

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

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

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

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

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

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

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

(a) Eligibility. Employees who have received notice of non-reappointment, layoff, or termination, or who have already retired, including participants in the State's Deferred Retirement Option Program (DROP) or in the PRP, are not eligible to request participation in T2RP. Employees who are returning from a leave, such

as a sabbatical, professional development leave, or paid parental leave are ineligible to participate in T2RP until they have served the appropriate amount of time in a full-time appointment.

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

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

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

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

(1) FTE During T2RP Participation. The reduced FTE in the first academic year of participation in T2RP can be no greater than 0.75 and no less than 0.50,

and the reduced FTE in the final academic year of participation in T2RP, whether the final year is the first or second year, shall be 0.50.

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

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

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

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

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