

## 1 ARTICLE 3

### 2 **UFF PRIVILEGES**

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4 **3.1 Use of Facilities and Services.** Subject to the rules and policies of the University,  
5 the UFF shall have the right to use University facilities for meetings and to use all other  
6 services of the University on the same basis as they are generally available to University-  
7 related groups and organizations.  
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### 9 **3.2 Communications.**

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

16 (b) The University shall place a link to the local UFF Chapter website at

17 [www.collectivebargaining.ucf.edu](http://www.collectivebargaining.ucf.edu).

18 ~~(c) [UFF may use mass e-mail services to communicate with employees. Employees](#)  
19 [who are e-mail recipients may unsubscribe themselves from mass emails from UFF. The](#)  
20 [University, if necessary, will address any technical issues that might impede mass emails to](#)  
21 [the bargaining unit. UFF mass email content will conform to policies and legislation as](#)  
22 [directed by PERC and US Department of Labor. UFF may utilize the UCF work email](#)  
23 [system \(ucf.edu\) to send messages to in-unit employees regarding an upcoming election or](#)  
24 [ratification vote. These messages will be limited to containing only the following elements:](#)  
25 [Name of election or ratification vote, time, date, and place of vote, and instructions directing](#)  
26 [in-unit employees to the UFF website for more information. The UFF will copy](#)  
27 [ccas@ucf.edu on all such communications to UCF employees.](#)~~

### 28 29 **3.3 Leave of Absence -- Union Activity.**

30 (a) At the written request of the UFF, provided no later than May 1 of the preceding  
31 academic year when such leave is to become effective, a full-time or part-time unpaid leave  
32 of absence for the academic year shall be granted to up to two employees designated by  
33 the UFF for the purpose of carrying out UFF's obligations in representing employees and  
34 administering this Agreement, including lobbying and other political representation. Such  
35 leave may also be granted to one employee for the entire summer term, upon written  
36 request by the UFF provided no later than March 15 of the preceding academic year. Upon  
37 the failure of the UFF to provide the University with a list of designees by the specified  
38 deadlines, the University may refuse to honor any late requests.

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

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

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

44 (e) An employee who has been granted leave under this Article for four consecutive  
45 academic years shall not again be eligible for such leave until one academic year has  
46 elapsed following the end of the leave. One employee, designated by the UFF, shall be

47 exempt from the provisions of this subsection. Other exceptions may be granted at the  
48 discretion of the University upon prior written request by the UFF.

49 (f) The University shall not be liable for the acts or omissions of said employees during  
50 the leave and the UFF shall hold the University harmless for any such acts or omissions,  
51 including the cost of defending against such claims.

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

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### 55 **3.4 Released Time.**

56 (a) The University agrees to provide released time each calendar year- to full-time  
57 employees designated by the UFF for the purpose of carrying out the UFF's obligations in  
58 collective bargaining negotiations, contract enforcement and grievance representation. The  
59 Parties shall take coordinated action to facilitate an adequate and mutually convenient  
60 bargaining schedule. A maximum of five units of released time shall be granted during each  
61 spring and fall semester and four units in each summer session.

62 ~~For the 2019 summer session, four units of released time shall be granted. For the~~  
63 ~~2019-2020 fall and spring semester, six units of released time shall be granted.~~ The UFF  
64 may designate employees to receive released time during the year subject to the following  
65 conditions:

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

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

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

78 (b) Each "unit" of released time shall consist of a reduction in teaching load of one  
79 course per fall or spring semester for instructional employees or, for non-teaching  
80 employees, a reduction in workload of ten hours per week, which shall include a 25%  
81 reduction in assigned duties. One unit of released time may be used during the summer  
82 term at a rate of 12.5% of the employee's nine-month salary and shall be considered the  
83 equivalent of one summer term course's FTE for instructional employees. For non-  
84 instructional twelve-month employees, one unit of summer released time shall include a  
85 reduction in workload of ten hours per week, which shall include a 25% reduction in  
86 assigned duties.

87 (c) Released time shall be used only by members of UFF's designated collective  
88 bargaining team and by the UFF's designated grievance representatives, at the University  
89 or state level, and shall not be used for lobbying or other political representation.

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

92 (e) Upon the failure of the UFF to provide a list of designees by the specified deadlines,  
93 the University may refuse to honor any released time requests that were submitted late.

94 Substitutions submitted after the November 1 deadline shall be allowed at the discretion of  
95 the University.

96 (f) An employee who has been granted released time for either or both semesters  
97 during four consecutive academic years shall not again be eligible for released time until  
98 two academic years have elapsed following the end of the fourth academic year in which  
99 such released time was granted.

100 (1) As an exception to this limitation, three employees designated by the UFF shall  
101 be eligible for released time for responsibilities at the UFF state level for one additional  
102 year. These employees shall not again be eligible for released time until two academic  
103 years have elapsed following the end of the fifth academic year of released time. These  
104 employees shall be identified by the UFF no later than May 1 of the preceding academic  
105 year; substitutions may be approved by the University at its discretion.

106 (2) One employee, designated by the UFF, shall be exempt from the released time  
107 limitations of Article 3.4(f). Other exceptions may be granted at the discretion of the  
108 University upon prior written request by the UFF.

109 (g) Employees on released time shall be eligible for salary increases on the same basis  
110 as other employees. Their released time activities shall not be evaluated and the University  
111 shall not use such activity against the employee in making personnel decisions.

112 (h) Employees on released time shall retain all rights and responsibilities as employees  
113 but shall not be considered representatives of the University for any activities undertaken on  
114 behalf of the UFF. The UFF agrees to hold the University harmless for any claims arising  
115 from such activities, including the cost of defending against such claims.