

Faculty Senate Personnel Committee

Wednesday, October 03, 2018

11:30 am – 12:30 pm

Location: Millican Hall room 395E

AGENDA

- 1) Call to order
- 2) Roll Call
- 3) Selection of minutes taker for the meeting
- 4) Review and approval of minutes of September 5, 2018 meeting
- 5) Announcements and recognition of guests
- 6) Old Business-*none*
- 7) New business- *Topics to consider*
 - a. Policy and procedures regarding Promotion and tenure resolution 2017-2018-7
6-Resolution 2017-2018-7
 - b. Telecommuting policy/ work-life balance for all faculty classifications
7-Telecommuting manual
8-Telecomm_forms
 - c. Out of unit paid parental leave
9- Denial Resolution 2017-2018-12
 - d. Out of unit faculty and status for awards designated for in unit faculty
 - e. Joint appointments between in unit and out of unit faculty
 - f. Reward and accountability for service
5-Reward-Accountability-Service
 - g. Summer work assignments outside of paid work time
10-Summer Workload
 - h. Travel request policy
- 8) Other topics
- 9) Adjournment

Faculty Senate Personnel Committee

Wednesday, September 05, 2018

11:30 am – 12:30 pm

Location: Millican Hall room 332a

Call to Order: 11:30

Present: Stephen King (chair), Robert Folger, Linda Walters, Karol Lucken, Martine Vanryckeghem, Romain Gaume, Kendall Cortelyou-Ward, Yoon Choi, Michael Proctor, Myunghee Kim, J. Scott Carter, Vladimir Solonari, Alfons Schulte, Blake Scott, Nora, Warshawsky, Edwin Torres

Guests: Jana Jazinski, Lucretia Cooney

- 1) Note taker volunteered- Kendall Cortelyou-Ward
- 2) Review Minutes of Previous Meeting- reviewed and approved
- 3) Announcements:
 - a. Provost Search- First candidate on campus yesterday and today (open forum available online), three more coming soon
 - b. Meeting Schedule- First Wednesday of the month with the exception of second Wednesday of January, and December 5th will be added to calendar for important business.
- 4) Committee Workings:
 - a. Long list of items to work on that may be put in sub-committees
 - b. Approach: to develop and craft resolutions that can be taken to the Senate as a whole after vetting by the steering committee.
- 5) Topics for Discussion:
 - a. Program Review-
 - i. Faculty Excellence Review Cycle expedition
 - ii. Personnel committee believes that Unit Head should share results of Program Review with the
 - iii. Steve King will contact Paige Borden regarding adding language to release results to Unit Members in a timely fashion
 - b. Payment Structure for Awards-
 - i. TIP, RIA & SOTL have higher award amounts than Pegasus Professor and other Prestigious Awards
 - ii. Awards are part of the CBA
 - iii. Request a study from Administration on usefulness of the different awards
 - iv. Vision of President Whitaker on Awards
 - v. A subcommittee was appointed to review structure of awards and potentially come up with an alternative – Karol Lucken , J. Scott Carter
 - c. Evaluation of Endowed Chairs
 - i. Handouts with policies and procedures were discussed
 - ii. You must be a faculty member to earn an Endowed Chair

- iii. Language should be clarified to indicate that both in-unit and out of unit can be an Endowed Chair
 - iv. Review Process clarification- Does the Endowed Chair being reviewed have knowledge of review criteria and reviewers before the process begins?
 - v. A subcommittee was appointed to review process including potential conflict of interest, ability for rebuttal, etc - Steve King, Blake Scott, Robert Folger, Yoon, Choi
 - d. Faculty Salary Compressions Study- Overall Faculty Salary Study
 - i. Study was done in 2014, some problems were addressed, others were not
 - ii. Personnel committee would like an updated study conducted
 - iii. Steve King will contact Paige Borden regarding an updated survey
 - e. Faculty Retention
 - i. Is this an issue at UCF?
 - ii. We don't know why people are leaving or if they are leaving at a higher rate than our peers both in the state and nationally
 - iii. What is turnover rate?
 - iv. Results of COACHE Survey insights into reasons why people leave,
 - v. Potential factors: Colleges, T/TE vs I/L,, Rank, Age
 - vi. Ask for a presentation from HR on data findings
 - vii. Carry on agenda and Jana Jazinski will find data for discussion
 - f. Telecommuting Policy
 - i. Faculty outside of traditional teaching roles are potentially subject to the 9-5 working hours
 - ii. Librarians and Instructional Designers are examples
 - iii. There is currently a policy that covers telecommuting requirement
 - iv. Tabled for review of policy
- 6) Next meeting will cover the remaining agenda items
- 7) Other topics raised for our consideration
 - a. Travel request policy: currently cumbersome and possibly different in different units

Reward and Accountability for Service

We have all been on committees that have members who never show up or who show up but don't speak, and who don't volunteer to do work nor do it when they are assigned. If those committees are successful, it is due to the commitment of a few dedicated people who do far more than their share. This needs to end. Those who put in the work need to be rewarded, and those who do not work need to feel the same consequences as those who do not do their full teaching duties or shirk scholarship. This is a university-wide problem. The Faculty Senate should institute accountability in its own operations, modeling it for and recommending it to departments throughout UCF. We could

- 1 Have Chairs report member activity to the Senate Chair, who in turn sends those results to members' departments for inclusion in the annual evaluation process.
- 2 Recognize and if possible incentivize high contributors. Incentives could include:
 - access to administrative support for service (e.g., arranging meetings)
 - (partial) teaching or research assistantship for a grad student to relieve faculty time for service
 - travel support to a professional meeting for self or student of choice college and university prizes with salary bonus
 - college and university prizes with funds deposited in overhead account
 - reserved parking space
 - better position in departmental office selection order
 - recognition on departmental/college web page, or elsewhere
3. Fully and transparently account for service time in annual assignments and evaluations. For cases of high service commitment (e.g., >30%), should a portion of pay come from the bodies benefiting from the service, if they are outside the department/college? Should a pool for that purpose be made from the salaries of low-service faculty? This would ensure that each department supplied its share of service.

Resolution 2017-2018-7 Faculty Senate Bylaw Change, University Promotion and Tenure Committee and Procedures

Whereas, the university has, in recent years, markedly increased the number of tenure-line faculty hired, resulting in an increase from 43 to 79 applications reviewed by the University Promotion and Tenure committee between 2015-2016 and 2016-2017; and

Whereas, Faculty Excellence projects the University Promotion and Tenure committee's caseload to steadily increase to over 120 applications by 2020-2021; and

Whereas, the University Promotion and Tenure Committee estimates the maximum number of applications to review to be around 50 for a reasonable caseload; and

Whereas, one of the primary roles of the University Promotion and Tenure Committee is to advise the Provost about applications that have received conflicting evaluations and votes at earlier steps of the review process; and

Whereas, applications forwarded to the University Promotion and Tenure Committee having received unanimous positive votes at all previous levels comprise a substantial percentage of the University and Promotion Committee's caseload (38 out of 79 in 2016-2017) and would not need this committee's evaluation of conflicting evaluations; and

Whereas, all applications between 2013-2017 that received unanimous positive votes at all levels before the University Promotion and Tenure Committee review were approved by the Provost and UCF BOT; and

Whereas, bypassing the University Promotion and Tenure Committee for all applications that have received unanimous positive votes at all previous levels—that is, forwarding such cases directly from the Dean's review to the Provost—would enable the University committee to maintain a reasonable workload and focus on applications that most need its evaluation; therefore

Be it Resolved that beginning in the 2018-2019 promotion and tenure cycle, all tenure-line promotion and tenure cases that receive unanimously positive votes at all levels before the University Promotion and Tenure Committee will bypass this committee and be forwarded directly from the Dean's review to the Provost. The Provost may still ask the University Promotion and Tenure Committee to review any such tenure-line cases if he/she needs the committee's advisement about them; and

Be it Further Resolved that the *Bylaws* of the *Faculty Constitution* be amended as follows:

Section VIII. Joint Committees and Councils
University Promotion and Tenure Committee

1. Duties and Responsibilities.
 - a. To review and evaluate all assigned applications for promotion and tenure and make recommendations to the provost and executive vice president.

*Approved by the Faculty Senate on January 25, 2018.
Transmitted to Provost A. Dale Whittaker on February 2, 2018.
Approved by the Provost on February 26, 2018.*



UNIVERSITY OF
CENTRAL FLORIDA

Telecommuting Program Manual

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The Telecommuting Program at the University of Central Florida offers a flexible work schedule and the ability to work offsite at an approved home office location, given the employee meets and adheres to the requirements described in this manual.

The University of Central Florida retains the right to terminate this program at any time at its sole discretion. If it is terminated, employees working remotely will be asked to return to their jobs within the university office setting. Also, if an employee's work performance is not acceptable, the supervisor may either pursue the disciplinary process or decide to require the employee to return to work onsite at the university. If the employee does not return on the agreed upon date, this will be deemed a voluntary resignation and will be treated as such per university policies and procedures.

Employees who request to utilize this program do so based on having been provided thorough information about the program and the pros and cons of working remotely. Those approved for the program should typically commit to a minimum initial period of three months.

UCF HUMAN RESOURCES LEAVE OF ABSENCE & WORKERS' COMP SECTION

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Introduction

Purpose

The purpose of the Telecommuting Program Manual is to provide guidelines for both managers and employees interested in the Telecommuting Program.

Definition

Telecommuting is an arrangement in which an employee performs their regular work at their home, for a specified portion of the workweek, or the entire workweek. The program may be utilized at the departmental managers' discretion, and is not an employee benefit or right.

The Telecommuting Program should not be viewed as a substitute for dependent care. The university expects that telecommuting employees will arrange for dependent care. It is the employees' responsibility to ensure that they are fully able to complete their work assignments and to interact with university personnel over the phone in a professional environment.

In limited circumstances, telecommuting could involve special projects or work for another department. Temporary arrangements for a telecommuting schedule of two weeks or less may be handled informally by the department. A formal telecommuting agreement is required in Human Resources for a schedule of over two weeks. For emergency preparedness, telecommuting agreements must be kept on file with the COOP plan in the college or department.

Intention

Telecommuting is intended to create flexible conditions that will enhance the capability of both the employee and the university to meet/exceed the stated goals and objectives more effectively.

Benefits & Disadvantages

The Telecommuting Program is not designed for every employee. The lure of household chores and family distractions can easily undermine performance. However, when implemented successfully, employees can experience increased productivity, savings on commuting costs, a better work/life balance and enhanced morale.

Program Policies

Telecommuting Agreement

Annually, employees that are interested in participating in the UCF Telecommuting Program must complete the UCF Telecommuting Agreement and submit it to their supervisor.

Employee Eligibility

Eligibility to participate in the Telecommuting Program is conditional upon agreement from the employee that he or she will be able to establish a proper working environment and have the skills necessary to perform the tasks assigned independently. Some important items to consider include:

- The Telecommuting Program is not to be used as a substitute for childcare or other personal responsibilities. It is important to ensure that dependent care obligations or other family obligations do not interfere with work.
- It is expected that employees who telecommute will devote all of their effort to university business during their work. Personal disruptions such as non-university telephone calls and visitors are not acceptable.
- Must possess productive and organized work habits.
- Must have both strong verbal and written communication skills.
- Must be able to adhere to assigned work hours.
- Must have a current performance appraisal of at least "Satisfactory" or "Effective"
- Must not be in any formal phase of the progressive disciplinary process.
- Must have a minimum of one year of experience working for the department.
- Employment history must reflect no chronic recorded lateness and/or absenteeism problems.
- Must be reliable, maintain confidentiality and work well independently.
- Will have the ability to provide an appropriate work environment at home, which meets university standards such as setting up an ergonomically correct workstation.
- Employee will adhere to all university policies, procedures and guidelines.
- Must attend mandatory and other requested meetings on campus, including training sessions, workshops, etc.
- Will return university equipment and files when work from home is terminated by either the employee or the university.
- Employee will take responsibility for notifying the supervisor or designated person, in advance, when requesting vacation or sick leave, during times scheduled to work at home.
- Must display independent problem solving abilities.
- Must be able to work effectively without frequent interaction with other staff members.

Salary, Benefits, Onsite Meetings and Tax Implications

Telecommuting Program employees' salary, job responsibilities and benefits will be identical to those of employees not working remotely. In addition, employees approved for the program agree to comply with all existing position requirements of their regular onsite office setting as well as any newly established requirements in the future.

The departmental supervisor will be responsible for assigning specific work hours to each employee working remotely. The number of working hours will be monitored regularly.

There may be times employees will be asked to come to the office on a day when they were scheduled to work from home. Some of these instances include departmental staff meetings, training sessions, etc. Employees are required to attend these events on the university campus.

It will be the employee's responsibility to determine any income tax implications of maintaining a home office area or traveling or maintaining residence outside of Florida. The university will not provide tax guidance nor will the university assume any additional tax liabilities on an employee's behalf. Employees are encouraged to consult with a qualified tax professional to discuss these matters in greater depth.

Work Assignment and Supervision

The supervisor will decide what tasks will be assigned to the employee. Work assignments for telecommuters will be handled in the same manner as they are for non-telecommuters.

Performance Standards

For each employee participating in the Telecommuting Program, the supervisor will be tasked to clearly define performance requirements and standards that are measurable and results oriented. The supervisor will regularly monitor the employee's performance in accordance with departmental and university policy. If an employee's behavior or performance is not satisfactory, the supervisor has the right to either terminate the program or recommend disciplinary actions as appropriate in accordance with university policy.

Confidentiality

Sensitive university information should not be removed from university facilities without explicit written authorization by appropriate university management. Such information includes, but is not limited to files, employment and financial records.

Sensitive information is governed by various State and Federal laws and regulations as well as university policies, and includes any and all information that, if released, could cause harm to the university by virtue of such release. Therefore, all staff members must adhere to such policies and regulations and maintain confidentiality of such information at all times.

All individuals must understand and abide by all university's policies and procedures. All employees must sign and adhere to the *Confidentiality and Computer Use Agreement* and have these signed documents on file with the University of Central Florida.

Overtime Requests and Assignments

All telecommuting employees are required to obtain their supervisor's approval prior to working overtime.

Work Space and Work Site Inspection

The employee must ensure that the home office is a separate space set aside to allow the employee to work efficiently. Family responsibilities must be arranged so as not to interfere with work time.

The university has the right to visit the employee's home to ensure that the designated work location meets safety, ventilation and ergonomic standards. Such visits will not be scheduled without giving the employee a 24-hour prior notice and will be conducted during normal business hours.

The university does not pay for costs associated with working at home, such as electrical, heating, A/C, etc. (with the possible exception of the voice/data line).

Equipment, Office Supplies, and Use of University Equipment

The university will provide the necessary equipment such as computers, printers, communication, and software needed to perform the employees' work assignments. All of these items remain the property of the University of Central Florida and must be returned to the university upon request. In case of extended illness, resignation or termination, or if the program ends, it is the employee's responsibility to return them personally.

The university may reimburse the employees for the cost of installation and monthly service of telephone/DSL line(s) during the length of the telecommuting program. This is considered to be for the university's purposes only, and not for personal use. It is the employee's responsibility to ensure that no one else has access to the equipment.

The following safeguards must be followed:

- Maintain appropriate physical security for computers and computing devices storing or transmitting confidential information. This is especially important for portable devices such as laptops as well as portable USB drives, CDs, memory cards, etc.
- Enable full hard drive data encryption (e.g. MS BitLocker, etc.) to mitigate data breaches.
- Require proper identification and authentication to access the device to ensure authorized use only.
- Use university installed anti-malware protection with daily updating of virus signatures and regular (minimum of once a week) scanning of all local drives enabled.
- Computer firewall must be enabled at all times.
- Keep the operating system current, with the latest security patches installed. Use the auto-update feature that downloads updates when available.
- Do not circumvent security settings to modify the operating system or applications.
- Only officially approved applications are allowed to be downloaded.
- Do not install applications that do not support official university business.
- Connect to the University of Central Florida internal network only through VPN prior to performing your job responsibilities on your officially assigned computer.
- Your department IT staff is responsible for authorizing access to software applications under their control and must ensure their department's employees are suitably documented, tracked, trained, and only granted access appropriate to their role. In addition, IT is responsible for reviewing and revising such access as necessary (e.g., when employees have been transferred or terminated).

Listed are some additional minimum recommendations if a home wireless network is being used:

- Change the default administrator password for the wireless router. The password should be difficult to guess (eight characters or more, mixture of letters, numbers and symbols).
- Turn on the highest level of encryption supported by your wireless router and the devices connecting to it (128-bit WEP, WPA, etc.). The encryption keys should be long and difficult to guess.
- Change the default SSID and disable SSID broadcasting.
- The wireless router's built-in firewall should be enabled.

The university, as needed, will provide telecommuting employees with office supplies. Employees' out-of-pocket expenses for other supplies will not be reimbursed unless prior written approval of the manager has been received.

Travel and Home Expenses

Travel and mileage between home and office will not be reimbursed.

Any home-related expenses such as construction, renovations, heating/air conditioning, lighting, or electricity are not reimbursable.

The university will repair and replace damaged equipment unless it is lost, damaged or stolen through the employee's negligence or abuse.

Accidents and Injuries

The university will be responsible for any work-related injuries under Florida State's Workers Compensation laws, but this liability is limited to injuries resulting directly from work and only if the injury occurs in the designated work area during the assigned work hours. Any claims will be handled according to the normal university procedure for Workers' Compensation claims.

As stated in the worker's compensation laws, the university will be responsible for injuries at the work from home site if the site is ergonomically maintained. The employee is responsible for any injuries and liabilities arising from his/her own negligence.

University's Right to End a Telecommuting Status

The university or department manager has the right to end arrangements for working remotely at their sole discretion with a fourteen (14) day prior written notification. If the employee chooses not to return on the expected date, this will be considered a voluntary resignation and will be treated as such under university standard policies and procedures.

Insurance

The employee agrees to carry a sufficient amount of homeowner's or renters insurance to cover any loss or damage to the equipment provided by the university. A copy of the policy is required to be given to the employee's supervisor. Employees who work remotely from their home should consult with their insurance company or broker to purchase a business pursuits type rider on their homeowner's or renter's insurance policies. Current policies may be null and void without these riders or endorsements as a result of the worker's compensation coverage that is provided by the university for work related injury while on work time.

Work Hours

Work hours will be determined by the supervisor and communicated to team members, clients, and co-workers. Telecommuting employees must understand and agree that their supervisor may monitor their activities, including, but not limited to, randomly checking their presence or the hours that they are working by telephone or electronic monitoring.

Conditions & Terms of Employment

Conditions and terms of employment will not change as a result of an employee participating in the Telecommuting Program. Salary, benefits, vacation, leaves, and other rights and responsibilities will be equal to those of an employee working onsite.

Telecommuting employees are subject to and must abide by all university policies. University policies governing the use of university equipment, facilities, including but not limited to, software, support services, internet, telephones, vehicle, etc. shall apply at the home work site.

Performance Evaluation

The employee will participate in and be subject to the university performance evaluation process of goal setting review and evaluation as do the non-telecommuting employees. As part of the on-going supervisory and management activities, the employee will discuss with their supervisor the specific work assignments, time expectations for completion of such assignments and will review these goals and objectives as necessary. The employee's assigned work will be completed according to procedures agreed upon by the supervisor, in accordance with guidelines and standards set forth in the employee's performance evaluation document, and in accordance with departmental and university policies and procedures. Work performance expectations will remain the same as of those employees who work at their regular work location.

Management Controls

The employee will comply with established management directives, which will include, but are not limited to:

- Scheduled meetings in person, at the usual place of business.
- Regular communication (recommended to be not less than twice weekly) with supervisor.
- Participation in staff meetings (via phone or in person).
- Submittal of periodic activity/status report and/or other update processes as required by the supervisor.
- Periodic and scheduled meetings with management on an as-needed basis.

University Policies and Procedures

The employee is required to comply with all university and departmental policies and procedures, including work-time assigned and reported.

Sick Days, Vacation, Floating Holidays, and Leaves of Absence

Any use of sick days, vacation time, or personal business must be approved by the supervisor. The employee must obtain prior approval before taking vacation, floating holidays or a leave of absence, in accordance with established university procedures. Sick time must be reported as per policy.

Privacy

The employee acknowledges that the university-provided electronic mail, all forms of electronic data communication systems, voice message systems, all forms of electronic storage systems, and computer systems are not private and may be monitored, reviewed, or searched by the university.

Amendments

The telecommuting assignment may be amended, modified or supplemented by the department or university, as necessary, to conform to the department's needs or desires in connection with the telecommuting employee's alternate worksite arrangements, to conform to changes in the policy or procedure, or as otherwise necessary to address business needs or to comply with laws, rules, or regulations.

Program Agreement

Nothing in this agreement shall be deemed to create any right, interest, or expectancy of continued employment. The university reserves the right to terminate this agreement with a fourteen (14) day notice.



UCF Telecommuting Agreement

New telecommuting request

Annual renewal or extension request

I request approval to participate in the UCF Telecommuting Program and agree to adhere to all applicable program guidelines and policies. If approved, I understand that at the end of the agreement (not to exceed one year), I may request a review to determine if I may receive an extension, or yearly renewal.

Employee Name	Employee ID #	Begin Date	End Date
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Pay, Attendance, Leave, and Overtime

All pay, leave, and travel entitlement will be based on the employee's official location. The employee's time and attendance will be recorded as performing official duties at the official duty station.

Employees must obtain supervisory approval before taking leave or working overtime in accordance with established office and university procedures, applicable laws, and rules.

The employee and department will be responsible for submitting applicable Human Resources' forms, including but not limited to: Annual Leave, Sick Leave, FMLA, Medical Leave, Parental Leave, and Leave Without Pay Requests.

UCF-Owned Equipment

To effectively perform their assigned tasks, employees may use UCF equipment at their telecommuting location. The equipment must be protected against damage and unauthorized use. The department will be responsible for appropriate inventory control and will maintain an Authorization for Off-Campus Use of University- Owned Property Form until equipment is returned.

UCF-owned equipment must be used for official UCF business and its use must comply with the University Information Technology policies.

UCF-owned equipment must utilize full (e.g. hard drive) encryption capabilities to mitigate the threat of data exposure.

Liability

UCF will not be liable for damage to the employee's property or changes in taxation requirements that results from participation in the Telecommuting Program.

Reimbursement

UCF will not be responsible for operating costs, home maintenance, or any other incidental cost (e.g. utilities), associated with the use of the employee's residence. The employee may be entitled to reimbursement for authorized expenses incurred while conducting business for UCF, as provided for by applicable policies and regulations.

Workers Compensation

The employee is covered under the Worker's Compensation Law if injured in the course of performing official duties at the telecommuting location.

Work Assignments

The employee will meet with the supervisor to receive assignments and to review completed work as necessary or appropriate. It is highly recommended that the employee meet weekly on campus with their direct supervisor to discuss work assignment progress and receive new assignments going forward.

The employee will complete all assigned work according to work procedures mutually agreed upon by the employee and the supervisor according to UCF guidelines and performance standards.

In limited circumstances when an employee requests a telecommuting schedule for two weeks or less, it is not necessary to forward the formal agreement to Human Resources.

Evaluation

The evaluation of the employee's job performance will be based on norms or other criteria from past performance/occupational standards consistent with UCF guidelines. For those assignments without precedent or without standards, regular and required progress reporting by the employee will be used by the supervisor to rate job performance and establish standards.

The employee's performance appraisal, immediately prior to telecommuting, and during the entire telecommuting period, must indicate an overall rating that is equal to or greater than the rating of "satisfactory" (for A&P personnel) and "effective" (for USPS personnel).

Security of Data

The employee will apply approved safeguards to protect UCF data from unauthorized disclosure or damage and will comply with UCF Policy 2-100.3, *Florida Public Records Act – Scope and Compliance*. Work performed at the telecommuting location is considered official UCF business. All records, papers, and correspondence must be safeguarded for their return to the official location. Release or destruction of any records should only be done at the official location according to statute and regulation. Computerized files are considered official records and shall be similarly protected. See UCF Policy, 4-007, *Security of Mobile Computing, Data Storage, and Communication Devices*, and UCF Policy, 4-008, *Data Classification and Protection*.

Curtailement of the Agreement

The employee may terminate participation in the Telecommuting Program at any time. The university reserves the right to terminate this Telecommuting Agreement, or adjust the telecommuting schedule at any time.

The employee agrees to limit performance of officially assigned duties to the official work location or to the UCF approved telecommuting location. Failure to comply with this provision may result in termination of the Telecommuting Agreement and/or other appropriate disciplinary action.

Telecommuting Details

Division/College: _____ Department: _____ Empl. ID: _____

Current position title: _____ Pay Plan: USPS A&P

Official work location: _____ Faculty Other

Telecommuting location(s): _____

Reason(s) for telecommuting: _____

Type of work: _____

Employee: _____ Supervisor: _____

Proposed TELECOMMUTING Schedule		
Day	Hours at Official Work Location	Hours at Telecommuting Location
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Do these attributes describe the employee?	Y/N
Communicates effectively , whether face-to-face, by email, phone, etc.	
Displays independent problem solving abilities.	
Is a self-starter.	
Is able to plan, schedule and manage work independently.	
Is reliable and meets timelines consistently.	
Maintains confidentiality in the workplace.	
Takes initiative in requesting advice or clarification from others.	
Understands the work objective(s).	
Works independently with minimal direct supervision.	
Works well without frequent interaction or feedback from others.	

The employee acknowledges having read, understands, and agrees to abide by this Telecommuting Agreement and the UCF Telecommuting Program Manual; and will submit all applicable university forms associated with telecommuting if approved. **Please forward the completed form to the Human Resources Leave of Absence Section for final review and processing.**

Staffing	Signature	Print Name	Date	Approve? Y/N
Requestor				N/A
Supervisor				
Director, Chair, Dean, Designee				
Provost* or Vice President				
Human Resources				

*Associate Provost and Chief of Staff (Provost's Designee) signature only needed for faculty



UNIVERSITY OF CENTRAL FLORIDA

Faculty Senate

Post Office Box 160070
Orlando, Florida 32816-0070

MEMORANDUM

TO: A. Dale Whittaker, Provost and Executive Vice President

CC: Ronnie Korosec, Associate Provost and Chief of Staff for Academic Affairs

FROM: William Self, Faculty Senate Chair

DATE: 2/23/2018

SUBJECT: Resolution 2017-2018-12 Personal and Family Benefits for Out-of-Unit Faculty

On behalf of the Faculty Senate, I am pleased to submit for your approval the following resolution brought forward by the Steering Committee to the Faculty Senate. The Faculty Senate passed this resolution on Thursday, February 22, 2018.

Resolution 2017-2018-12 Personal and Family Benefits for Out-of-Unit Faculty

Whereas, a number of personal and family benefits, including paid parental leave, available to in-unit faculty are not available to out-of-unit faculty; and

Whereas, "personal and family polices" was identified in the last COACHE survey as an area that needs improvement at UCF; and

Whereas, a large and growing number of faculty, including in the College of Medicine, are designated as out-of-unit; therefore

BE IT RESOLVED that personal and family policies, including paid parental leave, afforded to in-unit faculty be extended to all out-of-unit faculty.

Approved by the Faculty Senate on February 22, 2018.

I. Faculty Senate Action:

approved not approved date: February 23, 2018

Faculty Senate Chair

Signature:  date: 2/23/18

II. Provost:

for information

for action: approved not approved date: _____

Indicate Person(s) Responsible for Implementation:

None

* See attached memorandum
dated 4/13/18

Provost signature:

 date: 4/14/18

Return to FSenate@ucf.edu



UNIVERSITY OF CENTRAL FLORIDA

Office of the Provost and Executive Vice President

4365 Andromeda Loop, North
Suite 338
Orlando, FL 32816

To: Dr. William Self, Chair of the Faculty Senate

A handwritten signature in blue ink, appearing to be "EAD", is written over the name "Dr. Elizabeth A. Dooley" in the "From:" line.

From: Dr. Elizabeth A. Dooley, Interim Provost, Vice Provost for Teaching and Learning, and
Dean of the College of Undergraduate Studies

Re: Faculty Senate Resolution 2017-2018-12: Personal and Family Benefits for Out-of-Unit Faculty

Date: April 13, 2018

Dear Dr. Self;

I am writing to explain the reasons I could not approve Faculty Senate Resolution 2017-2018-12: Personal and Family Benefits for Out-of-Unit Faculty. As you know, the UFF and UCF BOT collectively bargain all benefits for in-unit faculty. This includes personal and family policies, paid parental leave, and other benefits. These are carefully negotiated based on the available funds we have each year, with respect to the number of faculty these collectively bargained benefits would pertain to. Often times, we are asked to provide many more benefits than we can afford, and we must negotiate requests to fit the funds we have available, given the number of people who would be eligible for the benefit. If these benefits were extended to other out of unit faculty, we would immediately be in a deficit. In addition, after conferring with human resources and UCF General Counsel, they feel that opening up this policy to out-of-unit faculty would also create a precedent where all out-of-unit staff would request to be granted parity on these benefits. This would be an untenable situation, financially.

While UCF remains committed to providing a supportive workplace for all employees, we remain respectful of the collective bargaining agreement, and those employees that fall within those parameters.

8.6 Supplemental Summer Appointments.

(a) Policy. Supplemental summer appointments, when available, shall be offered equitably and as appropriate to qualified employees, not later than five weeks prior to the beginning of the appointment, if practicable. Course offerings and summer assignments will be made taking into consideration programmatic needs, student demand, and budget availability. The criteria shall be made available in each department or unit.

(b) Compensation. Compensation for summer employment shall be twelve and one half percent (12.5%) of the employee's 9-month base salary for the first three credit hours of summer assignment, including teaching, research, and service; twelve and one half percent (12.5%) of the employee's 9-month base salary for the second three credit hours of summer assignment, including teaching, research, and service; and eight percent (8.0%) of the employee's 9-month base salary for the third three credit hours of summer assignment, including teaching, research, and service. Courses of greater or fewer than three credit-hours shall be prorated. Supplemental summer assignments, like those for the fall and spring semesters, include the normal activities related to such an assignment as defined by the department/unit and the nature of the course, including office hours, course preparation, curriculum development, lectures, evaluation of student efforts, academic advising, research, and department, college, and University committee meetings. Supplemental summer appointments also include activities such as thesis or dissertation supervision, directed individual studies, and/or supervision of student interns.

(c) When an employee is not provided a supplementary summer appointment, the employee is not obligated to perform any normal duty or activity for the university during the summer.

(d) Supplemental summer appointments shall be made in accordance with Section 1012.945, Florida Statutes (the "twelve hour law").

8.7 Overload Appointments. Overload compensation is defined as compensation for any duties in excess of a full appointment (1.0 FTE). Available overload compensation appointments within the University shall be offered equitably and as appropriate to qualified employees in sufficient time to allow voluntary acceptance or rejection. Courses of greater or fewer than three credit hours shall be prorated.

(a) An employee's overload compensation for teaching a three credit hour course in a premium tuition program shall be eleven and one half percent (11.5%) of the mean academic year salary of the tenured and tenure-earning employees in the employee's department/unit.

(1) If the employee's department/unit does not offer tenure, the compensation for a three credit hour course shall be eleven and one half percent (11.5%) of the mean 9-month salary of the faculty pay plan employees in the department/unit.

Select Year: 2011

The 2011 Florida Statutes

[Title XLVIII](#)
K-20 EDUCATION CODE

[Chapter 1012](#)
PERSONNEL

[View Entire Chapter](#)

1012.945 Required number of classroom teaching hours for university faculty members.—

(1) As used in this section:

(a) "State funds" means those funds appropriated annually in the General Appropriations Act.

(b) "Classroom contact hour" means a regularly scheduled 1-hour period of classroom activity in a course of instruction which has been approved by the university.

(2) Each full-time equivalent teaching faculty member at a university who is paid wholly from state funds shall teach a minimum of 12 classroom contact hours per week at such university. However, any faculty member who is assigned by his or her departmental chair or other appropriate university administrator professional responsibilities and duties in furtherance of the mission of the university shall teach a minimum number of classroom contact hours in proportion to 12 classroom hours per week as such especially assigned aforementioned duties and responsibilities bear to 12 classroom contact hours per week. Any full-time faculty member who is paid partly from state funds and partly from other funds or appropriations shall teach a minimum number of classroom contact hours in such proportion to 12 classroom contact hours per week as his or her salary paid from state funds bears to his or her total salary. In determining the appropriate hourly weighting of assigned duties other than classroom contact hours, the universities shall develop and apply a formula designed to equate the time required for nonclassroom duties with classroom contact hours. "Full-time equivalent teaching faculty member" shall be interpreted to mean all faculty personnel budgeted in the instruction and research portion of the budget, exclusive of those full-time equivalent positions assigned to research, public service, administrative duties, and academic advising. Full-time administrators, librarians, and counselors shall be exempt from the provisions of this section; and colleges of medicine and law and others which are required for purposes of accreditation to meet national standards prescribed by the American Medical Association, the American Bar Association, or other professional associations shall be exempt from the provisions of this section to the extent that the requirements of this section differ from the requirements of accreditation.

History.—s. 783, ch. 2002-387.



Faculty Activity System (FAS)



Contact Hour to FTE Conversion Table

You can utilize the chart below as a quick reference of the appropriate “Contact Hour” to “Acceptable FTE” conversions.

Contact Hours	Acceptable FTE Range
0.12	.005-.01
0.25	.01-.02
0.5	.02-.04
1	.04-.08
2	.08-.16
3	.12-.25
4	.16-.33
5	.20-.40
6	.24-.50
7	.28-.58
8	.32-.66
9	.36-.75
10	.40-.83
11	.44-.91
12	.49-1.00

April 24, 2018

Dr. William Self
Faculty Senate Chair
Phillips Hall, Room 207,
University of Central Florida
Mail Code 0070

Dear Dr. Self,

Please accept the attached report of activities of the Faculty and Staff Benefits Committee. The committee met four times to discuss business akin to its mission. Among the items discussed were the possibility of employee wellness initiatives at UCF, the option for retirees to continue using their original UCF e-mail address, the expansion of paid parental leave to non-faculty employees, retirement plan changes, dental plans, and the inner workings of the committee itself. It is our hope that the enclosed report will shed light into benefit-related issues at UCF and stimulate further discussion and action.

Should you have any questions, don't hesitate to contact me. It has been my pleasure to serve as Committee Chair, and I would like to express my appreciation to the Human Resources Office and committee members in assisting us in accomplishing our work for this year.

Sincerely,

Edwin N. Torres, Ph.D.
Chair
Faculty and Staff Benefits Committee

Annual Report of

Faculty and Staff Benefits Committee, 2017-2018

1. Health and Wellness Programs – The committee continued discussions initiated last year on the topic of health and wellness at UCF. Benchmarking was conducted on the wellness benefits offered by various universities. The conclusions from the benchmarking study suggest that all institutions offered some kind of wellness program, though the scope and budget associated with each varied greatly. The committee also explored the option of obtaining grant money to support wellness programs at the university. A subcommittee was formed to explore the feasibility and types of wellness initiatives to be offered (i.e. group fitness, dedicated exercise facilities for faculty and staff, biometric screenings, incentives for attaining wellness goals, stress management, etc.). The current challenges to wellness at the university include the lack of budget for a wellness program, the need for a wellness champion to lead the initiative, and the lack of decision-making on health insurance plans (which usually sponsor some aspect of wellness such as biometric screenings). It is the recommendation of the committee, that the university expand the options for employee wellness.
2. Leaves of Absence – The committee had several discussions about the option of a paid parental leave benefit to USPS and A&P employees at UCF. It is the recommendation of the committee, that paid parental leave be extended to all full-time employees at the university.
3. UCF E-Mail Access for Retirees – The committee discussed the lack of access of faculty retirees to the UCF e-mail. At the present time, retiring faculty members are switched the “Knights E-Mail” a few months past retirement. The committee investigated the reasons for this policy, but found conflicting explanations. While not every retiree may wish to keep their original e-mail address, it is the committees’ recommendation that they’d be offer the option to continue with their original UCF e-mail address.
4. Reduced Retirement Contributions – A discussion that begun last year on the issue of retirement plan contributions continued. More specifically, the committee discussed whether or not the required 3% ORP employee contributions (2011) might be rescinded—previously no employee contribution was required. Concern was voiced in terms of its impact upon staff in the lower pay ranges. Inquiries to the faculty senate, and state-level ACFS regarding the possibility of rescinding the cost and increasing the employer’s contribution back to the original levels. Findings indicate that this is a state-wide benefit, the only changes would be a legislative decision.
5. Dental Plans – In the Fall semester, a discussion was held on the dental plan options. It was the consensus of the committee that several of the options were duplicitous in nature. Furthermore, the number of options causes some confusion among faculty and staff members. A debate was held concerning the possibility of UCF offering its own dental plan (separate from those offered by the state). However, it was the committee’s conclusion that this would only add further confusion and complexity to the system. Therefore, no university action is recommended on this issue. However, the committee would like to see a smaller set of competitive options for dental plans chosen by the state in the future.

6. Committee Membership: The committee recommends that representation of an A&P employee be included as a member on the Faculty and Staff Benefits committee to enable their input to discussion and decisions. The mechanism for election to become determined by the Faculty Senate in revision to the Faculty Constitution (possible rotation between colleges might be an option).

The committee met four times (twice during Fall semester and twice during Spring semester): October 16, 2018, December 1, 2017, February 20, 2018, and April 9, 2018.

Respectfully submitted:

Edwin N. Torres, Chair
Faculty and Staff Benefits Committee
April 24, 2018