

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. Employees are encouraged to contact Human Resources with
6 questions regarding their benefits.

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

10 **24.3 Retirement Credit.** Retirement credit for employees who are authorized by
11 the University to take uncompensated or partially compensated leaves of absence
12 shall be granted in accordance with State law that exists at the time leave is
13 granted. Employees who plan to take a leave of absence should contact the
14 Human Resources office for complete information prior to taking the leave.

15 **24.4 Benefits for Retirees.**

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

19 (1) Retiree identification card;

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

22 (3) Listing in the University directory;

23 (4) Placement on designated University mailing lists;

24 (5) A free University parking permit for use by the retiree;

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

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

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

31 (9) University sponsored e-mail address. The University shall provide a retiree
32 a university sponsored email address on the ucf.edu domain upon request.

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

36 **24.5 Tuition Waiver Benefit Programs.** The University offers an employee benefit
37 program to provide tuition waivers to full-time employees, including employees
38 on sabbaticals, professional development program assignments, administrative
39 professional development assignments, and grants-in-aid, medical, educational
40 leave, or involuntarily called to active military service, to enroll in up to six credit
41 hours in eligible courses per term on a space-available basis. Employees using the
42 employee tuition waiver and contingent waiver recipients shall be allowed to
43 register two hours ahead of state employees. Eligibility guidelines and procedures
44 are available on UCF's Human Resources or UCF Regulations websites. To be
45 eligible for a waiver, one must first be accepted at the university as a student.

46
47 Neither employees nor their spouse and dependent child(ren) under the age of 26
48 may receive a tuition waiver for enrollment in a course during a Winter
49 Intersession or a Maymester.

50
51 (a) Tuition Waiver Benefit Limitations. Courses ineligible for the tuition waiver
52 benefit include but are not limited to: courses offered through other State
53 Universities, State Colleges, including UCF courses offered at State College rates;
54 Continuing Education classes or courses offered for credit or non-credit; Medical
55 Education programs; courses associated with programs approved for special
56 tuition in excess of standard tuition rates, including those associated with Cost
57 Recovery programs; Market Rate programs; and some Professional programs;
58 independent study; supervised research; thesis hours; dissertation; internships;
59 externships and other field experiences; co-ops; or applied, individualized
60 instruction in Music, Art, or Dance. Penalty Fees, including excess hour fees and
61 repeat course fees, also are not covered by the tuition waiver benefit. Limitations
62 apply to all recipients of this benefit.

63 (b) Contingent Waiver Program. If an employee does not use the employee
64 tuition waiver benefit program or does not use the full six credit hour benefit
65 during a semester or summer, then the spouse or dependents (up to the age of
66 26) of the employee may receive a tuition waiver for that semester or summer.

67 The spouse or dependent may use up to six credit hours not used by the
68 employee to enroll in eligible courses on a space-available basis per term. This
69 contingent waiver may be used by up to two individuals during any given term
70 and is subject to the same limitations as employees. **24.6 Employee Assistance**
71 **Programs.** Information about the University's Employee Assistance program may
72 be found on the UCF Human Resources Website.

73 **24.7 Pre-tax Benefits Program.** To the extent permissible by federal or
74 state law the University shall continue to provide pre-tax programs for
75 employees.

76 **24.8 Transition-to-Retirement Program.** The UCF Transition-to-Retirement
77 Program (T2RP) allows eligible employees to request a planned transition to
78 retirement by reducing their assigned FTE over a period of one or two consecutive
79 academic years while their department or unit continues to benefit from their
80 effort and experience. The T2RP is voluntary for the employee and subject to
81 agreement in advance with the department or unit head about assigned duties
82 and FTE. T2RP provides reduced duties for one or two consecutive academic years
83 with compensation each academic year commensurate with the FTE assigned for
84 that academic year. At UCF, each academic year begins on August 8 and ends on
85 the last day of the spring semester (either May 6 or May 7).

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

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

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

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

105 (2) Employees who desire to participate in T2RP must concurrently submit
106 their written request for T2RP participation and retirement/resignation
107 paperwork. This request for participation must be submitted no later than
108 February 1 preceding the beginning of their desired participation in T2RP for the
109 next academic year; the retirement/resignation date specified must be the last
110 day of the spring semester of the next academic year or of the following academic
111 year. The employee and the department or unit head shall have three months, or
112 until May 1, whichever occurs later, to determine whether an agreement for
113 reducing the employee's assigned FTE can be reached. If, after a reasonable good
114 faith consideration of all factors, an agreement cannot be reached for a reduced
115 FTE assignment, the employee shall not be eligible to participate in T2RP as
116 requested. A change to a T2RP assignment may be subject to the Assignment
117 Dispute Resolution process in Article 9. However, if the employee remains
118 employed in the same position at UCF and eligible to request participation in
119 T2RP, their T2RP request may be resubmitted in a future year.

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

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

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

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

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

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

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

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