

MEMORANDUM

TO: Dr. Richard Astro, Provost

FROM: Mark A. Roberts, Director  
University Personnel Services

DATE: March 28, 1990

SUBJECT: Employee Benefits for New Faculty

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I have reviewed the Faculty Senate resolution and your note to me for implementation; however, our office cannot comply with the resolution as written, since personnel does not receive faculty contracts for several weeks and sometimes not until the faculty begin employment. I would, however, propose an option that accomplishes the purpose stated in the resolution. Rather than send a separate letter to the faculty, I suggest that the deans or appropriate administrators include the UCF EMPLOYEE BENEFITS FOR NEW FACULTY MEMBERS (copy attached) as an attachment to their contract offer letter. While the Faculty Senate resolution spoke only to a specific area of concern (health benefits), our office has received concerns from faculty about other areas covered in the attachment. By using the contract offer letter as the conduit for distribution, we also get the information to the new faculty at the earliest opportunity which directly addresses the resolution's intent.

For the above reasons, I respectfully suggest this alternative.

cc: ✓ Dr. Joels

**UNIVERSITY OF CENTRAL FLORIDA  
EMPLOYEE BENEFITS  
FOR  
NEW FACULTY MEMBERS**

The following is a listing of the employee benefits that are offered to new faculty members at the University of Central Florida. When you sign up for payroll you will be given a Benefits Packet and scheduled a date to attend new employee orientation. For more information contact Deborah Evans at (407) 275-2771.

**RETIREMENT**

The Florida Retirement System (FRS) is a defined benefit pension plan sponsored by the State of Florida. Employees are eligible for retirement after completing ten years of creditable service. To receive full benefits employees must be age 62 or older and have ten or more years of creditable service or have thirty years of creditable service regardless of age. Contributions to FRS will start when you receive your first pay check. To enroll you must complete a Personnel History Record form when you sign up for payroll.

Faculty members and certain Administrative and Professional employees are eligible for the Optional Retirement Program (ORP). Eligible employees must enroll within their first 90 days of employment. ORP is a defined contribution pension plan. Each pay period, regardless of the employee's length of service, the University will contribute a percentage toward the purchase of an annuity. The amount of retirement benefit will be based on the amount of funds contributed, the investment earnings of those funds, and the type of annuity purchased. Enrollment in ORP will be effective the next payroll period following the receipt of the Ballot/Enrollment form by the Division of Retirement.

**STATE OF FLORIDA GROUP HEALTH INSURANCE PROGRAM**

Health Insurance Coverage for University employees is provided by the State of Florida Group Health Insurance Program. Included in the Program are the State of Florida Employees Group Health Self-Insurance Plan (State Plan) and several Health Maintenance Organizations (HMO's).

Faculty Members must enroll within their first 31 days of employment by completing enrollment forms. Coverage is effective the first day of a given month. The UCF Personnel Office will assign an effective date based upon the payroll cycle schedule; however, it may be possible to have an earlier effective date than the one normally assigned. For example, a faculty member employed August 8, who submitted an application on August 20th, would be assigned an October 1st effective date based on the payroll cycle schedule. Such faculty member could request an effective date of September 1, but would be required to pay the first month's premium by personal check or money order.

**STATE OF FLORIDA GROUP LIFE INSURANCE**

The State of Florida Group Life Insurance Plan is a group term life, group accidental death and dismemberment insurance. The amount of coverage and biweekly premium are based on age and annual salary. Faculty members must enroll within their first 31 days of employment. Coverage would become effective on the first day of employment or the date the enrollment card is returned to the Personnel Office.

**FLEXIBLE BENEFIT PLAN**

Should you enroll in the State Health Insurance Program or the State Life Insurance Plan, you will be enrolled automatically in the pretax insurance premium component of the Plan unless you waive participation in writing. To enroll in the Medical Care or Dependent Care reimbursement components of the plan, you must enroll within your first 31 days of employment by completing an Enrollment/Qualifying Status Change Form.

**AMERICAN DENTAL PLAN**

The American Dental Plan offers two types of Dental Plans. Choice one is a prepaid dental plan. Faculty members must select a dentist that has signed a contract with ADP. ADP will provide fillings, x-rays, simple extractions, two cleanings per year, and fluoride treatment at no charge. Other dental services will be provided at a discounted rate. Faculty members may enroll at any time. Choice 2 is an indemnity plan. Faculty members may go to the dentist of their choice. Claims are paid according to a stated Benefit Schedule. To enroll in choice 2, faculty members must enroll within their first 30 days of employment. Enrollment applications received in the Personnel Office by the tenth of the month will be assigned an effective date for the first day of the following month.

**(OVER)**

#### GABOR INSURANCE

The Gabor Insurance Agency offers supplemental insurance coverage such as short and long term disability, accidental death and dismemberment, group term, permanent, and universal life insurance. Faculty members must enroll within their first 30 days of employment. An effective date will be assigned by the Gabor Agent.

#### TAX DEFERRED PROGRAMS

Included in the University's tax deferred programs are several 403(b) tax deferred annuities, 403(b) 7 custodial accounts (mutual funds), and 457 Deferred Compensation plans. These programs may be started at any time.

#### ANNUAL LEAVE

Faculty members employed on a twelve month contract earn 6.77 hours of annual leave per pay period. Faculty members employed on a nine month contract do not earn annual leave.

#### SICK LEAVE

Faculty members earn four hours of sick leave each biweekly payperiod.

Faculty members who have been employed for more than one year with the State and who have at least 64 hours of sick leave may voluntarily join a Sick Leave Pool by contributing 8 hours of sick leave to the Pool. If a member of the Sick Leave Pool is out of work for an extended period due to personal illness and has exhausted all his/her sick and annual leave, he/she may borrow sick leave hours from the Sick Leave Pool.

#### TUITION FEE WAIVER

Permanent, full-time employees serving in established positions may receive up to six credit hours of University instruction per term without payment of the registration fee.

#### PAYROLL MATTERS

In order for you to receive your first paycheck on time, you must report to the Personnel Office immediately to complete payroll sign-up materials. Please have your social security card with you as we will need to make a photocopy of it.

In accordance with the Federal Immigration Reform and Control Act of 1986, all employers must verify the employment eligibility of anyone hired after November 6, 1986, by completing a Form I-9. Newly hired employees must supply original verifying documents for examination at time of hire. Please bring with you one item from list A or one each from List B and List C (See attached list). For more information on payroll sign-up contact Linda Browning at (407) 275-2771.