

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 Retiring Employees.**

16 (a) The University shall make available to eligible employees before retirement
17 a process, upon request, and on the same basis as employees, subject to
18 University policies, to receive the following benefits at the University when they
19 transition into retirement. ~~Employees who retire from the University shall be~~
20 ~~eligible, upon request, and on the same basis as employees, subject to University~~
21 ~~policies, to receive the following benefits at the University.~~

- 22 (1) Retiree identification card;
- 23 (2) Use of the University library (i.e., public rooms, lending and research
24 service);
- 25 (3) Listing in the University directory;
- 26 (4) Placement on designated University mailing lists;
- 27 (5) A free University parking ~~decal permit~~ for use by the retiree;
- 28 (6) Use of University recreational facilities (retirees may be charged fees
29 different from those charged to other employees for the use of such facilities);
- 30 (7) The ability to enroll in courses at the University without payment of fees,
31 on a space available basis, subject to the provisions of Florida Statutes;
- 32 (8) A mailbox in the department/unit from which they retired, subject to space
33 availability; and

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34 (9) University sponsored e-mail address. The University shall provide a retiree
 35 their work email (name@knights.ucf.edu) upon request. The University will
 36 forward e-mails from the employee e-mail account (name@ucf.edu) to the
 37 retiree’s e-mail account for 6 months.

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

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41 ~~24.5 Retirement Programs. The parties agree that the Optional Retirement
 42 Program and the Florida Retirement System are governed by Florida Statutes and
 43 regulations of the responsible division of state government. Refer to
 44 www.myfrs.com for details.~~

Commented [CP1]: Covered by 24.2.

45 24.65 Tuition Waiver Benefit Programs. The University offers an employee benefit
 46 program to provide tuition waivers to full-time employees, including employees
 47 on sabbaticals, professional development, ~~program assignments, administrative
 48 professional development assignments,~~ and grants-in-aid, medical, educational
 49 leave, or involuntarily called to active military service, to enroll in up to six credit
 50 hours in eligible courses per term on a space-available basis. Employees using the
 51 employee tuition waiver and contingent waiver recipients shall be allowed to
 52 register two hours ahead of state employees. Eligibility guidelines and procedures
 53 are available on UCF’s Human Resources or UCF Regulations websites. To be
 54 eligible for a waiver, one must first be accepted at the university as a student.

Commented [CP2]: Not a leave, but a different assignment.

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

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

Commented [CP3]: Clarifying that the conditions apply to both a and b.

76 **24.7 Employee Assistance Programs.** Information about the University's
 77 Employee Assistance program may be found on the UCF Human Resources
 78 Website.

Commented [CP4]: Covered in 24.2

79 **24.8 Pre-tax Benefits Program.** To the extent permissible by federal or
 80 state law the University shall continue to provide pre-tax programs for
 81 employees.

82 **24.985 Transition-to-Retirement Program.** The UCF Transition-to-Retirement
 83 Program (T2RP) allows eligible employees to request a planned transition to
 84 retirement by reducing their assigned FTE over a period of one or two consecutive
 85 academic years while their department or unit continues to benefit from their
 86 effort and experience. The T2RP is voluntary for the employee and subject to
 87 agreement in advance with the department or unit head about assigned duties
 88 and FTE. T2RP provides reduced duties for one or two consecutive academic years
 89 with compensation each academic year commensurate with the FTE assigned for
 90 that academic year. At UCF, each academic year begins on August 8 and ends on
 91 the last day of the spring semester (either May 6 or May 7).

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

100 (a) Eligibility. Employees who have received notice of non-reappointment,
 101 layoff, or termination, or who have already retired, including participants in the
 102 State’s Deferred Retirement Option Program (DROP) ~~or in the PRP~~, are not eligible
 103 to request participation in T2RP. Employees who are returning from a leave, such
 104 as a sabbatical, professional development leave, or paid parental leave are
 105 ineligible to participate in T2RP until they have served the appropriate amount of
 106 time in a full-time appointment.

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

111 (2) Employees who desire to participate in T2RP must concurrently submit
 112 their written request for T2RP participation and retirement/resignation
 113 paperwork. This request for participation must be submitted no later than
 114 February 1 preceding the beginning of their desired participation in T2RP for the
 115 next academic year; the retirement/resignation date specified must be the last
 116 day of the spring semester of the next academic year or of the following academic
 117 year. The employee and the department or unit head shall have three months, or
 118 until May 1, whichever occurs later, to determine whether an agreement for
 119 reducing the employee’s assigned FTE can be reached. If, after a reasonable good
 120 faith consideration of all factors, an agreement cannot be reached for a reduced
 121 FTE assignment, ~~an employee may not be eligible to participate in T2RP as~~
 122 ~~requested. If an agreement cannot be reached for a reduced FTE assignment,~~ the
 123 employee shall not be eligible to participate in T2RP as requested. [A T2RP](#)
 124 [Assignment can be subject to a dispute process according to 9.8.](#) However, if the
 125 employee remains employed in the same position at UCF and eligible to request
 126 participation in T2RP, their T2RP request may be resubmitted in a future year.

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

129 (b) Program Provisions. All participants in T2RP must retire or resign at the end
 130 of their participation in T2RP. A planned date of retirement/resignation, which
 131 shall not be extended, must be submitted by the employee when requesting
 132 participation in T2RP. On the date of retirement/resignation, the employee
 133 relinquishes all rights to tenure, if applicable. Participants’ retirement benefits

Commented [CP5]: Streamlining language

134 shall be determined upon retirement, as provided under Florida Statutes and the
135 rules of the Division of Retirement.

136 (1) FTE During T2RP Participation. The reduced FTE in the first academic
137 year of participation in T2RP shall be no greater than 0.75 and no less than
138 0.50, and the reduced FTE in the final academic year of participation in T2RP,
139 whether the final year is the first or second year, shall be 0.50.

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

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

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

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

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