
ARTICLE 21
OTHER EMPLOYEE RIGHTS

21.1 Professional Meetings. Employees should be encouraged to and may, with the approval of the supervisor, attend and/or make presentations at professional meetings, conferences, and activities. Subject to the availability of funds, the employee's expenses in connection with such meetings, conferences, or activities shall be reimbursed in accordance with the applicable provisions of State law and rules and regulations having the force and effect of law.

21.2 Office Space. Each employee shall be provided with office space that may be on a shared basis when appropriate individual office space is unavailable. Each employee shall be provided ~~The parties recognize the desirability of providing each employee with enclosed office space with a door lock, air conditioning/heating,~~ office equipment commensurate with assigned responsibilities, and ready access to a telephone, computer and the Internet. Each employee shall, consistent with building security, have reasonable access to the employee's office space and laboratories, studios, music rooms, and the like used in connection with assigned responsibilities; this provision may require that campus security provide access on an individual basis. Before an employee's office location is changed, or before there is a substantial alteration to an employee's office to a degree that impedes the employee's work effectiveness, the affected employee shall be notified, if practicable, at least one (1) month prior to such change.

21.3 Safe Conditions. Whenever an employee reports a condition which the employee feels represents a violation of safety or health rules and regulations or which is an unreasonable hazard to persons or property, such conditions shall be promptly investigated. The appropriate administrator shall reply to the concern, in writing **within fourteen (14) days**, if the employee's concern is communicated in writing.

21.4 Limitation on Personal Liability.

(a) In the event an employee is sued for an act, event, or omission which may fall within the scope of Section 768.28, Florida Statutes, the employee should notify the president's office as soon as possible after receipt of the summons commencing the action in order that the University may fulfill its obligation. Failure to notify the employer promptly may affect the rights of the parties.

(b) For information purposes, the following pertinent language of Section 768.28(9), Florida Statutes, is reproduced herein.

No officer, employee, or agent of the state or any of its subdivisions shall be held personally liable in tort or named as a party defendant in any action for any injury or damage suffered as a result of any act, event, or omission of action in the scope of his or her employment or function, unless such officer, employee, or agent acted in bad faith or with malicious purpose or in a manner exhibiting wanton and willful disregard of human rights, safety or property.

21.5 Travel Advances. The University will, to the extent permitted by State law and rule, provide travel advances, upon request, of up to eighty (80) percent of budgeted expenses for authorized travel of longer than five (5) consecutive days.

21.6 Working Papers Rights. Consistent with law, the provisions of Article 18, and the legitimate interests of the University, employees shall have the right to control of their personal correspondence, notes, raw data, and other working papers.

21.7 Protection for Whistleblowers. Employees are notified that Section 112.3187, Florida Statutes, provides protection to whistleblowers and delineates their rights and responsibilities.

[21.8 moved from Article 28 and modified.]

21.8 Copies of the Agreement. The University shall ~~agree to~~ provide the UFF with ~~2-500~~ copies of the ratified Agreement, shall ~~to~~ provide a copy to each employee, and shall ~~to~~ provide a copy to each new employee on or before the first date of employment ~~upon hiring~~. In addition, the University shall provide an electronic copy of the ratified Agreement and all Supplements to the UFF.

21.9 Email. The University shall make available ~~provide~~ to each employee an **email** account that meets all statutory, regulatory, and internal and external policy requirements for communications with students regarding all issues that are a part of usual student-employee communications. The University shall provide **clear** instructions to employees regarding their responsibility for ~~be responsible~~ for maintaining copies of email sent to and from employee accounts in University email systems, to the extent required by statute, regulation, or internal or external policy.

21.10 Monitored meeting space. Upon the written request of the employee, the University shall provide a location for the employee to hold scheduled meetings with students (office hours and appointments) that is monitored by a third party.

21.11 Written communication. Written communication from a University representative to an employee or group of employees shall be valid whether composed in and sent from a University office or any other location, without regard to the day or time of day composed or sent and without regard to whether the University representative is on annual leave or sick leave at the time the communication is composed or sent. These conditions shall apply to email sent from a University email account.