

ARTICLE 7***MINUTES, REGULATIONS, BUDGETS, AND REPORTS***

7.1 Policy. In accordance with Florida Statutes, Chapter 447.203(17)(d), the University will provide the information listed in sections 7.2 and 7.3 to enable the UFF to fulfill its role as collective bargaining representative. ~~The UFF has a corresponding responsibility to use the information in an accurate manner.~~

7.2 Board and University Documents.

(a) The University shall provide the UFF with hard copies of the BOT-UFF agreement and all supplements to the Agreement, consistent with the provisions of Article 28.

(b) The University shall make the following documents available by links on the University web site:

(1) The UCF BOT-UFF Collective Bargaining Agreement

~~(2)~~ the minutes of the meetings of the Board of Trustees;

~~(3)~~ University regulations published under the Administrative Procedure Act; and

~~(34)~~ the University's operating budget, summary by year.

(c) The University shall ensure that a copy of each of the following documents is made available in the Orlando campus library:

(1) the minutes of the Board of Trustee's committee and subcommittee meetings;

(2) the University's operating budget;

(3) the University's expenditure analysis for the previous year

(4) University regulations published under the Administrative Procedure Act.

(d) Upon a UFF request, the University shall make the following documents available to the UFF, at no cost, ~~no more than once per calendar year~~ summer session and semester:

(1) ~~On or before October 1 and, March 1 and August 1st, a~~ A report reflecting employee salaries for the then-current ~~academic year~~ semester. This report will include the following data elements in spreadsheet format: listing of employees with name, salary administrative plan annual rate, job code, job code title, college, department, UCCF ID, date of hire, and complete work address.

(2) Worksheet reports, ~~on or before October 1, and March 1, and August 1st~~, where prepared, to reflect posted payroll changes. These worksheets would include the following data elements in spreadsheet format: employee name, job title, administrative title, liability department name, UCF ID, date of hire, prior

40 rate of pay, new rate of pay, percent increase, type of increase (e.g., equity, market,
41 merit, etc.), and FTE.

42 (3) A report showing ~~fall~~ faculty and administrative and professional
43 employment
44 for the then-current academic ~~yearsemester~~, ~~on or before October 1 and, March 1st~~
45 ~~1, and August 1 of the summer session or that academic yearsemester (e.g., report~~
46 ~~for fallSpring 2004 2020 would be available on or before March 1, 20052020).~~

47 This report will include the following data elements in spreadsheet format: name,
48 job code, employee class, home department number, liability department number,
49 budget entity (E&G, C&G, Auxiliary), primary campus assignment, FTE,
50 budgeted weeks, date of hire, highest degree earned, year of highest degree, faculty
51 rank, UCF ID, tenure status, tenure date, annual salary, termination date.

52 (4) ~~On or before November 1st, One~~ or more reports summarizing
53 faculty activity for the prior academic year (e.g., reports available by November 1,
54 ~~20152020~~, would reflect ~~loads~~ activities for Summer ~~20142019~~, Fall ~~20192014~~,
55 and Spring ~~20152020~~). These reports will include the following data elements in
56 spreadsheet format: reporting term, employee name, primary department, rank,
57 UCF ID, tenure status, activity code, FTE, and level of effort per activity code by
58 employee.

59 (5) ~~Not more than once per semester, an electronic list including~~
60 ~~name, department/unit, position code, title/rank, e-mail address, contact telephone~~
61 ~~number, work address, date of hire, college or unit, contact mailing addresses for~~
62 ~~each employee in the bargaining unit.~~

63 (e) All documents and reports described in subsection (d) shall be provided in
64 electronic format.

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67 **7.3 Request for information.** Any request for information beyond the scope
68 contained herein in Section 7.1, shall be made in writing by the UFF to the
69 University. Where such information is readily available at the University level, the
70 University shall ~~endeavor to~~ provide such information at no or minimal cost.

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72 **7.4 Bargaining Unit Member List.** ~~Upon request and not more than once per~~
73 ~~semester, the University shall provide the UFF, at no cost, with an electronic list~~
74 ~~including name, department/unit, position code, title/rank, e-mail address, contact~~
75 ~~telephone number, work address, date of hire, college or unit, contact mailing~~
76 ~~addresses for each employee in the bargaining unit.~~