

1 **ARTICLE 23**

2 *SALARIES*

3 Ratified 2/24/2023

4 **23.1 Promotion Increases.**

5 (a) Promotion salary increases shall be granted on August 8 following that promotion
6 in an amount equal to 9.0% of the employee's salary as of August 7 in recognition of
7 promotion to one of the following ranks: Associate Professor, Associate Instructor,
8 Associate Lecturer, Associate Scholar/Scientist/Engineer, Associate in _____, Associate
9 Instructional Designer, and Associate University Librarian.

10 (b) Promotion salary increases shall be granted on August 8 following that promotion
11 in an amount equal to 10.0% of the employee's salary as of August 7 in recognition of
12 promotion to one of the following ranks: Professor, Senior Instructor, Senior Lecturer,
13 Scholar/Scientist/Engineer, University Librarian, and Senior Instructional Designer.

14

15 **23.2 Legislatively Mandated Increases.** Any legislatively mandated increases shall be
16 implemented as soon as practicable.

17

18 **23.3 One-Time Payment and Other Increases.**

19 (a) One-time payment for 2022-2023. Effective February 17, 2023 (distributed on pay
20 date March 10, 2023), the university shall provide a one-time payment of \$3,000.00 to
21 each employee who was in a continual, non-OPS employment relationship with the
22 university on May 7, 2022; whose 2021-2022 annual evaluation, if provided, was
23 Satisfactory or above; and who remains employed by the university in an in-unit position
24 at the date of implementation. Those employed on or after May 8, 2021, who did not
25 receive an annual evaluation for 2021-2022 will be assigned a Satisfactory rating for the
26 purpose of this payment. If an employee's position is less than 1.0 FTE, the payment
27 shall be prorated.

28

29 (b) Across-the-Board Salary Increases. Effective February 17, 2023 (distributed on
30 pay date March 10, 2023), each eligible Education and General (E&G) employee shall
31 receive a 1.0% increase to the employee's salary. This increase will be calculated using
32 the employee's salary as of February 16, 2023. An employee shall be eligible if the
33 employee's most recent annual evaluation, if provided, was Satisfactory or above; the
34 employee was in a continual, non-OPS employment relationship with the University on
35 May 7, 2022; and the employee remains in a continual in-unit employment relationship
36 at the date of implementation. Employees employed in 2021-2022 who meet the
37 qualifications above and who were not evaluated shall be assigned a Satisfactory rating
38 for the purpose of this increase and shall be eligible for the increase.

39

40 (c) Merit Salary Increases. Effective March 17, 2023 (distributed on pay date April 7,
41 2023), the University shall provide merit salary increases to each department/unit equal
42 to 2.0% of the total salary of E&G employees in the department/unit as of February 16,
43 2023. All E&G employees who are not members of a department/unit shall be grouped
44 together and treated as a department/unit for the purpose of calculating and providing
45 merit salary increases. Merit salary increases shall be provided to eligible E&G
46 employees in each department/unit who were in a continual, non-OPS employment
47 relationship with the University on May 7, 2022; who remain in a continual in-unit
48 employment relationship at the date of implementation; and meet the following criteria
49 and procedures.

50 (1) Eligibility. For the 2022-2023 academic year, an employee is eligible under this
51 section if they received an overall Above Satisfactory or Outstanding on their most
52 recent annual evaluation and are still employed in unit at the University on the date of
53 implementation.

54 (2) Distribution. The merit salary increases for eligible employees shall be
55 calculated as a percentage of their salary as of February 16, 2023. Such increases shall
56 be distributed proportionately to those eligible employees whose most recent annual
57 evaluations are Above Satisfactory or Outstanding in a ratio of 1.0 for Above Satisfactory
58 and 1.5 for Outstanding.

59

60 23.4 Salary Increases for Employees Funded by Contracts and Grants or Auxiliary Accounts.

61 (a) Employees on contracts or grants shall receive salary increases equivalent to
62 similar employees on Education and General (E&G) funding, provided that such salary
63 increases are permitted by the terms of the contract or grant and adequate funds are
64 available for this purpose in the contract or grant. In the event such salary increases are
65 not permitted by the terms of the contract or grant, or in the event adequate funds are
66 not provided, the University's representative shall seek to have the contract or grant
67 modified to permit or fund such increases.

68

69 (b) Nothing contained herein shall prevent employees whose salaries are funded by
70 grant agencies from being allotted raises higher than those provided in this Agreement
71 if such increases are provided by the granting agency.

72

73 (c) Employees funded by auxiliary accounts shall receive salary increases equivalent
74 to similar employees on E&G funding, provided that adequate funds are available in the
75 appropriate auxiliary account.

76

77 23.5 Annual Incentive Award Programs. Incentive Award Programs recognize and promote
78 employee excellence and productivity that respond to and support the mission of the

79 University of Central Florida, including its strategic initiatives and five key goals. The
80 provost or his or her designee shall give final approval for awards to successful faculty.

81 Each academic year, the University shall make available to eligible employees 115
82 Incentive Awards. The awards shall be distributed to awardees in the next award cycle
83 after ratification of this document as set forth below. Regardless of contract length (9
84 months through 12 months), award recipients shall receive a one-time award of \$5,000
85 as soon as practicable and a \$5,000 increase to their salary effective at the beginning of
86 the succeeding academic year. Employees on visiting and other temporary
87 appointments are not eligible for incentive awards. Employees on non-E&G funding will
88 be eligible for the increase depending on availability of funds. All full-time employees in
89 the appropriate discipline with at least four academic years of continuous, non-OPS
90 service at UCF immediately prior to the current academic year are eligible.

91

92 (a) UCF-Teaching Incentive Program. The UCF-Teaching Incentive Program (“UCF-
93 TIP”) rewards teaching productivity and excellence. Each academic year the University
94 shall make available up to fifty-five UCF-TIP awards to eligible employees. The UCF-TIP
95 award recognizes employee contributions to UCF’s key goals of offering the best
96 undergraduate education available in Florida and achieving international prominence in
97 key programs of graduate study. Employees applying for TIPs must meet current
98 productivity criteria.

99

100 (b) UCF-Research Incentive Award Program. The UCF-Research Incentive Award
101 (“UCF-RIA”) program recognizes outstanding research, scholarly, or creative activity that
102 advances the body of knowledge in a particular field, including interdisciplinary research
103 and collaborations. Each academic year the University shall make available up to fifty-
104 five UCF-RIA awards to eligible employees. The UCF-RIA award recognizes employee
105 contributions to UCF’s key goal of achieving international prominence in research and
106 creative activities.

107

108 (c) Scholarship of Teaching and Learning Awards (SoTLs). SoTLs recognize discovery,
109 reflection, and using evidence-based methods to research effective teaching and
110 student learning in higher education (i.e., at the university level). SoTL goes beyond
111 teaching based on evidence for specific teaching and learning practices. While the
112 implementation of SoTL outcomes may result in teaching excellence and increased
113 teaching effectiveness, this award recognizes scholarly efforts beyond teaching
114 excellence. The University shall make available up to five SoTL awards.

115

116 (d) Applications for Incentive Awards. Applications shall be completed online. These
117 awards shall be made according to the criteria or procedures listed on the Faculty
118 Excellence website.

119

120 (e) Incentive Award Selection.

121 (1) TIPs/RIAs. College or unit committees for the TIP and RIA award programs
122 shall be elected by and from the unit employees. The committees shall equitably
123 represent the departments or units within them. Employees who plan to apply in the
124 current cycle for a particular award shall not be eligible to serve on the committee. A
125 committee chairperson for each incentive award program shall be elected by and from
126 the college/unit committee. The chairperson shall charge the committee that members
127 shall only consider the merits of the application. No additional outside information or
128 discussion of position, e.g., instructor vs. tenure track employee, past awards, current
129 salary, etc., may be considered, nor may additional criteria be used. The committee shall
130 review the award applications and shall submit a ranked list of recommended
131 employees to the dean or dean's representative. In ranking the applicants, committee
132 members shall only consider the merits of the application.

133 a. Each committee member shall review all applications and transmit a
134 preliminary ranking to the committee chair. Committee members may rank as many
135 applicants as they deem merit the award, with the highest rank given to the top
136 candidate (i.e., the highest rank equals the number of applicants, N), the next highest
137 rank being N-1, and so on. Applications that are not deemed acceptable for an award by
138 a committee member shall be left unranked in that committee member's rankings.

139 b. In larger colleges or units, subcommittees may be formed from the
140 committee at-large in the interest of efficient evaluation of the incentive award
141 applications. Each subcommittee must include at least three members, and every
142 member of the committee at-large must serve on a subcommittee. The applications to
143 be reviewed shall be equitably partitioned among the subcommittees. The
144 subcommittees shall follow the ranking procedure outlined above to determine which
145 applications they recommend to the committee at-large. Then the committee at-large
146 shall be convened to review the applications recommended by the subcommittees.

147 c. The committee chair shall convene the committee (at-large) and review
148 their initial rankings. Discussion shall be limited to information contained in the
149 application and may focus on applicants with few or dispersed rankings.

150 d. Following this discussion, the committee shall use a secret ballot to rank
151 candidates using the procedure outlined in (a) above.

152 e. A majority of voting committee members present must rank an applicant
153 for that employee to be eligible for an incentive award.

154 f. The applicant with the highest mean rank (i.e., the sum of the applicant's
155 rankings divided by the number of committee members present) shall have the highest
156 priority for an incentive award, the applicant with the next highest mean rank the next
157 highest priority, and so on, until all applicants who received rankings by a majority of
158 committee members present are ranked in order.

159 g. In the case of T applicants with tied mean rank for the final T-1 or fewer
160 available award(s), the procedure outlined in (a) above, with T being the highest
161 possible rank, shall be used to break the ties. The ranking process outlined in (a) above
162 shall be used as many times in succession as necessary until all such ties are resolved
163 and a final ranked list is complete.

164 h. The committee chair shall transmit this ranked list to the dean or dean's
165 representative, or unit head who reviews and approves the awards. If the selection
166 committee awards fewer than the number of awards available or if the dean or unit
167 head does not approve an award from the list submitted by the selection committee,
168 then the award(s) shall be retained in the same college or unit for one additional cycle
169 before it is returned to the overall pool for apportionment.

170 i. For purposes of TIP/RIA selection as stated above, "college" shall also
171 include the group of employees whose primary assignment is in the College of
172 Undergraduate Studies, the College of Graduate Studies, an institute, or center. Two
173 TIPs and two RIAs shall be available to the employees grouped together as described
174 here. The college committee shall consist of a member from each of the units
175 represented.

176

177 **23.6 Excellence Awards.** The University shall implement the merit-based bonuses set
178 forth below to recognize and promote employee excellence and productivity that
179 respond to and support the mission of the University of Central Florida.

180 (a) **Trustee Chair Professorship.** The UCF Trustee Chair Professorship is a multi-year
181 appointment awarded to employees with an extraordinary record of accomplishment in
182 the three primary areas of academic endeavor: teaching, research, and service. The
183 objective of this appointment is to recognize and celebrate outstanding performance
184 with a title and resources commensurate with accomplishment.

185 (1) Award recipients shall receive an annual budget of \$50,000 funded by the
186 University. Up to \$25,000 can be used as a salary supplement. These chairs have a five-
187 year appointment.

188 (2) Each academic year, the University may award Trustee Chair Professorships.

189 (3) The eligibility criteria for an applicant is holding the rank of tenured professor;
190 the applicant must be recognized as a "foremost scholar" in his or her chosen area of
191 expertise, meaning known as a preeminent scholar in his or her discipline; and have a
192 positive impact to other scholars at UCF. Applications will be reviewed by a committee
193 consisting of one Trustee Chair, one Pegasus Professor, the Chair of the Faculty Senate,
194 and the Vice Provost for Faculty Excellence. An employee who holds the rank of full
195 professor shall be appointed by the UCF-UFF Chapter President to serve as an ex officio
196 member of the committee and shall not have a voting role except in the case of
197 breaking any tie votes. The President and Provost or designee will make the final
198 appointment.

199

200 (b) Pegasus Professor. The Pegasus Professor award recognizes excellence in the
201 three primary areas of academic endeavor: teaching, research and service.

202 (1) Award recipients shall receive a one-time payment of \$5,000 as well as a
203 Pegasus statue.

204 (2) Each academic year, the University may award Pegasus Professor awards.

205 (3) The eligibility criteria is having completed five academic years at the rank of
206 tenured professor at UCF; having achieved excellence in teaching, research and/or
207 creative activity; and demonstrable service and scope of national and international
208 impact. The awards are ultimately determined by the President or designee.

209

210 (c) Excellence Awards. All full-time employees in the appropriate discipline with at
211 least three academic years of continuous non-visiting, non-OPS service at UCF
212 immediately prior to the current academic year are eligible, except for employees who
213 have received a college or university excellence award in the past three academic years
214 in the category for which they are applying. For some Excellence awards, additional
215 eligibility criteria are specified below. Award recipients shall receive a one-time payment
216 of \$2,000. Each academic year, the University shall award Excellence in Undergraduate
217 Teaching awards, one University Award for Excellence in Undergraduate Teaching,
218 Excellence in Graduate Teaching awards, one University Award for Excellence in
219 Graduate Teaching, one University Award for Excellence in Faculty Academic Advising,
220 Excellence in Research awards, one University Distinguished Research award, one
221 University Award for Excellence in Professional Service, one Excellence in Librarianship
222 award, and one Excellence in Instructional Design award.

223 (1) Excellence in Undergraduate Teaching awards.

224 a. Eligibility. Employees must be assigned to teach at least two
225 undergraduate courses in the current academic year and to have taught at least six
226 undergraduate courses over the preceding three academic years.

227 b. The criteria for evaluating applicants' files shall include three major
228 categories:

- 229 1. Innovations to improve undergraduate teaching;
- 230 2. Undergraduate teaching accomplishments/honors;
- 231 3. Evidence of impact on undergraduate teaching.

232 (2) Excellence in Graduate Teaching Awards.

233 a. Eligibility. Employees must have contributed significantly to graduate
234 education, including substantial teaching of graduate courses (including thesis and
235 dissertation courses) over the current academic year and the three preceding academic
236 years.

237 b. The criteria for evaluating applicants' files shall include three major
238 categories:

- 239 1. Innovations to improve graduate teaching;
240 2. Graduate Teaching Accomplishments/honors;
241 3. Evidence of impact on graduate teaching.
- 242 (3) Excellence in Research Awards
- 243 a. Eligibility. Employees must have an assignment of at least 0.10 FTE in
244 research over each of the three immediately preceding academic years and the current
245 academic year at UCF.
- 246 b. The criteria for evaluating applicants' files shall include three major
247 categories.
- 248 1. Cumulative value and impact of research efforts at UCF within the
249 discipline and to society;
- 250 2. Recognition of research impact by the individual's peers in the same or
251 in related disciplines;
- 252 3. Publication/dissemination and presentation of research results.
- 253 (4) Excellence in Faculty Academic Advising.
- 254 a. Eligibility. All employees who currently advise and who have advised
255 undergraduate students over the preceding three academic years are eligible.
- 256 b. The criteria for evaluating applicants' files shall include three major
257 categories:
- 258 1. Evidence of extra effort to improve advising;
- 259 2. Evidence that students have been sensitively and appropriately
260 informed and guided concerning career choices and academic opportunities;
- 261 3. Evidence that the nominee serves as a role model in the pursuit of
262 learning.
- 263 (5) University Awards for Excellence in Professional Service.
- 264 a. Eligibility. Employees who are assigned an FTE of at least 0.05 for
265 professional service duties over the current academic year and for each of the three
266 preceding academic years are eligible.
- 267 b. The criteria for evaluating applicants' files shall include three major
268 categories:
- 269 1. Evidence of effectiveness in service to the university by highlighting
270 leadership contributions;
- 271 2. Evidence of significant accomplishment in professional organizations in
272 the nominee's discipline;
- 273 3. Evidence of recognition for outreach activities, service, and leadership
274 contributions to community organizations.
- 275 (6) Excellence in Librarianship.
- 276 a. Eligibility. Employees who have served at UCF as a librarian on a
277 permanent line for the current academic year and at least the three academic years
278 immediately preceding the current academic year are eligible.

- 279 b. The criteria for evaluating applicant’s files shall include two major
280 categories:
- 281 1. Evidence of extra effort to improve library services and collections;
 - 282 2. Evidence of a sustained period of excellence in the library profession.
- 283 (7) Excellence in Instructional Design.
- 284 a. Eligibility. Must be an instructional designer on a non-visiting, non-OPS 12-
285 month contract at the time of nomination and over the three preceding academic years.
 - 286 b. The criteria for evaluating applicant’s files shall include two major
287 categories:
- 288 1. Innovative contributions to UCF and/or the ID field;
 - 289 2. Evidence of outstanding effort to promote quality of online instruction
290 and improve relationships with faculty members at UCF.
- 291 (8) Recommendations for these awards are made by various committees and are
292 ultimately determined by the President or designee.
- 293
- 294 **23.7 Administrative Discretion Increases.** From the date of ratification of this document,
295 through August 31, 2024, the University may provide Administrative Discretion
296 Increases up to one and one-half percent (1.5%) of the total salary rate of employees
297 who were in an employment relationship with the University on May 7, 2021. Any
298 Administrative Discretion Increase provided to contract and grant (C&G) or auxiliary-
299 funded employees, any court-ordered or court-approved salary increase, any prevailing
300 wage adjustment for the purpose of qualifying for immigration status, or any salary
301 increase to settle a legitimate, broad-based employment dispute shall not be subject to
302 the terms and limitations of this Section.
- 303 (a) The University may provide Administrative Discretion Increases for verified
304 written offers of outside employment, special achievements, merit, compression and
305 inversion, equity and market equity considerations, and similar special situations to
306 employees in the bargaining unit.
- 307
- 308 (b) Administrative Discretionary Increases for verified written offers of outside
309 employment shall not be subject to the one and one-half percent (1.5%) salary rate
310 limitation.
- 311
- 312 (c) UFF Notification. Within 45 days of the effective date of any such increase, the
313 University shall provide to the UFF a written notification of the increase which states the
314 name of the employee, the rank and discipline of the employee, the amount of the
315 increase, and the reason for the increase.
- 316
- 317 (d) The University’s ability to provide Administrative Discretion Increases shall expire
318 August 31, 2024, and shall not become part of the status quo.

319

320 **23.8 Report to Employees.** All employees may access their salary information at any time
321 through the UCF portal.

322

323 **23.9 Type of Payment for Assigned Duties.**

324 (a) Duties and responsibilities assigned by the University to an employee that do not
325 exceed the available established FTE for the position shall be compensated through the
326 payment of salary, not Other Personal Services (OPS) wages.

327

328 (b) Duties and responsibilities assigned by the University to an employee that are in
329 addition to the available established FTE for the position shall be compensated through
330 OPS wages, not salary.

331

332 **23.10 Twelve-Month Payment Option.** The parties agree that a twelve-month payment
333 option for 9-month employees shall be offered each year during an annual open
334 enrollment period from April 1 to June 30. If chosen by the employee, this payment
335 option shall become effective for one academic year starting with the first full pay
336 period beginning after August 8. The plan shall allow for employees to select a fixed
337 savings amount to be deducted from each of the nineteen full bi-weekly paychecks
338 received during the Fall and Spring semesters with a change in that amount to account
339 for those paychecks from which double premiums are deducted. The total savings shall
340 be returned to the employee in equal amounts for the five full bi-weekly paychecks
341 received during the Summer. The University shall provide an online calculator to assist
342 the employee in determining a savings amount and fixed reduction amount that will
343 allow the employee's net paychecks to remain approximately constant. Pay received for
344 supplemental summer assignments shall be unaffected by this plan. This pay plan is
345 subject to tax limitations.

346

347 **23.11 Administrative Salary Stipends.** A temporary salary increase that is provided to an
348 employee as compensation for performing a specific, titled administrative function shall
349 be permitted under this agreement as an Administrative Salary Stipend. Within 45 days
350 of the effective date of any Administrative Salary Stipend, the University shall provide
351 UFF a written notification of the stipend which states the name of the employee, the
352 rank and discipline of the employee, the amount of the stipend, and the reason for the
353 stipend. If all or part of the stipend is later added to the employee's salary, the amount
354 so converted shall be treated as an Administrative Discretion Increase during the year in
355 which the conversion takes place and shall be subject to limitations of that section.

356

357 **23.12 Salary Rate Calculation and Payment.** The biweekly salary rate of employees serving
358 on twelve-month appointments shall be calculated by dividing the salary rate by 26.1
359 pay periods.

360

361 **23.14 Compensation.** UCF will comply with all applicable Federal and State labor and
362 employment laws.

363 **ARTICLE 24**

364 *BENEFITS*

365 **24.1 Benefits.** The University and UFF support legislation to provide adequate and
366 affordable health insurance to all employees. Employees are encouraged to contact
367 Human Resources with questions regarding their benefits.

368 **24.2 Part-Time Employees.** Part-time employees are entitled to employer-funded
369 benefits under the provisions of state law and the rules of the Department of
370 Management Services. Part-time employees should contact the Human Resources office
371 to determine the nature and extent of the benefits for which they are eligible.

372 **24.3 Retirement Credit.** Retirement credit for employees who are authorized by the
373 University to take uncompensated or partially compensated leaves of absence shall be
374 granted in accordance with State law that exists at the time leave is granted. Employees
375 who plan to take a leave of absence should contact the Human Resources office for
376 complete information prior to taking the leave.

377 **24.4 Benefits for Retirees.**

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

381 (1) Retiree identification card;

382 (2) Use of the University library (i.e., public rooms, lending and research service);

383 (3) Listing in the University directory;

384 (4) Placement on designated University mailing lists;

385 (5) A free University parking decal for use by the retiree;

386 (6) Use of University recreational facilities (retirees may be charged fees different
387 from those charged to other employees for the use of such facilities);

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

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

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

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

398 **24.5 Retirement Programs.** The parties agree that the Optional Retirement Program and
399 the Florida Retirement System are governed by Florida Statutes and regulations of the
400 responsible division of state government. Refer to www.myfrs.com for details.

401 **24.6 Tuition Waiver Benefit Programs.** The University offers an employee benefit program
402 to provide tuition waivers to full-time employees, including employees on sabbaticals,
403 professional development, and grants-in-aid, medical, educational leave, or involuntarily
404 called to active military service, to enroll in up to six credit hours in eligible courses per
405 term on a space-available basis. Employees using the employee tuition waiver and
406 contingent waiver recipients shall be allowed to register two hours ahead of state
407 employees. Eligibility guidelines and procedures are available on UCF's Human
408 Resources or UCF Regulations websites. To be eligible for a waiver, one must first be
409 accepted at the university as a student.

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

421 (b) Contingent Waiver Program. If an employee does not use the employee tuition
422 waiver benefit program or does not use the full six credit hour benefit during a semester
423 or summer, then the spouse or dependents (up to the age of 26) of the employee may
424 receive a tuition waiver for that semester or summer. The spouse or dependent may use
425 up to six credit hours not used by the employee to enroll in eligible courses on a space-

426 available basis per term. This contingent waiver may be used by up to two individuals
427 during any given term.

428 **24.7 Employee Assistance Programs.** Information about the University's Employee
429 Assistance program may be found on the UCF Human Resources Website.

430 **24.8 Pre-tax Benefits Program.** To the extent permissible by federal or state law the
431 University shall continue to provide pre-tax programs for employees.

432 **24.9 Transition-to-Retirement Program.** The UCF Transition-to-Retirement Program (T2RP)
433 allows eligible employees to request a planned transition to retirement by reducing
434 their assigned FTE over a period of one or two consecutive academic years while their
435 department or unit continues to benefit from their effort and experience. The T2RP is
436 voluntary for the employee and subject to agreement in advance with the department
437 or unit head about assigned duties and FTE. T2RP provides reduced duties for one or
438 two consecutive academic years with compensation each academic year commensurate
439 with the FTE assigned for that academic year. At UCF, each academic year begins on
440 August 8 and ends on the last day of the spring semester (either May 6 or May 7).

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

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

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

457 (2) Employees who desire to participate in T2RP must concurrently submit their
458 written request for T2RP participation and retirement/resignation paperwork. This
459 request for participation must be submitted no later than February 1 preceding the
460 beginning of their desired participation in T2RP for the next academic year; the

461 retirement/resignation date specified must be the last day of the spring semester of the
462 next academic year or of the following academic year. The employee and the
463 department or unit head shall have three months, or until May 1, whichever occurs
464 later, to determine whether an agreement for reducing the employee's assigned FTE can
465 be reached. If, after a reasonable good faith consideration of all factors, an agreement
466 cannot be reached for a reduced FTE assignment, an employee may not be eligible to
467 participate in T2RP as requested. If an agreement cannot be reached for a reduced FTE
468 assignment, the employee shall not be eligible to participate in T2RP as requested.
469 However, if the employee remains employed in the same position at UCF and eligible to
470 request participation in T2RP, their T2RP request may be resubmitted in a future year.

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

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

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

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

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

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

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

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