

1 ARTICLE 3

2 **UFF PRIVILEGES**

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4 **3.1 Use of Facilities and Services.**

5 Subject to the rules and policies of the  
6 University, the UFF shall have the right to use  
7 University facilities for meetings and to use all  
8 other services of the University on the same  
9 basis as they are generally available to  
10 University-related groups and organizations.

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12 **3.2 Communications.**

13 (a) UFF may post bulletins and notices  
14 relevant to its position as the collective  
15 bargaining agent on at least one bulletin board  
16 per building where employees have offices.  
17 Specific locations within a building shall be  
18 mutually selected by the University and the  
19 local UFF Chapter. All materials placed on the  
20 designated bulletin boards shall bear the date  
21 of posting and may be removed by the  
22 University after having been posted for sixty  
23 days. In addition, such bulletin boards may not  
24 be used for election campaigns for public  
25 office.

26 (b) The University shall place a link to the  
27 local UFF Chapter website at  
28 [www.collectivebargaining.ucf.edu](http://www.collectivebargaining.ucf.edu)

29 ~~(b)(c)~~ UFF may use new or existing  
30 university e-mail listservs to communicate with  
31 employees and the university. Employees who  
32 are e-mail recipients of the listserv shall have  
33 the right to have themselves removed from the  
34 listserv upon request to UFF. The University

35 will make available to UFF technical resources  
36 to resolve issues with listserv(s).

37 **3.3 Leave of Absence -- Union**  
38 **Activity.**

39 (a) At the written request of the UFF,  
40 provided no later than May 1 of the preceding  
41 academic year when such leave is to become  
42 effective, a full-time or part-time unpaid leave  
43 of absence for the academic year shall be  
44 granted to up to two employees designated by  
45 the UFF for the purpose of carrying out UFF's  
46 obligations in representing employees and  
47 administering this Agreement, including  
48 lobbying and other political representation.  
49 Such leave may also be granted to one  
50 employee for the entire summer term, upon  
51 written request by the UFF provided no later  
52 than March 15 of the preceding academic  
53 year. Upon the failure of the UFF to provide  
54 the University with a list of designees by the  
55 specified deadlines, the University may refuse  
56 to honor any late requests.

57 (b) No more than two employees from any  
58 college/unit, nor more than one employee per  
59 fifteen employees per department/unit, shall be  
60 granted such leave at any one time.

61 (c) The UFF shall reimburse the  
62 University for the employee's fringe  
63 benefits.

64 (d) Employees on leave under this  
65 paragraph shall be eligible to receive salary  
66 increases in accordance with the provisions  
67 of the Leaves Article 17.

68 (e) An employee who has been granted  
69 leave under this Article for four consecutive

70 academic years shall not again be eligible for  
 71 such leave until one academic year has  
 72 elapsed following the end of the leave. One  
 73 employee, designated by the UFF, shall be  
 74 exempt from the provisions of this subsection.  
 75 Other exceptions may be granted at the  
 76 discretion of the University upon prior written  
 77 request by the UFF.

78 (f) The University shall not be liable for the  
 79 acts or omissions of said employees during  
 80 the leave and the UFF shall hold the  
 81 University harmless for any such acts or  
 82 omissions, including the cost of defending  
 83 against such claims.

84 (g) An employee on such leave shall  
 85 not be evaluated for this activity nor shall  
 86 such activity be considered by the  
 87 University in making personnel decisions.

### 88 89 **3.4 Released Time.**

90 (a) The University agrees to provide  
 91 released time each calendar year to full-time  
 92 employees designated by the UFF for the  
 93 purpose of carrying out the UFF's obligations  
 94 in collective bargaining negotiations, contract  
 95 enforcement and grievance representation.  
 96 The Parties shall take coordinated action to  
 97 facilitate an adequate and mutually convenient  
 98 bargaining schedule. A maximum of ~~five-six~~  
 99 units of released time shall be granted during  
 100 ~~each spring and the~~ fall semester. A maximum  
 101 of five units of released time shall be granted  
 102 during the spring semester and ~~four-five~~ units in  
 103 each summer session:-

104 ~~For the 2019 summer session, four units of~~

~~released time shall be granted. For the 2019-2020 fall and spring semester, six units of released time shall be granted. The UFF may designate employees to receive released time during the year subject to the following conditions:~~

(1) A maximum of three released time units per semester shall be granted to employees in any one college. No more than one employee per department shall receive course releases.

(2) The UFF shall provide the University with a list of designees for the academic year no later than May 1 of the preceding academic year. Substitutions for the spring semester shall be made upon written notification submitted by the UFF to the University no later than November 1. A list of designees for the summer shall be submitted no later than April 15 preceding that summer.

(3) Notwithstanding the provisions of section 3.4(a)(1) above, for the ~~2020~~ summer C term, four units of released time shall be offered to employees in one college. This alteration in the number of released time units allowable in a single college is for the ~~2020~~ summer session only and shall not constitute a precedent for any purpose hereafter.

(b) Each "unit" of released time shall consist of a reduction in teaching load of one course per fall or spring semester for instructional employees or, for non-teaching employees, a reduction in workload of ten hours per week, which shall include a 25%

140 reduction in assigned duties. One unit of  
141 released time may be used during the summer  
142 term at a rate of 12.5% of the employee's nine-  
143 month salary and shall be considered the  
144 equivalent of one summer term course's FTE  
145 for instructional employees. For non-  
146 instructional twelve-month employees, one unit  
147 of summer released time shall include a  
148 reduction in workload of ten hours per week,  
149 which shall include a 25% reduction in  
150 assigned duties.

151 (c) Released time shall be used only by  
152 members of UFF's designated collective  
153 bargaining team and by the UFF's  
154 designated grievance representatives, at  
155 the University or state level, and shall not  
156 be used for lobbying or other political  
157 representation.

158 (d) Employees who are on leave of any  
159 kind shall not be eligible to receive released  
160 time.

161 (e) Upon the failure of the UFF to provide a  
162 list of designees by the specified deadlines,  
163 the University may refuse to honor any  
164 released  
165 time requests that were submitted late.  
166 Substitutions submitted after the November  
167 1 deadline shall be allowed at the discretion  
168 of the University.

169 (a) An employee who has been granted released  
170 time for either or both semesters during four  
171 consecutive academic years shall not again  
172 be eligible for released time until two  
173 academic years have elapsed following the  
174 end of the fourth academic year in which such

175 released time was granted.

176 (1) As an exception to this limitation,  
177 three employees designated by the UFF shall  
178 be eligible for released time for responsibilities  
179 at the UFF state level for one additional year.  
180 These employees shall not again be eligible  
181 for released time until two academic years  
182 have elapsed following the end of the fifth  
183 academic year of released time. These  
184 employees shall be identified by the UFF no  
185 later than May 1 of the preceding academic  
186 year; substitutions may be approved by the  
187 University at its discretion.

188 (2) One employee, designated by  
189 the UFF, shall be exempt from the released  
190 time limitations of Article 3.4(f). Other  
191 exceptions may be granted at the discretion  
192 of the University upon prior written request  
193 by the UFF.

194 (b) Employees on released time shall be  
195 eligible for salary increases on the same  
196 basis as other employees. Their released time  
197 activities shall not be evaluated and the  
198 University shall not use such activity against  
199 the employee in making personnel decisions.

200 (c) Employees on released time shall  
201 retain all rights and responsibilities as  
202 employees but shall not be considered  
203 representatives of the University for any  
204 activities undertaken on behalf of the UFF.  
205 The UFF agrees to hold the University  
206 harmless for any claims arising from such  
207 activities, including the cost of defending  
208 against such claims.

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