

## ARTICLE 24

### **BENEFITS**

**24.1 Benefits.** The University and UFF support legislation to provide adequate and affordable health insurance to all employees. Employees are encouraged to contact Human Resources with questions regarding their benefits.

**24.2 Part-Time Employees.** Part-time employees are entitled to employer-funded benefits under the provisions of state law and the rules of the Department of Management Services. Part-time employees should contact the Human Resources office to determine the nature and extent of the benefits for which they are eligible.

**24.3 Retirement Credit.** Retirement credit for employees who are authorized by the University to take uncompensated or partially compensated leaves of absence shall be granted in accordance with State law that exists at the time leave is granted. Employees who plan to take a leave of absence should contact the Human Resources office for complete information prior to taking the leave.

**24.4 Benefits for Retirees.** Retiree benefit information<sup>[CP1]</sup> may be found in UCF Policy or provided on a case by case basis by contacting Human Resources to determine eligibility for the nature and extent of the benefits.

(a) Employees who ~~are~~ retired from the University shall be eligible, upon request, and on the same basis as employees, subject to University policies, to receive the following benefits at the University.

- (1) Retiree identification card;
- (2) Use of the University library (i.e., public rooms, lending and research service);
- (3) Listing in the University directory;
- (4) Placement on designated University mailing lists;
- (5) A free University parking decal for use by the retiree;
- (6) Use of University recreational facilities (retirees may be charged fees different

from those charged to other employees for the use of such facilities);

(7) The ability to enroll in courses at the University without payment of fees, on a space available basis, subject to the provisions of Florida Statutes;

(8) A mailbox in the department/unit from which they retired, subject to space availability; and

(9) University sponsored e-mail address. The University shall provide a retiree email (name@knights.ucf.edu) upon request. The University will forward e-mails from the employee e-mail account (name@ucf.edu) to the retiree's e-mail account for 6 months.

(b) In accordance with University policy, and on a space available basis, the University is encouraged to grant a retiree's request for office or laboratory space.

~~(c)<sup>[CP2]</sup> — With the exception of retirees who participated in the Optional Retirement Program and for whom provisions have been made, as stipulated in Section 24.5(a)(5) of this Agreement, retirees of any State-administered retirement system are entitled to health insurance subsidy payments in accordance with Section 112.363, Florida Statutes.~~

46 **24.5 Retirement Programs.** The parties agree that the Optional Retirement Program  
47 and the Florida Retirement System are governed by Florida Statutes and regulations of the  
48 responsible division of state government. Refer to [www.myfrs.com](http://www.myfrs.com) for details.  
49

50 **24.6 ~~Phased Retirement Program~~<sup>[CP3]</sup>.** ~~Employees enrolled in this program at the time~~  
51 ~~of its ratification shall be permitted to remain enrolled until their participation ends. No~~  
52 ~~employees shall be permitted to enroll in this program 60 days after the date of ratification~~  
53 ~~of this document. If, on or before July 31, 2021, the UFF chooses to re-open enrollment in~~  
54 ~~the Phased Retirement Program, the Transition to Retirement Program (“T2RP”) will be~~  
55 ~~closed for future enrollment.~~  
56

57 **24.7—Tuition Waiver Benefit Programs.** The University offers an employee benefit  
58 program to provide tuition waivers to full-time employees, including employees on  
59 sabbaticals, professional development, and grants-in-aid, medical, educational leave, or  
60 involuntarily called to active military service, to enroll in up to six credit hours in eligible  
61 courses per term on a space-available basis. Employees using the employee tuition waiver  
62 and contingent waiver recipients shall be allowed to register two hours ahead of state  
63 employees. Eligibility guidelines and procedures are available on UCF’s Human Resources  
64 or UCF Regulations websites. To be eligible for a waiver, one must first be accepted at the  
65 university as a student.

66 (a) Tuition Waiver Benefit Limitations. Courses ineligible for the tuition waiver benefit  
67 include but are not limited to: courses offered through other State Universities, State  
68 Colleges, including UCF courses offered at State College rates; Continuing Education  
69 classes or courses offered for credit or non-credit; Medical Education programs courses  
70 associated with programs approved for special tuition in excess of standard tuition rates,  
71 including those associated with Cost Recovery programs; Market Rate programs; and some  
72 Professional programs; independent study; supervised research; thesis hours; dissertation;  
73 internships; externships and other field experiences; co-ops; or applied, individualized  
74 instruction in Music, Art, or Dance. Penalty Fees, including excess hour fees and repeat  
75 course fees, also are not covered by the tuition waiver benefit. Limitations apply to all  
76 recipients of this benefit.

77 (b) Contingent Waiver Program. If an employee does not use the employee tuition  
78 waiver benefit program or does not use the full six credit hour benefit during a semester or  
79 summer, then the spouse or dependents (up to the age of 26) of the employee may receive  
80 a tuition waiver for that semester or summer. The spouse or dependent may use up to six  
81 credit hours not used by the employee to enroll in eligible courses on a space-available  
82 basis per term. This contingent waiver may be used by up to two individuals during any  
83 given term.  
84

85 **24.87 Employee Assistance Programs.** Information about the University’s Employee  
86 Assistance program may be found on the UCF Human Resources Website.  
87

88 **24.98 Pre-tax Benefits Program.** To the extent permissible by federal or state law the  
89 University shall continue to provide pre-tax programs for employees.  
90

91 **24.109 Transition-to-Retirement Program.** The UCF Transition-to-Retirement  
92 Program (T2RP) allows eligible employees to request a planned transition to retirement by  
93 reducing their assigned FTE over a period of one or two consecutive academic years while

94 their department or unit continues to benefit from their effort and experience. The T2RP is  
95 voluntary for the employee and subject to agreement in advance with the department or unit  
96 head about assigned duties and FTE. T2RP provides reduced duties for one or two  
97 consecutive academic years with compensation each academic year commensurate with  
98 the FTE assigned for that academic year. At UCF, each academic year begins on August 8  
99 and ends on the last day of the spring semester (either May 6 or May 7).

100 Participants in T2RP are not yet retired but rather are transitioning toward retirement in a  
101 planned manner that benefits the employee and the University. The period of T2RP  
102 participation is governed by all provisions of this Agreement, including Articles 12 (Non-  
103 reappointment), 15 (Tenure), 16 (Discipline), and 17 (Leaves). T2RP participants retain their  
104 tenure, if applicable, as well as most other rights and responsibilities, such as accrual of  
105 sick leave, of employees with the same FTE.

106 (a) Eligibility. Employees who have received notice of non-reappointment, layoff, or  
107 termination, or who have already retired, including participants in the State's Deferred  
108 Retirement Option Program (DROP) or in the PRP, are not eligible to request participation  
109 in T2RP. Employees who are returning from a leave, such as a sabbatical, professional  
110 development leave, or paid parental leave are ineligible to participate in T2RP until they  
111 have served the appropriate amount of time in a full-time appointment.

112 (1) Full-time, ~~nine-month and 12~~~~twelve~~<sup>CP4</sup>-month instructional E&G employees who  
113 have been employed full-time at UCF for the previous five academic years and who would  
114 otherwise be eligible to retire in their respective retirement plan upon completion of the  
115 T2RP program are eligible to participate in T2RP.

116 (2) Employees who desire to participate in T2RP must concurrently submit their  
117 written request for T2RP participation and retirement/resignation paperwork. This request  
118 for participation must be submitted no later than February 1 preceding the beginning of their  
119 desired participation in T2RP for the next academic year; the retirement/resignation date  
120 specified must be the last day of the spring semester of the next academic year or of the  
121 following academic year. The employee and the department or unit head shall have three  
122 months, or until May 1, whichever occurs later, to determine whether an agreement for  
123 reducing the employee's assigned FTE can be reached. If, after a reasonable good faith  
124 consideration of all factors, an agreement cannot be reached for a reduced FTE  
125 assignment, an employee may not be eligible to participate in T2RP as requested. If an  
126 agreement cannot be reached for a reduced FTE assignment, the employee shall not be  
127 eligible to participate in T2RP as requested. However, if the employee remains employed in  
128 the same position at UCF and eligible to request participation in T2RP, their T2RP request  
129 may be resubmitted in a future year.

130 (3) The decision to participate in the T2RP is irrevocable after the required approval  
131 document has been executed by all parties.

132 (b) Program Provisions. All participants in T2RP must retire or resign at the end of their  
133 participation in T2RP. A planned date of retirement/resignation, which shall not be  
134 extended, must be submitted by the employee when requesting participation in T2RP. On  
135 the date of retirement/resignation, the employee relinquishes all rights to tenure, if  
136 applicable. Participants' retirement benefits shall be determined upon retirement, as  
137 provided under Florida Statutes and the rules of the Division of Retirement.

138 (1) FTE During T2RP Participation. The reduced FTE in the first academic year of  
139 participation in T2RP can be no greater than 0.75 and no less than 0.50, and the reduced  
140 FTE in the final academic year of participation in T2RP, whether the final year is the first or  
141 second year, shall be 0.50.

142 (2) Released Time. While participating in T2RP, employees may use released time  
143 from contracts or grants to fulfill a portion of their assigned FTE as a buyout, subject to the  
144 approval of the department or unit head. No other released time may be used to fulfill or  
145 buyout any portion of a participant's assigned FTE.

146 (3) Summer Appointment. Employees participating in T2RP for two consecutive  
147 academic years may be offered a supplemental summer appointment between the first and  
148 second years of their T2RP participation. Alternatively, a participant may use funds from  
149 contracts and grants for a summer contract. Regardless of the source(s) of summer  
150 funding, the total FTE for the summer appointment shall not exceed the assigned FTE in  
151 either of the two years of T2RP participation. For example, a participant with 0.65 FTE for  
152 the first year in T2RP may not have a summer appointment that exceeds 0.65 FTE.

153 (4) Eligibility for Leave. While participating in T2RP, an employee is not eligible to  
154 apply for nor to take a sabbatical, professional development leave, unpaid personal leave,  
155 paid parental leave, or an administrative professional development leave.

156 (5) Resignation/Retirement During T2RP. A T2RP participant who wishes to  
157 terminate his/her T2RP agreement by resigning or retiring prior to the agreed upon ending  
158 date has the professional obligation, whenever possible, to provide the University with  
159 sufficient notice of his/her retirement or resignation to avoid scheduling and classroom  
160 disruptions. If the participant has a funded research assignment only, he/she has a  
161 professional obligation to provide a minimum of one full semester's notice prior to their  
162 resignation or retirement.

163 (6) Employees are encouraged to contact HR to review potential impact to their  
164 insurance premiums during T2RP.

165  
166  
167  
168  
169  
170

---

*For the BOT: Sherry Andrews*

---

*For the UFF: Talat Rahman*