

## Article 7 (TA 10/5/2012, no changes from white (handshake) book)

### ARTICLE 7

#### *MINUTES, REGULATIONS, BUDGETS, AND REPORTS*

**7.1 Policy.** In accordance with Florida Statutes, Chapter 447.203(17)(d), the University will provide the information listed in sections 7.2 and 7.3 to enable the UFF to fulfill its role as collective bargaining representative. The UFF has a corresponding responsibility to use the information in an accurate manner.

**7.2 Board and University Documents.**

(a) The University shall provide the UFF with hard copies of the BOT-UFF agreement and all supplements to the Agreement, consistent with the provisions of Article 28.

(b) The University shall make the following documents available by links on the University web site:

- (1) the minutes of the meetings of the Board of Trustees;
- (2) University regulations published under the Administrative Procedure Act; and
- (3) the University's operating budget, summary by year.

(c) The University shall ensure that a copy of each of the following documents is made available in the Orlando campus library:

- (1) the minutes of the Board of Trustee's committee and subcommittee meetings;
- (2) the University's operating budget;
- (3) the University's expenditure analysis for the previous year
- (4) University regulations published under the Administrative Procedure Act.

(d) Upon UFF request, the University shall make the following documents available to the UFF, at no cost, no more than once per calendar year:

(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, rank, contract length, contract rate, class code, college, department, date of hire, and complete work address.

(2) Worksheet reports, on or before March 1st, where prepared, to reflect posted payroll changes. These worksheets would include the following data elements: employee name, , job title, administrative title, liability department name, date of hire, prior rate of pay, new rate of pay, percent increase, type of increase (e.g., equity, market, merit, etc.), and FTE.

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

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

(e) All documents and reports described in subsection (d) above may be provided in electronic format.

**7.3 Request for information.** Any request for information beyond the scope contained herein in Section 7.1, shall be made in writing by the UFF to the University. Where such information is readily available at the University level, the University shall endeavor to provide such information at no or minimal cost.

**7.4 Bargaining Unit Member List.** Upon request and not more than once per semester, the University shall provide the UFF, at no cost, with an electronic list including name, department/unit, position code, title/rank, e-mail address, contact telephone number, work address, date of hire, college or unit, contact mailing addresses for each employee in the bargaining unit.

## **Article 8 (BOT voted to impose 7/25/2013)**

### **ARTICLE 8**

#### ***APPOINTMENT***

**8.1 Policy.** The University shall exercise its authority to determine the standards, qualifications, and criteria so as to fill appointment vacancies in the bargaining unit with the best possible candidates. In furtherance of this aim, the University shall,

(a) advertise such appointment vacancies, receive applications and screen candidates therefore, and make such appointments as it deems appropriate under such standards, qualifications, and criteria, and

(b) commit to an effort to identify and seek qualified women and minority candidates for vacancies and new positions.

**8.2 Advertisement of Vacancies.** Bargaining unit vacancies shall be advertised through appropriate professional channels. Employees of lower or equivalent ranks, employees who are spouses of employees, and employees who are local residents shall not, in the hiring process, be disadvantaged for that reason. Prior to making the decision to hire a candidate to fill a bargaining unit vacancy, the appropriate administrator(s) shall consider recommendations which have resulted from the review of candidates by employees in the department/unit.

**8.3 Employment Agreement.** All appointments shall be made on a University employment agreement and signed by the president or representative and the employee. The University may enclose informational addenda, except that such addenda shall not abridge the employee's rights or benefits provided in this Agreement. The University employment agreement shall contain the following elements:

- (a) Date;
- (b) Professional Classification System title, class code, rank, and appointment status;
- (c) Principal place of employment;