned accountability.

[For Policy Detail See Appendix II]

22. CONTINUING EDUCATION PROGRAMS PROFIT-LOSS POLICY [NEW-

MAY 2012]

Policy Statement:

- General: Refers to programs such as conferences, workshops, etc., offered through UCF Division of Continuing Education managed through Regional Campus Administration (RCA). This policy is not relevant to Corporate Education programs managed through RCA.
 - Normally, any “Profit” generated from a completed, approved Continuing Education program will be split 90% to the generating unit and 10% to the college
 - Normally, any “Loss”- liability associated with a completed approved Continuing Education program will be specified in advance on the CE initial budget document and negotiated between the sponsoring unit and the college.

23. RESEARCH SPACE ASSIGNMENT POLICY

[New Approved 1.22.14]

- Each unit/school with research laboratory space will have a written process in place, approved by the college, for assigning/reassigning research space. The Chairperson/Director may make use of an advisory committee for this purpose but whether or not such an advisory group provides input to the chair/director, the process used to make such decisions will be published to the unit faculty.

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- The initial assignment of research space is normally negotiated with the chair/director at the time of hire.
- The chair/director will inform the Dean's office of any proposed change in research space utilization [i.e., changing the purpose of the space] or faculty assignment [i.e., changing who is assigned to a specific research space]. Such changes will be communicated by the college to Academic Affairs Space Planning, Analysis & Administration as is required, in order that the University Inventory of Research Spaces can be updated.
- Chairs/Directors are expected to reassess the appropriateness of research space assignments, as needed, and to incorporate research productivity data of the faculty assigned to such space(s) as decisions regarding new research space demands emerge for the unit.
- The Dean may reassign research space from one unit to another as needed to resolve research space requirements within the College.

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APPENDIX I-STATE VEHICLE USE POLICY

- **Policy Statement**

Driving a University vehicle is a privilege. The driver assumes the duty of obeying all motor vehicles laws, maintaining the vehicle properly at all times, and following this Vehicle Policy in all respects.

- **Vehicle Policy Purpose**

College of Sciences – Unit/School Vehicles are to support Unit/School business activities. These vehicles shall be operated only by University employees and students specifically authorized by each unit or school. In all cases, these vehicles are to be operated in strict compliance with motor vehicles laws of the jurisdiction in which they are driven and with the utmost regard for the care and safety of all drivers, passengers and the public.

COS/Unit vehicles are only to be used for official University business....They may NOT be used for personal business

- **Driver Responsibility:**

Each driver is responsible for the possession, care and use of the University vehicle he or she is driving. Therefore, the driver’s responsibilities include but are not limited to the following:

- 1- Each Driver will complete and have on record in the Unit, a Driver Registration Form [See Attachment 1]
- 2- Vehicle Fueling Options [*Can Have One or Both Options*]
 - a. Intended for Vehicles which are operated primarily “Off Campus”: Driver should have a Voyager Gasoline Credit Card. Each driver assigned to drive a University vehicle is responsible for the control and appropriate use of the Voyager Gasoline Credit Card. Each credit card is assigned to a specific vehicle and is to be used exclusively for gasoline purchase for that vehicle. Legible copies of all Voyager gasoline receipts need to be sent to F&A as per the specific instructions and polices for use of the Voyager Gasoline Credit Card. See the Voyager Gasoline Credit Card Web site for specific policies on use:
[http://www.fa.ucf.edu/Guidelines/Travel/BPCW%20TP%20-%202017%20Voyager%20\(Campus%20Wide\).pdf](http://www.fa.ucf.edu/Guidelines/Travel/BPCW%20TP%20-%202017%20Voyager%20(Campus%20Wide).pdf)
 - b. Intended for Vehicles which are operated primarily “On Campus”: The Unit should obtain a “Fuel Key” from Facilities Operations which allows for the use of on campus fueling at Physical Plant. See the following website for instructions on how to obtain a “Fuel Key”:
<http://www.pp.ucf.edu/> --then hold cursor over “Miscellaneous Forms” at the top of the page and click on “Fuel Key Request Form.”

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- 3- All Vehicles are required to have a current copy of the State Vehicle Liability Insurance Certificate [See Attachment 2] in the Glove Compartment. This policy is updated on a yearly basis [July 1], requiring that a new copy of the certificate be downloaded and placed in the vehicle each year. You can obtain a copy of the latest Liability Policy Certificate at the following website:
<http://www.ehs.ucf.edu/EHS%20ARCHIVE/insurance/Insurance%20Certificates/Auto%20liability.pdf>
- 4- All vehicle operators are required to keep a Vehicle Usage /Trip Log [See Attachment 3]. Vehicle Logs are located on a clip board on the front seat or in each vehicle glove box and are to be completed for each usage/trip for the vehicle. Each unit should periodically audit these logs to ensure that drivers are completing them as required.
- 5- Report all potential problems with the University vehicle. Any concerns should be written on the Post Trip Inspection Form [See Attachment 4] located with the Usage/Trip Log and turned in to the Vehicle Contact person immediately for follow-up action.
- 6- Operate the vehicle in a manner consistent with reasonable practices that avoid abuse, theft, or neglect of the vehicle.
- 7- Obey all traffic laws. Any tickets, citations and/or summonses are the sole responsibility of the driver.
- 8- Use of seat belts and shoulder harnesses are mandatory for the driver and all passengers.
- 9- Vehicles should not be operated with any defect that would prevent safe operation. Any such defect should be reported and resolved before use of the vehicle.
- 10- Use safe driving techniques and adhere to current safety requirements.
- 11- Restrict the use of vehicles to authorized driver only.
- 12- Report the occurrence of moving and non-moving violations.
- 13- Accurate, comprehensive and timely reporting of all accidents and thefts of a University vehicle.
 - **Accidents Involving University Vehicles:**
 - 1- If anyone is injured, call for medical assistance immediately.
 - 2- Call the police.
 - 3- Do not admit negligence or liability. Do not sign any written statements.
 - 4- Do not attempt any settlement, regardless of how minor.
 - 5- Get name, address and phone number of injured person(s) and any available witness(es).
 - 6- Exchange vehicle identification, insurance company name and policy number with the other driver.

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- 7- Investigate the extent of damage to the University vehicle.
- 8- Take photographs of the scene of the accident if possible [e.g., use phone camera]
- 9- **DO NOT LEAVE THE SCENE OF THE ACCIDENT IF THERE ARE INJURIES.**
Cooperate fully with law enforcement authorities.
- 10- Complete the accident report form [Accident Report Form, See Attachment 5] located in the glove compartment.
- 11- Turn all information over to your unit chair/director.
- 12- Any situation that involves damage must be reported.
- 13- Unit Emergency Contact Phone Information in case of accident:

Unit Chair: _____

Unit Vehicle Contact Person: _____

○ **Preventable Accidents:**

A preventable accident is defined as any accident involving a University vehicle, which results in property damage and/or personal injury, and in which the driver failed to exercise every reasonable precaution to prevent the accident.

Examples of preventable accidents:

- 1- Following too close
- 2- Driving too fast for conditions
- 3- Failing to observe clearances
- 4- Failing to obey signs
- 5- Improper turns or lane changes
- 6- Failing to observe signals from others drivers
- 7- Failing to reduce speed
- 8- Improper parking
- 9- Improper passing
- 10- Failing to yield
- 11- Improper backing
- 12- Failing to obey traffic signals or directions
- 13- Exceeding the posted limit

Smoking Policy:

Smoking in the vehicles is prohibited.

Eating and Drinking:

Eating and drinking in the vehicles is strongly discouraged.

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Miscellaneous Items:

All drivers are responsible for returning the vehicles to its official location. Any change of the location office should be notified to the Fleet Supervisor.

○ **Preventive Maintenance Program**

The COS Vehicle Policy requires that all state vehicles be on Preventive Maintenance Program. The Unit Chair or their designee is responsible for ensuring that necessary vehicle maintenance is completed for all vehicles. The Unit will keep a Vehicle Maintenance Log [See Attachment 6] to record all maintenance of its vehicle(s).

Under no circumstance should units ignore Vehicle Maintenance checkups. Ignoring such maintenance is a safety issue that could result in a serious accident or loss of property.

An employee operating a university vehicle is the final authority as to the vehicle's operating status. If the employee determines the vehicle is not safe to operate, the vehicle must be removed from service until the unit is repaired.

All safety discrepancies must be reported to the Unit Vehicle Contact person immediately for repair action. Under no circumstances shall an unsafe vehicle be operated. Safety discrepancies include but are not limited to:

- 1- Brakes
 - 2- Lighting and signals
 - 3- Steering
 - 4- Fuel leaks
 - 5- Tires
 - 6- And any discrepancy that hinders efficient and safe operation of the vehicle
- **Forms:** Forms can be obtained on line at the <https://admin.cos.ucf.edu/> website.

It is the Unit/School's Responsibility to Ensure That Each of the Following Documents Completed and Located as Indicated ---See Attached:

 1. Driver Registration Form [maintained in the Unit/School with Vehicle Contact Person]
 2. Current State Liability Insurance Certificate [to be maintained in the Vehicle]
 3. Vehicle Usage/Trip Log [to be maintained in Vehicle]
 4. Post Trip Inspection Form [to be maintained in the Vehicle]
 5. Accident Report Form [to be maintained in the Vehicle]
 6. Vehicle Maintenance Log [to be maintained in the Unit/School with Vehicle Contact Person]

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APPENDIX II-REVENUE COLLECTION POLICY

POLICY STATEMENT:

The duties related to the collection of revenues should be *separated*. At least two individuals should participate in this process. Each transaction process should be done in a timely manner. Also, each transaction step should be completed by one person with assigned accountability



Office of the Dean

SUBJECT: Revenue	Effective Date: 7/1/05	Policy Number: 19 BUD-001	
	Supersedes:	Page 1	Of 2
	Responsible Authority: Dean		

College of Sciences

APPLICABILITY/ACCOUNTABILITY:

This policy applies to all revenue collected by the College of Sciences or its personnel or resources.

POLICY STATEMENT:

The duties related to the collection of revenues should be *separated*. At least two individuals should participate in this process. Each transaction process should be done in a timely manner. Also, each transaction step should be completed by one person with assigned accountability.

PROCEDURES:

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All contracts and agreements that involve revenues that are not previously approved standard contracts must be forwarded to the Dean of the College of Sciences. Following approval from the Dean, each new contract/agreement/MOU should be forwarded to the University General Counsel's Office for review. Execution of the agreement should not occur before both Dean and General Counsel have provided sign off approvals.

Once the contract or agreement has been approved the following tasks should be completed:

- 1) Create a tracking mechanism for the function (e.g. conference, etc.) to ensure that revenue is collected from all necessary entities. A management approval (i.e. Chair/Director or Designee) should be on file if a complimentary ticket, conference discount and/or accounts receivable adjustment is made.
- 2) Once an entity (e.g. a conference attendee) has agreed to attend the function, the information should be recorded in the tracking. An invoice should be prepared to send to this entity and a copy should be retained by the individual responsible for tracking.
- 3) Initiate the process for collection of revenue:
 - a. Checks – Should be received, endorsed (UCF deposit info stamped on the back of the check) and logged by one individual. Then given to a second individual responsible for tracking the function. This individual should sign the log to verify that all checks are received from this individual. Once the tracking has been updated, the check should be endorsed and placed in a secure location.
 - b. Cash – a receipt should be given to the individual that paid with cash. This receipt should be signed by the individual who received the cash. A copy of the receipt and cash should be given to the individual responsible for the tracking mechanism so that this record can be marked as paid. Once the tracking has been updated, the cash should be placed in secure location.
- 4) All forms of revenue should be deposited on a daily basis. Deposits can be made at the University of Central Florida's Cashiers Office using the Unital Transmittal Form. The latest version of this form can be found at <http://www.fa.ucf.edu/forms/forms.cfm#> . A copy of the deposit receipt should be given to the individual that received the checks to record the deposit date and receipt number in the tracking mechanism.
- 5) The tracking mechanism should be reviewed by the Chair/Director or Designee to ensure that all appropriate funds were collected and to access function profitability. (e.g. When you have a conference, compare the number of paid registrations to the number of lunches purchased for attendees.)
- 6) If revenue is not received in a timely manner an additional invoice should be sent marked "Second Invoice". After final review of the collection process, if a payment from the entity has not been received, then an invoice should be sent marked "Final Invoice". After the third invoice is sent, attempts are made to contact the unpaid party by phone and/or email. If no response is received, a letter should be sent informing them, that the account will be turned over to university collections if payment is not received in 10 business days.

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- 7) During the function all attendees should sign in to verify their attendance. This should be reviewed by the Chair/Director or Designee compared to the budget tracking mechanism.
- 8) Reconciliation should be conducted on a monthly basis to ensure all deposits have been recorded in PeopleSoft Financials.

POLICY APPROVAL	
(For use by the College of Sciences)	
Policy Number: REV-019	
Initiating Authority: _____	Date: _____
Dean, College of Sciences: _____	Date: _____