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**ARTICLE 3 [2017-2018]**  
*[supersedes earlier versions, including 2015-2018 and 2016-17]*  
**UFF PRIVILEGES**

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**3.1 Use of Facilities and Services.** Subject to the rules and policies of the University, the UFF shall have the right to request use of University facilities ~~for meetings and to use all other services of the University on the same basis as they are generally available to University related groups and organizations. For purposes of this Agreement, University related groups and organizations are groups that are directly related to University operations or the University community and that may or may not receive budgetary support. Examples of such groups include student organizations, honor societies, fraternities, sororities, alumni associations, faculty committees, and direct support organizations.~~

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**3.2 Communications.**

(a) The UFF may post bulletins and notices relevant to its position as the collective bargaining agent on at least one bulletin board per building where employees have offices. Specific locations within a building shall be mutually selected by the University and the local UFF Chapter. All materials placed on the designated bulletin boards shall bear the date of posting and may be removed by the University after having been posted for sixty days. In addition, such bulletin boards may not be used for election campaigns for public office.

(b) The University shall place a link to the local UFF Chapter website at [www.collectivebargaining.ucf.edu](http://www.collectivebargaining.ucf.edu).

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**3.3 Leave of Absence -- Union Activity.**

(a) At the written request of the UFF, provided no later than May 1 of the preceding academic year when such leave is to become effective, a full-time or part-time unpaid leave of absence for the academic year shall be granted to up to two employees designated by the UFF for the purpose of carrying out UFF's obligations in representing employees and administering this Agreement, including lobbying and other political representation. Such leave may also be granted to one employee for the entire summer term, upon written request by the UFF provided no later than March 15 of the preceding academic year. Upon the failure of the UFF to provide the University with a list of designees by the specified deadlines, the University may refuse to honor any late requests.

(b) No more than two employees from any college/unit, nor more than one employee per fifteen employees per department/unit, shall be granted such leave at any one time.

(c) The UFF shall reimburse the University for the employee's fringe benefits.

(d) Employees on leave under this paragraph shall be eligible to receive salary increases in accordance with the provisions of Article 17.

(e) An employee who has been granted leave under this Article for four consecutive academic years shall not again be eligible for such leave until one academic year has elapsed following the end of the leave. One employee, designated by the UFF, shall be exempt from the provisions of this subsection. Other exceptions may be granted at the discretion of the University upon prior written request by the UFF.

(f) The University shall not be liable for the acts or omissions of said employees during the leave and the UFF shall hold the University harmless for any such acts or omissions, including the cost of defending against such claims.

(g) An employee on such leave shall not be evaluated for this activity nor shall such activity be considered by the University in making personnel decisions.

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**3.4 Released Time.**

(a) The University agrees to provide released time each calendar year to full-time employees designated by the UFF for the purpose of carrying out the UFF's obligations in collective bargaining

51 negotiations, contract enforcement and grievance representation. The Parties shall take coordinated  
 52 action to facilitate an adequate and mutually convenient bargaining schedule. A maximum of ~~five~~four  
 53 units of released time shall be granted during each spring and fall semester and ~~four~~three units in each  
 54 summer session. The UFF may designate employees to receive released time during the year subject to  
 55 the following conditions:

56 (1) A maximum of three released time units per semester shall be granted to employees  
 57 in any one college. Only one course release shall be issued per department.

58 (2) The UFF shall provide the University with a list of designees for the academic year no  
 59 later than May 1 of the preceding academic year. Substitutions for the spring semester shall be made  
 60 upon written notification submitted by the UFF to the University no later than November 1. A list of  
 61 designees for the summer shall be submitted no later than April 15 preceding that summer.

62 (3) ~~Released time shall not become part of the status quo.~~

63 ~~(4) The UFF shall have the ability to "buy out" one employee per semester and provide~~  
 64 ~~one course release to that individual by reimbursing the university for all salary, fringe, and other benefits~~  
 65 ~~for that time period. After ratification of this agreement, two units of released time shall be offered in~~  
 66 ~~Spring 2018 to employees that do not have a teaching assignment. Five units of released time shall be~~  
 67 ~~offered in Summer 2018, and seven units in Fall 2018.~~

68 (b) Each "unit" of released time shall consist of a reduction in teaching load of one course  
 69 per fall or spring semester for instructional employees or, for non-teaching employees, a reduction in  
 70 workload of ten hours per week, which shall include a 25% reduction in assigned duties. One unit of  
 71 released time may be used during the summer term at a rate of 12.5% of the employee's nine-month  
 72 salary and shall be considered the equivalent of one summer term course's FTE for instructional  
 73 employees. For non-~~teaching-instructional~~ twelve-month employees, one unit of summer released time  
 74 shall include a reduction in workload of ten hours per week, which shall include a 25% reduction in  
 75 assigned duties.

76 (c) Released time shall be used only by members of UFF's designated collective bargaining  
 77 team and by the UFF's designated grievance representatives, at the University or state level, and shall not  
 78 be used for lobbying or other political representation.

79 (d) Employees who are on leave of any kind shall not be eligible to receive released time.

80 (e) Upon the failure of the UFF to provide a list of designees by the specified deadlines, the  
 81 University may refuse to honor any released time requests that were submitted late. Substitutions  
 82 submitted after the November 1 deadline shall be allowed at the discretion of the University.

83 (f) An employee who has been granted released time for either or both semesters during four  
 84 consecutive academic years shall not again be eligible for released time until two academic years have  
 85 elapsed following the end of the fourth academic year in which such released time was granted.

86 (1) As an exception to this limitation, three employees designated by the UFF shall  
 87 be eligible for released time for responsibilities at the UFF state level for one additional year. These  
 88 employees shall not again be eligible for released time until two academic years have elapsed following  
 89 the end of the fifth academic year of released time. These employees shall be identified by the UFF no  
 90 later than May 1 of the preceding academic year; substitutions may be approved by the University at its  
 91 discretion.

92 (2) One employee, designated by the UFF, shall be exempt from the released time  
 93 limitations of Article 3.4(f). Other exceptions may be granted at the discretion of the University upon  
 94 prior written request by the UFF.

95 (g) Employees on released time shall be eligible for salary increases on the same basis as  
 96 other employees. Their released time activities shall not be evaluated and the University shall not use  
 97 such activity against the employee in making personnel decisions.

98 (h) Employees on released time shall retain all rights and responsibilities as employees but  
 99 shall not be considered representatives of the University for any activities undertaken on behalf of the  
 100 UFF. The UFF agrees to hold the University harmless for any claims arising from such activities,  
 101 including the cost of defending against such claims.