

1 ARTICLE 3

2 UFF PRIVILEGES

3 3.1 Use of Facilities and Services. Subject to the rules and policies of the University,  
4 the UFF shall have the right to use University facilities for meetings and to use all  
5 other services of the University on the same basis as they are generally available  
6 to University-related groups and organizations. UFF will have exclusive access to a  
7 union office on campus for union business.

8 3.2 Communications.

9 (a) The UFF may post bulletins and notices relevant to its position as the  
10 collective bargaining agent on at least one bulletin board per building where  
11 employees have offices. Specific locations within a building shall be mutually  
12 selected by the University and the local UFF Chapter. All materials placed on the  
13 designated bulletin boards shall bear the date of posting and may be removed by  
14 the University after having been posted for sixty days. In addition, such bulletin  
15 boards may not be used for election campaigns for public office. UFF has a right to  
16 communicate with the bargaining unit through a mass email system independent  
17 of any UCF mass email system or listserv.

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

20 3.3 Leave of Absence -- Union Activity.

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

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

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

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

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

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

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

#### 48 3.4 Released Time.

49 (a) The University agrees to provide released time each calendar year to full-  
50 time employees designated by the UFF for the purpose of carrying out the UFF's  
51 obligations in collective bargaining negotiations, contract enforcement and  
52 grievance representation. The Parties shall take coordinated action to facilitate  
53 an adequate and mutually convenient bargaining schedule. A maximum of five  
54 units of released time shall be granted during each spring and fall semester and  
55 four units in each summer session.

56 The UFF may designate employees to receive released time during the year  
57 subject to the following conditions:

58 (1) A maximum of three released time units per semester shall be granted  
59 to employees in any one college. No more than one employee per department  
60 shall receive course releases.

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

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

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

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

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

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

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

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

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

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