

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.

(a) Employees who retire 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.

24.5 Retirement Programs. The parties agree that the Optional Retirement Program and the Florida Retirement System are governed by Florida Statutes and regulations of the responsible division of state government. Refer to www.myfrs.com for details.

24.6 Tuition Waiver Benefit Programs. The University offers an employee benefit program to provide tuition waivers to full-time employees, including employees on sabbaticals, professional development, and grants-in-aid, medical, educational leave, or involuntarily called to active military service, to enroll in up to six credit hours in eligible

48 courses per term on a space-available basis. Employees using the employee tuition waiver
49 and contingent waiver recipients shall be allowed to register two hours ahead of state
50 employees. Eligibility guidelines and procedures are available on UCF's Human Resources
51 or UCF Regulations websites. To be eligible for a waiver, one must first be accepted at the
52 university as a student.

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

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

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72 **24.7 Employee Assistance Programs.** Information about the University's Employee
73 Assistance program may be found on the UCF Human Resources Website.

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75 **24.8 Pre-tax Benefits Program.** To the extent permissible by federal or state law the
76 University shall continue to provide pre-tax programs for employees.

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78 **24.9 Transition-to-Retirement Program.** The UCF Transition-to-Retirement Program
79 (T2RP) allows eligible employees to request a planned transition to retirement by reducing
80 their assigned FTE over a period of one or two consecutive academic years while their
81 department or unit continues to benefit from their effort and experience. The T2RP is
82 voluntary for the employee and subject to agreement in advance with the department or unit
83 head about assigned duties and FTE. T2RP provides reduced duties for one or two
84 consecutive academic years with compensation each academic year commensurate with
85 the FTE assigned for that academic year. At UCF, each academic year begins on August 8
86 and ends on the last day of the spring semester (either May 6 or May 7).
87 Participants in T2RP are not yet retired but rather are transitioning toward retirement in a
88 planned manner that benefits the employee and the University. The period of T2RP
89 participation is governed by all provisions of this Agreement, including Articles 12 (Non-
90 reappointment), 15 (Tenure), 16 (Discipline), and 17 (Leaves). T2RP participants retain their
91 tenure, if applicable, as well as most other rights and responsibilities, such as accrual of
92 sick leave, of employees with the same FTE.

93 (a) Eligibility. Employees who have received notice of non-reappointment, layoff, or
94 termination, or who have already retired, including participants in the State's Deferred
95 Retirement Option Program (DROP) or in the PRP, are not eligible to request participation

96 in T2RP. Employees who are returning from a leave, such as a sabbatical, professional
97 development leave, or paid parental leave are ineligible to participate in T2RP until they
98 have served the appropriate amount of time in a full-time appointment.

99 (1) Full-time, nine-month and twelve-month instructional E&G employees who have
100 been employed full-time at UCF for the previous five academic years and who would
101 otherwise be eligible to retire in their respective retirement plan upon completion of the
102 T2RP program are eligible to participate in T2RP.

103 (2) Employees who desire to participate in T2RP must concurrently submit their
104 written request for T2RP participation and retirement/resignation paperwork. This request
105 for participation must be submitted no later than February 1 preceding the beginning of their
106 desired participation in T2RP for the next academic year; the retirement/resignation date
107 specified must be the last day of the spring semester of the next academic year or of the
108 following academic year. The employee and the department or unit head shall have three
109 months, or until May 1, whichever occurs later, to determine whether an agreement for
110 reducing the employee's assigned FTE can be reached. If, after a reasonable good faith
111 consideration of all factors, an agreement cannot be reached for a reduced FTE
112 assignment, an employee may not be eligible to participate in T2RP as requested. If an
113 agreement cannot be reached for a reduced FTE assignment, the employee shall not be
114 eligible to participate in T2RP as requested. However, if the employee remains employed in
115 the same position at UCF and eligible to request participation in T2RP, their T2RP request
116 may be resubmitted in a future year.

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

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

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

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

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

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

143 (5) Resignation/Retirement During T2RP. A T2RP participant who wishes to
144 terminate his/her T2RP agreement by resigning or retiring prior to the agreed upon ending

145 date has the professional obligation, whenever possible, to provide the University with
146 sufficient notice of his/her retirement or resignation to avoid scheduling and classroom
147 disruptions. If the participant has a funded research assignment only, he/she has a
148 professional obligation to provide a minimum of one full semester's notice prior to their
149 resignation or retirement.

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

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