

## COVID MOU #2 FINAL

*This MOU #2 will supersede MOU #1 TA'd on April 30, 2020*

### Statement

During the current global health emergency brought on by the coronavirus pandemic, the UFF-UCF faculty union and the UCF Board of Trustees are committed to maintaining the productive and efficient operation of the University in a safe and healthy environment. Local, state, federal, and international health organizations recommend social distancing and wearing masks or facial covering as the most effective immediate response to reducing the spread of coronavirus. This agreement acknowledges those recommendations. To this end, we agree that the following terms and conditions shall remain in effect until the state of Florida declares an end to the emergency, escalates the emergency, or **December 23, 2020**, whichever comes first. During this period, as a best practice, the University agrees to use its best efforts to inform a designated UFF representative on its crisis management response.

### Assignment/Evaluation

Current faculty, staff, and students rely on college and university education for their present and future livelihoods. Florida and the nation depend on educated and skilled workers beyond the pandemic. We shall strive to continue investing in UCF during the economic downturn. We recognize that reductions in University funding can have a negative impact on our local economy.

- 1 The University and UFF-UCF agree to have open discussions on the potential work modalities for fall 2020 and spring 2021 semesters.
- 2 The University shall permit faculty whose assignment does not require them to return to campus to work in a remote setting in Fall 2020 semester.
- 3 Labs and offices shall remain open to the extent allowed by law and/or emergency orders. Research procedures and safety protocols should remain in place, such as the practice of conducting symptom and exposure monitoring every day before coming to campus through the COVID Self-Checker.
- 4 Given the uncertainty arising from COVID-19, it is possible that assigned activities for spring 2021 may change. Such changes shall be communicated to faculty by December 5, 2020, or as soon as is practicable.
- 5 Supervisors should, in alignment with their department/unit's AESPs, take into account the fact that research routines have been disrupted due to the pandemic in evaluating faculty in annual evaluations and promotion portfolios. Where quantitative research measures are explicitly or implicitly present in the AESPs, they shall be proportionately considered during annual evaluation. Faculty are encouraged to have proactive discussions with their chair or immediate supervisor regarding impacts to their research or creative scholarship. Supervisors are

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encouraged to request a consultation meeting with a faculty member to review their online teaching.

6 Should a course need to transition to another modality during the fall semester due to the health of the instructor or to the state of the pandemic, the University shall use best efforts mitigate the disruption and any adverse results for the students or the faculty.

7 The University shall continue to provide support and training for remote instruction.

#### Intellectual Property Rights

8 Instructors shall maintain rights to all course content, including content required to be presented in an online format as provided in Article 18 of the UCF Collective Bargaining Agreement.

#### Tenure and Promotion

9 As previously agreed in the April 30th 2020 MOU, because there is uncertainty as to the length of the COVID-19 health emergency, the University recognizes that many pre-tenure faculty are still readjusting their research or creative scholarship agenda. To ensure affected faculty's tenure progression is not negatively impacted from the sudden and substantial disruption to research productivity, and to ensure tenure-earning faculty have time to creatively adjust to new resources, conditions, and/or work environments, they may exercise the option to extend their probationary period by one year, beginning with the 2019-2020 academic year. Any tenure-earning faculty member who is eligible to request an extension by September 1, 2020, shall have until October 1, 2020 to request an extension.

<https://facultyexcellence.ucf.edu/document/covid-19-tenure-clock-adjustment-request/> If the faculty member later decides to not use the additional year, he or she may forego the additional year provided by the extension.

#### Public Health and Safety

10 On-campus innovations to combat the virus require funding to protect the health and safety of students, faculty, and staff who return to campus for hybrid or face-to-face classes. To date, the University has already invested \$5 million dollars to upgrade its facilities, increase cleaning, and provide training in health protocols for all faculty, staff, and students who will be returning to campus. It has taken extensive measures to mitigate risk and prevent the spread of COVID 19. A partial list of the steps already taken or in the process of being completed include:

- Installing upgraded air filters and adding UV lighting in buildings
- Adding 1,200 hand sanitizing stations, including one in all classrooms
- Performing regular wipe downs of door handles, elevator buttons and bathrooms throughout the day.

SA 8/17/2020

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- Adding 615 step-and pull door openers as well as 530 plexiglass panels in high traffic areas such as the library and welcome center, and 400 retrofitted motion-sensors for doors.
- Adding 1,350 touch-free paper towels dispensers in buildings that did not already have them.
- Providing reusable face coverings for all faculty, staff, and students at no cost; additionally retrofitting vending machines to provide masks at a fair cost.
- Fogging classrooms with anti-virus spray each night after classes end for the day.
- Roping off sections of seats in classrooms to promote social distancing.
- Reducing classroom capacities in large classrooms.
- Providing protocols for social distancing in open areas in offices and campus dining facilities.

A complete description of all the health and safety precautions being taken by the University may be found at the University's Coronavirus website: [ucf.edu/coronavirus](https://ucf.edu/coronavirus).

#### **Security, Space, and Maintenance of Equipment**

- 12 The University shall consider all requests for additional technology and materials required for faculty to meet their teaching, research, and service obligations. The faculty member understands that all equipment, records, and materials provided by the University shall remain the property of the University.
- 13 All UCF equipment will be serviced and maintained by UCF to the extent possible given the limitations imposed by the current health emergency.
- 14 Faculty agrees to report to their department chair or immediate supervisor, the incidence of lost, damaged, or unauthorized access of UCF equipment or systems at the earliest reasonable opportunity, including any work-related accidents.
- 15 The University shall reimburse faculty or professional employees who are instructed by their supervisor to purchase items or use P-cards to purchase such materials. Documentation will be necessary for reimbursement.

#### **Social and Emotional Well-being**

- 16 Prolonged physical distancing, isolation, death, and illness in our families and communities, and economic disruption may leave many employees with ongoing trauma and mental health issues. To promote a healthy environment, the University has provided a comprehensive website that provides the most recent UCF related COVID information. Faculty are encouraged to visit [ucf.edu/coronavirus](https://ucf.edu/coronavirus) for the latest information. In addition, anyone who experiencing stress, anxiety, depression, relationship or family issues, or any other mental health or life issue is encouraged to seek help through the University's Employee Assistance program, either by calling toll-free: **877-240-6863**, or by accessing the website [HealthAdvocate.com/members](https://HealthAdvocate.com/members).

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125 **Safe Working Conditions**

- 126 17 The University shall consider any high-risk factors for COVID-19 that faculty  
127 members self-identify when making decisions about returning to campus. If the  
128 faculty member falls into one or more "at-risk groups" as defined by the CDC, they  
129 shall be allowed to remain at home and work remotely. Faculty members with  
130 household members who fall into one or more "at risk groups" may request to  
131 remain and home and work remotely. Such requests shall be evaluated on a case-by-  
132 case basis. Employees with disabilities who are in need of an accommodation due to  
133 the pandemic are encouraged to contact the Office of Institutional Equity.  
134 Employees with serious health conditions who are unable to perform any essential  
135 functions of their job due to the pandemic should contact Human Resources.

136  
137 Employees are encouraged to use the leave available under the Families First  
138 Coronavirus Response Act when they are eligible, including emergency paid sick  
139 leave and expanded family and medical leave. Information about this leave is  
140 available on the University's Human Resources website at  
141 <https://hr.ucf.edu/families-first-coronavirus-response-act/>.

142  
143 Employees are encouraged to communicate with their supervisors and/or Human  
144 Resources about alternative or flexible working arrangements to accommodate  
145 caregiving responsibilities. The University has asked supervisors to be as flexible as  
146 possible with employees' schedules, and will make a good faith effort to grant an  
147 employee's request.

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