

1 **ARTICLE 24**

2 *EMPLOYEE BENEFITS*

3 **24.1 Health Benefits.** The University and UFF support legislation to provide  
4 adequate and affordable health insurance to all employees through UCF Human  
5 Resources.

6 **24.2 Other Benefits.** All employees are entitled to employer-funded benefits  
7 under the provisions of state law and the rules of the Department of  
8 Management Services.

9 **24.3 Retirement Credit.** Retirement credit for employees who are authorized by  
10 the University to take uncompensated or partially compensated leaves of absence  
11 shall be granted in accordance with State law that exists at the time leave is  
12 granted.

13 **24.4 Tuition Waiver Benefit Programs.** The University offers an employee benefit  
14 program to provide tuition waivers to full-time employees, including employees  
15 on sabbaticals, professional development program assignments, administrative  
16 professional development assignments, and grants-in-aid, medical, educational  
17 leave, or involuntarily called to active military service, to enroll in up to six credit  
18 hours in eligible courses per term on a space-available basis. Employees using the  
19 employee tuition waiver and contingent waiver recipients shall be allowed to  
20 register two hours ahead of state employees. Eligibility guidelines and procedures  
21 are available on UCF's Human Resources or UCF Regulations websites. To be  
22 eligible for a waiver, one must first be accepted at the university as a student.

23

24 (a) Tuition Waiver Benefit Limitations. Courses ineligible for the tuition waiver  
25 benefit include but are not limited to: courses offered through other State  
26 Universities, State Colleges, including UCF courses offered at State College rates;  
27 Continuing Education classes or courses offered for credit or non-credit; Medical  
28 Education programs; courses associated with programs approved for special  
29 tuition in excess of standard tuition rates, including those associated with Cost  
30 Recovery programs; Market Rate programs; and some Professional programs;  
31 independent study; supervised research; thesis hours; dissertation; internships;  
32 externships and other field experiences; co-ops; or applied, individualized  
33 instruction in Music, Art, or Dance. Penalty Fees, including excess hour fees and

34 repeat course fees, also are not covered by the tuition waiver benefit. Limitations  
35 apply to all recipients of this benefit.

36 (b) Contingent Waiver Program. If an employee does not use the employee  
37 tuition waiver benefit program or does not use the full six credit hour benefit  
38 during a semester or summer, then the spouse or dependents (up to the age of  
39 26) of the employee may receive a tuition waiver for that semester or summer.  
40 The spouse or dependent may use up to six credit hours not used by the  
41 employee to enroll in eligible courses on a space-available basis per term. This  
42 contingent waiver may be used by up to two individuals during any given term  
43 and is subject to the same limitations as employees.

44 **24.5 Transition-to-Retirement Program.** The UCF Transition-to-Retirement  
45 Program (T2RP) allows eligible employees to request a planned transition to  
46 retirement by reducing their assigned FTE over a period of one or two consecutive  
47 academic years while their department or unit continues to benefit from their  
48 effort and experience. The T2RP is voluntary for the employee and subject to  
49 agreement in advance with the department or unit head about assigned duties  
50 and FTE. T2RP provides reduced duties for one or two consecutive academic years  
51 with compensation each academic year commensurate with the FTE assigned for  
52 that academic year. At UCF, each academic year begins on August 8 and ends on  
53 the last day of the spring semester (either May 6 or May 7).

54 Participants in T2RP are not yet retired but rather are transitioning toward  
55 retirement in a planned manner that benefits the employee and the University.  
56 The period of T2RP participation is governed by all provisions of this Agreement,  
57 including Articles 12 (Non-reappointment), 15 (Tenure), 16 (Discipline), and 17  
58 (Leaves). T2RP participants retain their tenure, if applicable, as well as most other  
59 rights and responsibilities, such as accrual of sick leave, of employees with the  
60 same FTE. Active tenured participants in T2RP are not subject to comprehensive  
61 post tenure review.

62 (a) Eligibility. Employees who have received notice of non-reappointment,  
63 layoff, or termination, or who have already retired, including participants in the  
64 State's Deferred Retirement Option Program (DROP), are not eligible to request  
65 participation in T2RP. Employees who are returning from a leave, such as a  
66 sabbatical, professional development leave, or paid parental leave are ineligible

67 to participate in T2RP until they have served the appropriate amount of time in a  
68 full-time appointment.

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

73 (2) Employees who desire to participate in T2RP must concurrently submit  
74 their written request for T2RP participation and retirement/resignation  
75 paperwork. This request for participation must be submitted no later than  
76 February 1 preceding the beginning of their desired participation in T2RP for the  
77 next academic year; the retirement/resignation date specified must be the last  
78 day of the spring semester of the next academic year or of the following academic  
79 year. The employee and the department or unit head shall have three months, or  
80 until May 1, whichever occurs later, to determine whether an agreement for  
81 reducing the employee's assigned FTE can be reached. If, after a reasonable good  
82 faith consideration of all factors, an agreement cannot be reached for a reduced  
83 FTE assignment, the employee shall not be eligible to participate in T2RP as  
84 requested. However, if the employee remains employed in the same position at  
85 UCF and eligible to request participation in T2RP, their T2RP request may be  
86 resubmitted in a future year.

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

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

96 (1) FTE During T2RP Participation. The reduced FTE in the first academic  
97 year of participation in T2RP shall be no greater than 0.75 and no less than 0.50,  
98 and the reduced FTE in the final academic year of participation in T2RP, whether  
99 the final year is the first or second year, shall be 0.50.

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

104 (3) Summer Appointment. Employees participating in T2RP for two  
105 consecutive academic years may be offered a supplemental summer appointment  
106 between the first and second years of their T2RP participation. Alternatively, a  
107 participant may use funds from contracts and grants for a summer contract.  
108 Regardless of the source(s) of summer funding, the total FTE for the summer  
109 appointment shall not exceed the assigned FTE in either of the two years of T2RP  
110 participation. For example, a participant with 0.65 FTE for the first year in T2RP  
111 may not have a summer appointment that exceeds 0.65 FTE.

112 (4) Eligibility for Leave. While participating in T2RP, an employee is not  
113 eligible to apply for nor to take a sabbatical, professional development program  
114 assignment, unpaid personal leave, paid parental leave, or an administrative  
115 professional development assignment.

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

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