

ARTICLE 7
ACCESS TO INFORMATION

7.1 Board and University Information.

(a) The Board shall make the following documents available by links on the University web site and shall ensure that paper copies of each document are stored and made available in the Orlando campus library ~~provide the UFF with an electronic or written copy of the following:~~

- (1) the minutes of the meetings of the Council of Presidents;
- (2) the minutes of the meetings of the Board and its committees and subcommittees;
- (3) Board rules published under the Administrative Procedures Act;
- (4) ~~copies of the BOT/UFF Agreement and all supplements to the Agreement, consistent with the provisions of Article 28;~~
- (5) ~~4~~ a copy of all Board policies and procedures;
- (6) ~~5~~ the University's operating budget; ;
- (6) ~~including the University's previous year's expenditure analysis for the previous year;~~
- (7) ~~Average Faculty Salaries annual reports;~~
- (8) ~~Salary Increase Worksheets for colleges, departments and units;~~
- (9) ~~Stipend Summary reports;~~
- (10) ~~Fall Staff Reports;~~
- (11) ~~Faculty Activity cumulative reports and updates;~~
- (12) ~~all reports described in Article 23 regarding all salary increases and monetary awards provided to employees; and~~
- (13) ~~Within seven (7) days after any request, any other information necessary to administer grievances and other provisions of this Agreement or otherwise carry out UFF's obligations as the certified bargaining agent for the employees.~~

(b) Once per calendar year, the University shall provide the following documents to the UFF, in electronic format and at no cost:

(1) On or before March 1st, one or more report(s) reflecting average faculty salaries for the then-current academic year. This report will include the following data elements: faculty average salaries by department and rank; 12-month converted to 9-month average faculty salaries by department and rank; all faculty converted to 9-month combined faculty average salaries by department and rank; faculty average salaries for 9-month and 12-month non-visiting faculty by department and rank, broken down by college; faculty average salaries for 9-month and 12-month visiting faculty by department and rank, broken down by college; listing of faculty with name, employee id, rank, contract length, contract rate, class code and department.

(2) On or before March 1st, worksheet reports reflecting all posted payroll changes for the previous calendar year. These worksheets shall include the following data elements: employee name, employee id, job title, administrative title, liability department name,

1 date of hire, prior rate of pay, new rate of pay, percent increase, type of increase (e.g., equity,
2 market, merit, etc.), and FTE.

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4 (3) On or before March 1st, a report showing fall faculty and administrative
5 and professional employment for the then-current academic year (e.g., report for fall 2004 would
6 be available on or before March 1, 2005). This report shall include the following data elements:
7 name, employee id, job code, employee class, home department number, liability department
8 number, budget entity (E&G, C&G, Auxiliary), primary campus assignment, FTE, budgeted
9 weeks, date of hire, highest degree earned, year of highest degree, faculty rank, tenure status,
10 tenure date, annual salary, termination date.

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12 (4) On or before November 1st, one or more reports summarizing faculty
13 activity for the prior academic year (e.g., reports available on or before November 1, 2005 would
14 reflect loads for Summer 2004, Fall 2004, and Spring 2005). These reports shall include the
15 following data elements: reporting term, employee name, employee id, primary department,
16 rank, tenure status, activity code, FTE, and level of effort per activity code by employee.

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18 (c) Within seven (7) days after a written request from UFF, the Board shall provide,
19 in written or electronic format and at no cost, any information necessary to administer grievances
20 and other provisions of this Agreement or otherwise carry out UFF's obligations as the certified
21 bargaining agent for the employees.

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24 (b) ~~All materials or access shall be provided without cost.~~

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26 (e) ~~The Board shall also provide the UFF a computer account, or accounts if~~
27 ~~necessary, without cost for purposes of accessing the University Personnel Employee Records~~
28 ~~System file and other computer files reflecting the annual salary increases, monetary awards~~
29 ~~provided to employees, and employee activities.~~

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31 (d) ~~The Board shall ensure that a copy of the following documents is made available~~
32 ~~in an easily accessible location in the main library or by links on the university web site:~~

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34 ~~(1) minutes of the meetings of the Council of Presidents;~~

35 ~~(2) the minutes of the meetings of the Board and its committees and~~
36 ~~subcommittees;~~

37 ~~(3) Board rules published under the Administrative Procedure Act; and~~

38 ~~(4) the university's operating budget, including the previous year's expenditure~~
39 ~~analysis.~~

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41 7.2 ~~Bargaining Unit Member List. Within seven (7) days of the beginning of each~~ Upon
42 request and not more than once per semester, the Board shall, without cost, provide the UFF with
43 an electronic list including name, department/unit, position code, title/rank, email address,
44 contact telephone number, and contact mailing address for each employee in the bargaining unit.

1 7.3 Affirmative Action Plans. The UFF/UCF Chapter President shall be provided, without
2 cost, a an electronic copy of the University's affirmative action plan or any updates to that plan.
3 ~~This copy may be provided electronically.~~
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