

SUBJECT: Facilities & Safety Perquisite Policy	Effective Date: 3/31/21	Policy Number: FSP 2021 FS0023
	Supersedes:	Page Of
	Responsible Authority: Associate Vice President, Administration and Finance (Facilities & Safety)	

APPLICABILITY/ACCOUNTABILITY:

This Policy applies to all Facilities & Safety (F&S) employees.

POLICY STATEMENT:

This Policy establishes rules for granting perquisites, as defined below, for F&S employees. For OSHA safety compliance reasons, some perquisites are automatically provided to employees to protect them from injury, ensure their well-being, and to prevent any potential liabilities to the university. Other items are considered perquisites because job requirements make it necessary for employees to use them.

F&S provides certain perquisites to employees who are required to use special equipment, wear special clothing, attain certifications or take exams. The purchase of permissible perquisites must be in the best interest of the University and directly related to the duties and responsibilities of the employee.

POLICY:

1. A perquisite is good or service provided by the University to a particular employee for a job requirement. Not all clothing and equipment items are perquisites. Items used by multiple persons are generally not Perquisites.
2. **Permissible Perquisites:** Examples of permissible perquisites include, but are not limited to:
 - a) **Uniforms:** Distinctive clothing worn by employees during every work shift. Uniforms are provided to landscape, skilled trades, and custodial positions only.
 - b) **Shirts for visual identification:** Provide visual identification of UCF employees, student workers, or volunteers. Employees that are provided shirts for visual identification must have exposure to University personnel and the public.
 - c) **Safety Gear:** Personal protective equipment required for an employee to perform work safely.
 - d) **Job required (non-professional) certification/examination fees:** Water/Waste Water Licenses, Refrigerant and Transition Recovery Certification (Section 608), State Fire Safety Inspector’s Certification, etc.

3. **Prohibited Perquisites:** Examples of prohibited Perquisites include, but are not limited to:

- a) Clothing allowances unrelated to job requirements or the employees' health and safety (i.e. shirts simply identifying employees' affiliation with a social club or activity)
- b) Gifts of any kind
- c) Permissible perquisites that exceed a reasonable price.

4. **Suggested Reasonable Prices:**

Item	Price Range
Uniform Shirts	< \$30
Shirts for visual identification	< \$50
Smocks	< 25
Jackets	< \$50
Safety Shoes	< \$140
Hats (Sun protection)	< \$15
Hard Hats	< \$20
Work Gloves	< \$90
Electrician Safety Gear Kit	< \$500
ARC Flash Shirts	< \$20
Rain Gear	<\$20
Apron vests	<\$25

Perquisites costing more than the suggested reasonable prices will require approval from the Associate Vice President of Facilities & Safety prior to the purchase.

5. **Custodian.** Each F&S department will designate a property custodian who will be responsible for tracking perquisites, including worn out items, and items returned by employees terminating their employment with F&S.

6. **Departmental Shirts:**


- a. Employees that are required to wear uniform shirts may be issued 5-7 shirts every two (2) years.
- b. Employees that require shirts for visual identification may be issued 2 shirts every (2) two years.

7. **Stock Items:** Bulk stock items should only be purchased on an "as needed" basis. All stock must be utilized prior to ordering new items. When ordering stock items, the cost on the Perquisite Request Form must correlate with the purchase amount.

8. **Budget Accountability:** Each department is responsible for ensuring the account number provided has the available budget to make the purchases.
9. **Markings and Insignia:** The department must obtain approval from UCF Marketing on any departmental logo prior to ordering apparel. The designated UCF colors must be utilized on all property containing the logo. Please refer to this website for details: <https://www.ucf.edu/brand/brand-assets/logo-identity-system>
10. **Vendors:** Each department is responsible for selecting their designated vendor. Refer to your departmental procedures for details.
11. **Damage to Perquisites:** The employee is responsible for maintaining the perquisite item assigned to him or her, including the laundering of clothing. An employee who intentionally or neglectfully damages a perquisite may be required to reimburse the University for the replacement of such item and may also be subject to disciplinary action, in accordance with the University Policy 3.0191(5)(q).

REFERENCES:

Perquisite Request Form http://rm.fs.ucf.edu/HR/hr_compensation_forms.html

Approved By:	Date Approved:
 <hr/> Duane Siemen Interim Associate Vice President Administration and Finance Facilities and Safety	3/31/21

Justification for Perquisite Request

Director Signature

Date

Accountant RFO Signature

Date

Associate VP Signature

Date

To be Completed by Human Resources

Request for New Perquisite:
Request to Modify Existing Perquisite:

Perquisite #: _____

HR Reviewing Authority Signature

Date

Vice President Signature

Date

PROCEDURE:

1. Perquisite Request Forms must be completed bi-annually in June. They remain active for a 2-year period.
2. Each employee receiving an item must be listed on the form. A line item for a bulk supply is not required.
3. The department is responsible for verifying the appropriate funding source for each perquisite. Funding sources include:
 - a. E&G (Education & General)
 - b. AUX (Auxiliary)
 - c. LOCAL (Agency Funds)
4. Only one funding source is allowed per form.
5. The cost for each item must be within the guidelines stated in the Facilities & Safety Perquisite Policy.
6. The Director will confirm all items listed are permissible perquisites and he/she will approve the form.
7. The Accountant RFO will approve confirming the budget.
8. The Associate Vice President (AVP) will approve all Perquisite Request Forms and submit them to FSHR for processing.
9. The FSHR Team will submit the form to Central Human Resources-Compensation.
10. Central HR-Compensation will approve the form and secure the Vice President's approval.
11. Once the FSHR Team receives the approved Perquisite Request Form with all signatures, an email confirmation will be sent to the following:
 - a. Manager of Warehouse Operations
 - b. Department Director
 - c. Administrative Support Personnel
 - d. Business Office Director
12. A copy of the approved Perquisite Request Form will be saved in FSHR's electronic filing system, Laserfiche.