



FLORIDA INTERNATIONAL UNIVERSITY
BOARD OF TRUSTEES
GOVERNANCE COMMITTEE

Friday, June 2, 2017

12:00 p.m. *approximate start time

Florida International University
Modesto A. Maidique Campus
College of Business Complex, Special Events Center, Room 233

Committee Membership:

Claudia Puig, *Board Chair*; Jorge L. Arrizurieta, *Board Vice Chair*; Cesar L. Alvarez; Jose J. Armas;
Leonard Boord; Gerald C. Grant, Jr.

AGENDA

- | | |
|---|--------------------|
| 1. Call to Order and Chair's Remarks | Claudia Puig |
| 2. Approval of Minutes | Claudia Puig |
| 3. Action Items | |
| G1. Ratification of the 2017-2020 Collective Bargaining Agreement between The Florida International University Board of Trustees and Florida Public Employees Council 79, affiliate of the American Federation of State, County, and Municipal Employees, AFL-CIO (AFSCME)* | Kenneth A. Jessell |
| G2. 2017-18 University Work Plan | Kenneth G. Furton |
| G3. University and President's Performance Goals, 2017-18 | Kenneth G. Furton |
| G4. University President's Incentive Goals, 2017-18 | Mark B. Rosenberg |
| 4. New Business (<i>If Any</i>) | Claudia Puig |
| 5. Concluding Remarks and Adjournment | Claudia Puig |

The next Governance Committee Meeting is scheduled for Thursday, September 7, 2017

**Pending ratification by AFSCME-Local 79*

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2. Approval of Minutes

Approval of Minutes

THE FLORIDA INTERNATIONAL UNIVERSITY
BOARD OF TRUSTEES
Governance Committee
June 2, 2017

Subject: Approval of Minutes of Meeting held March 3, 2017

Proposed Committee Action:

Approval of Minutes of the Governance Committee meeting held on Friday, March 3, 2017 at the Modesto A. Maidique Campus, Graham Center, Room 243.

Background Information:

Committee members will review and approve the Minutes of the Governance Committee meeting held on Friday, March 3, 2017 at the Modesto A. Maidique Campus, Graham Center, Room 243.

Supporting Documentation: Minutes: Governance Committee Meeting, March 3, 2017

Facilitator/Presenter: Claudia Puig, *Governance Committee Chair*

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**FLORIDA INTERNATIONAL UNIVERSITY
BOARD OF TRUSTEES
GOVERNANCE COMMITTEE
MINUTES
MARCH 3, 2017**

1. Call to Order and Chair's Remarks

The Florida International University Board of Trustees' Governance Committee meeting was called to order by Board Chair Claudia Puig on Friday, March 3, 2017, at 11:53 a.m. at the Modesto A. Maidique Campus, Graham Center, Room 243.

The following attendance was recorded:

Present:

Claudia Puig, *Board Chair*
Jorge L. Arrizurieta, *Board Vice Chair*
Cesar L. Alvarez
Gerald C. Grant, Jr.

Excused:

Jose J. Armas
Leonard Boord

Trustees Alian Collazo, Natasha Lowell, Marc D. Sarnoff and Kathleen L. Wilson and University President Mark B. Rosenberg were also in attendance.

2. Approval of Minutes

Board Chair Puig asked if there were any additions or corrections to the minutes of the December 1, 2016 Governance Committee meeting. A motion was made and passed to approve the minutes of the Governance Committee meeting held on Thursday, December 1, 2016.

University General Counsel Carlos B. Castillo presented an overview of the process that the Committee will follow in relation to the review of the Annual Accountability Report and the President's Management review.

G1. Florida International University 2015-16 Annual Accountability Report

Provost and Executive Vice President Kenneth G. Furton provided an overview of FIU's 2015-16 Annual Accountability Report, noting that the President-approved report was submitted to the Board of Governors (BOG) on February 27th. Provost Furton stated that the report focuses on the University's achievements for the previous academic year (2015-16) in the areas of degree production, research expenditures, and key university achievements.

Provost Furton provided an overview of the data dashboard highlights with principal University metrics. He presented key institutional achievements, highlighting various significant accomplishments in the areas of (1) Teaching and Learning; (2) Scholarship, Research, and Innovation; and (3) Community and Business Engagement. He noted in the first five gateway courses, D, F, Withdrawal, and Incomplete grades decreased an average of 7.7% from Fall 2012 to Fall 2015, with greatest improvements in Chemistry and College Algebra. He stated that the White House recognized FIU's Mastery Math Lab and the STEM Transformation Institute as Bright Spots in Hispanic Education, and that the Florida Department of Education ranked FIU's Reading Education master's program as the No. 1 teacher preparation program in the State of Florida.

Provost Furton also mentioned that in the reporting year, there were 70 disclosures, 61 patent applications, and 11 patents awarded. He stated that the FIU Model United Nations program ranked number four in the nation and that FIU was designated an Ashoka Changemaker Campus. He noted that FIU was ranked #2 in Florida by *Forbes*' "America's Best Large Employers" listing and is one of only 25 four-year institutions to make the *Chronicle of Higher Education*'s "Great Colleges to Work For" Honor Roll.

Provost Furton also presented an overview of University achievements relating to community and business engagement, noting that the Dan Marino Foundation partnered with FIU EMBRACE to provide educational opportunities to young adults with autism spectrum disorder and other developmental disabilities. He added that FIU in Washington, D.C. opened in June 2016 and is a research-focused, engaged solutions center for alumni, students, and staff to convene and collaborate. He further stated that President Rosenberg is Chairman of the Greater Miami Chamber of Commerce (GMCC) for 2016-17, through which FIU is connecting students with employers.

A motion was made and passed that the FIU Board of Trustees Governance Committee recommend that the Board of Trustees (1) approve Florida International University's 2015-16 Annual Accountability Report as provided in the Board materials and (2) delegate authority to the University President to perform finish editing as needed and to amend consistent with comments received from the Board of Governors (BOG).

G2. President's Management Report, 2015-16

Provost Furton presented the University and President's Performance Goals and Results for the 2015-16 academic year Self-Evaluation Scorecard, detailing the outcomes of the 10 BOG Performance Based Funding Model metrics. He noted that the University achieved and/or exceeded six of the 10 goals. He added that while the University did not meet the 77% objective for the metric pertaining to the percent of bachelor's graduates employed or continuing their education one year after graduation, FIU leads the SUS with 76%. He added that the University did not meet the goal of reducing average cost per undergraduate degree to the institution to $\leq \$24,385$, explaining that while all SUS institutions experienced an increase in this area, FIU's increase was the second lowest. He added that the BOG has replaced this metric with one that measures the cost to the student. Provost Furton indicated that while the University only partially achieved the goal of awarding $\geq 55\%$ of graduate degrees in areas of strategic emphasis, there was a 6% increase in strategic graduate degrees. He further stated that while the goal of awarding $\geq 71\%$ of bachelor's degrees without excess hours was not achieved, the University did improve in this area.

Board Chair Puig noted that as is required by the BOG, she discussed President Rosenberg's annual evaluation process with the Chair of the BOG. She stated that the cooperation enabled the BOG to provide input in the President's evaluation process prior to Board of Trustees' review. Board Chair Puig added that BOG Chair Thomas G. Kuntz provided positive feedback regarding the President's leadership.

Board Chair Puig led the discussion on the President's Management Review for the 2015-16 academic year. The Committee discussed the President's performance during the 2015-16 academic year based on his achievement of the mutually agreed upon goals. Board Chair Puig further noted that, on behalf of the Committee, she would present a written assessment and recommended performance rating for Board consideration. The Committee members recognized that specific goals were not fully achieved, but commended President Rosenberg for his outstanding leadership and remarkable outreach efforts. Trustees voiced a concern that the State's greater emphasis on performance based accountability and the reliance on traditional metrics may not appropriately capture FIU's unique mission and strengths.

A motion was made and passed that the FIU Board of Trustees Governance Committee recommend for Board of Trustees' approval a "Superior" performance rating to President Rosenberg for his leadership of Florida International University during the 2015-16 academic year.

Board Chair Puig noted that per the third amendment to Dr. Rosenberg's employment agreement, the Board could, in its discretion, annually award Dr. Rosenberg incentive compensation of up to \$100,000 for the 2015-16 academic year based on the sub-set of goals established as Dr. Rosenberg's incentive goals. Board Chair Puig added that the Board has delegated the Governance Committee with the responsibility of carrying out the award of incentive compensation.

President Rosenberg detailed the outcomes of the Presidential Incentive Goals, reporting that the University exceeded and/or far exceeded four of the five goals. He added that the growth of research expenditures and doctoral degrees contributes to real-world solutions and continues to positively impact the local community and beyond. He indicated that the increased number of students participating in internships is critical in terms of preparation for the workforce and also serves to address some of industries' most challenging issues. He noted that the \$56M fundraising objective was not met, but stated that the Next Horizon Campaign raised \$336.3M by the end of the 2015-16 fiscal year, that corporate fundraising placed FIU third in the state, and that faculty and staff fundraising achieved more than \$1.8M with a 50% participation rate. President Rosenberg also presented an overview of other University accomplishments, highlighting the expansion of The Education Effect university-community-school partnership, the opening of FIU in D.C., and the launch of the Florida Advanced Surgical Transport Team.

The Committee engaged in a discussion on the President's Incentive Goals for the 2015-16 academic year. The Committee commended the President's leadership, commitment to student success, and community outreach.

A motion was made and passed that the FIU Board of Trustees Governance Committee award President Rosenberg \$100,000 in incentive compensation for the 2015-16 academic year.

The Committee thanked President Rosenberg for his exceptional leadership and that of his administrative team.

4. New Business

No new business was raised.

5. Concluding Remarks and Adjournment

With no other business, Board Chair Claudia Puig adjourned the meeting of the Florida International University Board of Trustees Governance Committee on Friday, March 3, 2017 at 12:54 pm.

There were no Trustee requests.

MB 3.9.17

THE FLORIDA INTERNATIONAL UNIVERSITY
BOARD OF TRUSTEES
Governance Committee
June 2, 2017

Subject: Ratification of the 2017-2020 Collective Bargaining Agreement between The Florida International University Board of Trustees and Florida Public Employees Council 79, affiliate of the American Federation of State, County, and Municipal Employees, AFL-CIO

Proposed Committee Action:

Recommend that the Florida International University Board of Trustees (the BOT) ratify the 2017-2020 Collective Bargaining Agreement between the BOT and the Florida Public Employees Council 79, affiliate of the American Federation of State, County, and Municipal Employees, AFL-CIO (AFSCME). The major changes from the 2013-2016 BOT-AFSCME CBA are to the following sections:

- Article 1: Recognition
 - Article 3: AFSCME Activities
 - Article 4: Grievance and Arbitration
 - Article 8: Employee Parking
 - Article 9: Wages
 - Appendix B: AFSCME-FIU Dues Checkoff Form
 - Bonus Policy
 - Neutral, Internal Resolution of Disputes Policy
 - Shift Differential Policy
 - Added these policies to the AFSCME policies:
 - Background Checks
 - Employee Wellness
 - External Volunteers
 - Mandatory Reporting of Child Abuse
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Background information:

Representatives of the BOT and the AFSCME have engaged in collective bargaining negotiations to discuss the terms and conditions of employment that will govern the AFSCME employees. The bargaining teams have reached an agreement on a collective bargaining agreement (CBA) to replace the one that expired on August 19, 2013.

Florida Board of Governors Regulation 1.001(5)(b) provides that each board of trustees shall act as the sole public employer of all public employees of its university for the purposes of collective bargaining, and shall serve as the legislative body for the resolution of impasses with regard to collective bargaining matters.

Supporting Documentation:

BOT-AFSCME Term Sheet

2017-2020 Collective Bargaining Agreement between BOT
and AFSCME (*redlined and final versions*)

2017-2020 AFSCME Policies (*redlined and final versions*)

Facilitator/Presenter:

Kenneth A. Jessell

Pending ratification by AFSCME-Local 79

BOT-AFSCME TERM SHEET

Term:	2017-2020
Articles & Policies:	The following articles and policies of the collective bargaining agreement were revised as outlined below: Article 1 Recognition, Article 3 AFSCME Activities, Article 4 Grievance and Arbitration, Article 8 Employee Parking, Article 9 Wages, Bonus Policy, Disciplinary Policy, Neutral, Internal Resolution of Disputes Policy, Shift Differential Pay, and added four new University-wide policies to the AFSCME list of policies.
Article 1 Recognition	Because of the classification structure work, new AFSCME positions have been created and some have been re-titled. This requires AFSCME and FIU to petition the Public Employees Relation Commission (PERC) to confirm that these positions should properly be classified as AFSCME bargaining unit members. Instead of delaying the effectiveness of the collective bargaining agreement (CBA), the parties agreed to update the CBA, if necessary, once PERC ruled on the affected positions.
Article 3 AFSCME Activities	Added language to provide 8 hours per pay period of release time for the Local AFSCME President to conduct union business.
Article 4 Grievance & Arbitration	Made the Step 1 process an informal one instead of requiring the employee to first bring the grievance to his or her supervisor.
Article 8 Employee Parking	The salary threshold for an AFSCME employee to receive a 25% discount on the parking decal was increased from \$30,000 to \$31,200.
Article 9 Wages	<p><u>2017-2018</u></p> <ul style="list-style-type: none"> Effective the 1st pay period following joint ratification, two percent (2%) across-the-board pay increase to be added to the base and a one-time payment retroactive to January 2, 2107 will be paid. Eligible employees must be rated higher than “Below Standards or Achieves Standards/Marginal.” Effective December 1, 2017, a merit increase from a pool equal to one (1%) percent of the base rate of pay of the bargaining unit members. Eligible employees must have been rated a 4 or 5 in the last Performance Excellence Process evaluation. <p><u>2018-2019</u></p> <ul style="list-style-type: none"> Effective the 1st pay period following July 1, 2018, one & one-half percent (1.5%) across-the-board pay increase to be added to the base. Same eligibility as before. Effective December 1, 2018, a merit increase from a pool equal to one & one-half (1.5%) percent of the base rate of pay of the bargaining unit members. Same eligibility as before.

	<u>2019-2020</u> <ul style="list-style-type: none"> Effective the 1st pay period following July 1, 2019, one & one-half percent (1.5%) across-the-board pay increase to be added to the base. Same eligibility as before. Effective December 1, 2019, merit increase from a pool equal to one and one-half (1.5%) percent of the base rate of pay of the bargaining unit members. Same eligibility as before.
Appendix B AFSCME FIU BOT Dues Checkoff	Added a form that allows AFSCME employees to voluntarily donate per pay period an amount to the AFSCME political entity.
Bonus Policy	Added the procedure for awarding a performance-based bonus or a retention bonus.
Disciplinary Policy	Clarified the progressive disciplinary process. Did not affect the at-will status of the employees.
Neutral, Internal Resolution of Disputes Policy	Made the Step 1 process an informal one instead of requiring the employee to first bring a complaint about a policy to his or her supervisor.
Shift Differential Policy	<ul style="list-style-type: none"> Evening shift: Increased the differential from three percent (3%) to five percent (5%). Night shift: Increased the differential from six percent (6%) to eight percent (8%).
Added these University-wide Policies to the AFSCME policies	Background Checks Employee Wellness External Volunteers Mandatory Reporting of Child Abuse

Pending ratification by AFSCME-Local 79 on May 31, 2017

**The Florida International University
Board of Trustees**

And

**The American Federation of State, County and Municipal
Employees
AFL-CIO**

Collective Bargaining Agreement

2017-2020

Pending ratification by AFSCME-Local 79 on May 31, 2017

Table of Contents

Preamble	
Article 1 – Recognition	
Article 2 – Definitions	
Article 3 – AFSCME Activities	
Article 4 – Grievance and Arbitration Procedure	
Article 5 – Layoffs and Recall	
Article 6 – Health and Safety	
Article 7 – AFSCME Deductions	
Article 8 – Employee Parking	
Article 9 – Wages	
Article 10 – Prevailing Rights	
Article 11 – Management Rights	
Article 12 – Totality of Agreement.....	
Article 13 – Savings Clause.....	
Article 14 – Duration	
Article 15 – Maintenance of University Policies and Rules	
Appendix A – List of Represented Classes	
Appendix B – Dues Deductions	
Appendix C – Official Grievance Forms	
Appendix D – Notice of Arbitration	

Pending ratification by AFSCME-Local 79 on May 31, 2017

PREAMBLE

This Agreement is between the Florida International University Board of Trustees, hereinafter called the Board, and the Florida Public Employees Council 79, affiliate of the American Federation of State, County, and Municipal Employees, AFL-CIO, hereinafter called AFSCME;

WHEREAS, it is recognized by the Board and AFSCME that the public policy of the State and the purpose of Part II, Chapter 447, Florida Statutes, is to provide statutory implementation of Section 6, Article 1 of the Constitution of the State of Florida, and to promote harmonious and cooperative relationships between the University and its employees, both collectively and individually, and to protect the public by assuring, at all times, the orderly and uninterrupted operations and functions of the University;

WHEREAS, it is recognized by the Board and AFSCME that terms and conditions of employment of employees are contained in this Agreement and in the University employment rules, policies and procedures manual; and

WHEREAS, the above language is a statement of intent and therefore not subject to the grievance procedures as outlined in Article 4.

NOW THEREFORE, in consideration of the mutual covenants herein contained, the Board and AFSCME do agree as follows.

Pending ratification by AFSCME-Local 79 on May 31, 2017

ARTICLE 1 RECOGNITION

1.1 Inclusions.

A. The Board hereby recognizes the Local 3346 and Florida Council 79 of the American Federation of State, County and Municipal Employees, AFL-CIO, (AFSCME), as the exclusive representative for the purposes of collective bargaining with respect to wages, hours, and terms and conditions of employment for all employees included in the Non-Professional (Operational Services and the Administrative and Clerical) (Certification No. 1463) bargaining units and Professional (Certification No. 1468), as defined in certifications issued on October 9, 2003 and March 8, 2004, respectively by the Florida Public Employees Relations Commission (PERC). The parties agree to ratify this collective bargaining agreement while the unit clarification is under review and ready for presentation to PERC either by agreement or for PERC to make final determinations. The attached certifications are subject to change once PERC certifies the units and will be affixed to this agreement as Attachment A.

B. This Agreement includes all regularly scheduled full-time and part-time employees in classification and positions listed in Appendix A of this Agreement except for those individuals filling full-time and part-time positions excluded pursuant to Section 1.2.

1.2 Exclusions.

This Agreement specifically excludes persons in positions designated with managerial, confidential, or temporary ~~hourly appointment status, and all persons paid from Other Personal Services (OPS) funds.~~

1.3 Positions of Classes-Unit Designation

A. When a position is included in a bargaining unit, and the University determines that the position should be excluded from the unit due to its managerial or confidential status, the University shall notify AFSCME of such determination. AFSCME shall notify the University, in writing, within fifteen (15) days of receipt of the notice, of any comments it has regarding the bargaining unit designation or of its desire to discuss such designation. If, following such discussion, AFSCME disagrees with the bargaining unit designation of the position; it may request that the Florida Public Employees Relation Commission (PERC) resolve the disputed unit placement.

B. When the Board establishes a new position class or revises an existing classification so that its bargaining unit designation is changed, the Board shall notify AFSCME regarding the bargaining unit status of the class. AFSCME shall notify the Board, in writing, within fifteen (15) days of the notice, of any comments it has regarding the bargaining unit designation or of its desire to discuss such designation. If, following such discussion, AFSCME disagrees with the bargaining unit designation of the position class, it may request that the PERC resolve the dispute.

Pending ratification by AFSCME-Local 79 on May 31, 2017

C. Notice to AFSCME shall be considered sufficient if provided to Regional Director of Region 5, AFSCME Council 79, and to the President of the Local Union 3346. AFSCME, 700 S. Royal Poinciana Blvd., Suite 700, Miami Springs, Florida 33166 by certified mail.

ARTICLE 2 DEFINITIONS

The terms used in this Agreement are defined as follows:

2.1 "Administration" means Florida International University acting through its President and/or representative.

2.2 "AFSCME Staff Representative" means an individual employed by AFSCME and designated by AFSCME to represent employees pursuant to this Agreement.

2.3 "Bargaining unit" means those employees, collectively, represented for collective bargaining purposes by AFSCME pursuant to Florida PERC Certification No. 1463 issued in Commission Order Number 04E-035, dated February 4, 2004 and Certification Number 1468, issued in Commission Order Number 04E-070 dated March 8, 2004, wherein the Commission determined the composition of the bargaining unit at FIU.

2.4 "Board," "BOT," or "Board of Trustees" means the body established to govern Florida International University by Article 9, Section 7 of the Florida Constitution, acting through the President or other duly designated representative.

2.5 "Days" means ~~calendar~~ business days, excluding any day observed as a State holiday.

2.6 "Employee" means a member of the bargaining units described in Article 1.

2.7 "Grievance" means a dispute, claim or complaint that any employee or the Union may have as to the interpretation, application, and/or alleged violation of provision(s) of this Agreement which is subject to the Grievance Procedure. ~~filed with the Supervisor ("Step 1"), using Appendix C of this Agreement concerning the interpretation or application of a specific provision of this Agreement which is subject to the Grievance Procedure. The filing or pendency of any grievance under the provisions of this Article shall in no way impede or delay the right of the University to take the action complained of, subject, however, to the final disposition of the grievance.~~

Pending ratification by AFSCME-Local 79 on May 31, 2017

2.8 "Grievant" means an employee or group of employees who has/have filed a grievance in a dispute over a provision of this Agreement which confers right upon the employee. AFSCME may file a grievance in a dispute over a provision of this Agreement that confers rights upon AFSCME.

2.9 "Management Representative" means an individual designated to hear grievances on behalf of the University.

2.10 "Position" means a position in a classification included in a bargaining unit described in Article 1.

2.11 "President of AFSCME Council 79" includes his/her duly designated representatives.

2.12 "Steward/AFSCME Employee Representative" means an employee who has been designated by AFSCME to investigate grievances and to represent grievant in grievances which have been properly filed under Article 4 of this Agreement when AFSCME has been selected as the employee's representative.

2.13 "Supervisor" means an individual identified by the President or designee as having immediate administrative authority over bargaining unit employees.

2.14 "University", "~~University,~~" or "FIU" means Florida International University, acting through the University President and/or ~~his~~ representative.

ARTICLE 3 AFSCME ACTIVITIES

3.1 Designation and Selection of Representatives

A. The President of Council 79 or his/her designee shall furnish to the University no later than July 1st each year, a list of Employee Representatives who are designated to assist in processing Grievances. This list shall include the name, work address and work telephone number of each Employee Representative. The University will not recognize any person as an Employee Representative whose name does not appear on the list. This list may be amended as new representatives are designated by President of Council 79 or his/her designee.

B. A total of ten (10) employees may be designated to serve as Employee Representatives; however, FIU will only be required to deal with ~~one~~ two designated AFSCME representative, unless mutually agreed to otherwise.

Pending ratification by AFSCME-Local 79 on May 31, 2017

3.2 Representative Access

~~A.~~ AFSCME shall have the right to use University facilities for meetings on the same basis as they are available to other University related organizations.

3.3 Consultation

The Vice President for Human Resources or his/her designee shall meet with AFSCME representatives to discuss matters pertinent to the implementation or administration of the Agreement or any other mutually agreeable matters. The party requesting consultation shall submit a written list of agenda items no less than one (1) week in advance of the meeting. The University and AFSCME understand and agree that such meetings may be used to resolve problems regarding the implementation and administration of the Agreement; however, such meetings shall not constitute or be used for the purpose of collective bargaining.

3.4 Employee Information and Rules Provided.

A. Upon written request ~~of~~by AFSCME, the University will, on a semi-annual basis, provide a list of AFSCME employees with the name, home address, home phone number, department, hourly wage, work address, classification title, gross salary and date of hire for each employee.

B. The University shall provide AFSCME with the website address where it can view a copy of its ~~personnel~~employee regulations (bot.fiu.edu), policies (policies.fiu.edu) and collective bargaining agreement (hr.fiu.edu). ~~A hard copy of personnel rules, policies and the collective bargaining agreement shall be maintained in the University library.~~

3.5 Negotiations

A. Parties and Location.

1. AFSCME agrees that all collective bargaining is to be conducted with University representatives designated for that purpose by the President. There shall be no negotiations by AFSCME at any other level.
2. Negotiations shall be held in a mutually agreed location in Miami-Dade County, Florida unless all parties agree to another location.

B. Negotiation Committee.

1. AFSCME may designate in writing no more than three (3) employees to serve on its Negotiation Committee and not more

Pending ratification by AFSCME-Local 79 on May 31, 2017

than three (3) employees to serve as alternates for Committee members who are unable to attend a negotiation session.

3.6 Leave for Negotiating and Other AFSCME Activities.

A. Administrative leave pay shall be granted to the AFSCME bargaining committee members for the purpose of attending negotiations.

B. Effective upon ratification of this Agreement, and during the term of this Agreement as set forth in Article 14, employees shall have the right to donate per the procedures set forth herein their accrued vacation leave to an AFSCME Leave Bank for the purpose of creating an AFSCME Leave Bank so that ~~up to three (3)~~ AFSCME representatives may attend, with HR's written approval, AFSCME conventions, AFSCME conferences, and for other union-related business, except for collective bargaining negotiations. The AFSCME Leave Bank is not considered vacation or sick leave. Each of the ~~three (3)~~ representatives may ~~only use twenty-five (25)~~ hours of the AFSCME Leave Bank each fiscal year as needed (for a total of seventy-five (75) hours per fiscal year) for such activity. ~~There shall be no carryover of the unused donated leave from one fiscal year to the next. Any such unused leave shall be forfeited on June 30 of each fiscal year. The unused donated leave hours shall be carried over from one fiscal year to the next, not to exceed seventy-five (75) hours.~~ Within ten (10) days of ratification of this Agreement, AFSCME shall provide in writing a list of the names of the ~~three (3)~~ representatives who are authorized to use the AFSCME Leave Bank. Thereafter, AFSCME shall provide such written list on or before July 1 of each fiscal year during the term of this Agreement. The University shall have no responsibility or liability for the vacation leave deducted from the employees covered hereunder and credited to the AFSCME Leave Bank. AFSCME shall indemnify the University and hold it harmless against any and all claims, demands, and liabilities which arise out of or by reasons of any action taken or not taken pursuant to the provisions of this Article. The deduction and crediting of vacation leave provided for herein shall be based on signed authorizations which must be submitted no later than ~~thirty (30)~~sixty (60) days from ratification of this Agreement and from July 1, thereafter. The same procedures, including signed AFSCME Leave Bank authorizations by bargaining unit employees, shall be utilized.

C. RELEASE TIME FOR AFSCME PRESIDENT. The University agrees to provide eight (8) hours of release time per pay period to the AFSCME President to conduct union business during the regular work schedule. It is the responsibility of the AFSCME President to request the leave and obtain permission from his/her immediate supervisor just as they would for any other leave. The AFSCME President will record this release time as

Pending ratification by AFSCME-Local 79 on May 31, 2017

administrative leave and inform ELR of the needed time prior to taking the leave when applicable; if not able, immediately upon the conclusion of the *union business*. Under no circumstances is this release time to be used for any reasons other than to conduct union business with AFSCME employees. If the University learns that admin leave was used for reasons other than to conduct *union business*, that reported release time will be reversed to vacation leave and this Section 3.6 (C) will no longer be in effect for the current serving President. If the authorized eight (8) hours of leave is not used in the pay period, the unused leave cannot be carried forward to the next pay period.

Definition: *union business* is business conducted between the AFSCME President and an FIU employee during regular hours at a university facility/campus.

3.7 Bulletin Boards.

A. Where official bulletin boards of the University are available in the Graham Center, Wolfe University Center, PG5, the Engineering Center, and CSC, the University agrees to provide space on such bulletin boards for AFSCME use in accordance with University policy and procedures. The University also agrees to provide space on one (1) official bulletin board of its choosing in the College of Nursing for AFSCME to use in accordance with University policy and procedures.

B. The ~~Materials~~ materials posted on the boards shall be restricted only to office AFSCME matters. No material shall be posted which is derogatory to any person or organization, or which constitutes election campaign material for or against any person or organization or faction thereof, except that election material relating to AFSCME elections may be posted on such boards.

3.8 Communications.

~~Upon ratification of this Agreement,~~ FIU will continue to place have a link in ~~an appropriate place on the University website (i.e., the~~ hr.fiu.edu website containing the AFSCME collective bargaining agreement ~~and policies) to and~~ the website of the AFSCME Local/Chapter.

3.9 During planned orientation of new employees, the Union shall be given an opportunity to introduce (or have introduced) one of its Local Representatives who may speak briefly to describe the Union, participation in negotiations, and general interest in representing employees.

Pending ratification by AFSCME-Local 79 on May 31, 2017

ARTICLE 4 GRIEVANCE AND ARBITRATION PROCEDURE

4.1 In a mutual effort to provide a harmonious working relationship between the parties to this Agreement, it is agreed that there is a procedure for the resolution of grievances between the parties arising from any alleged violation of a specific term of this Agreement.

4.2 For the purpose of this Agreement, a "grievance" is defined as a dispute, claim or complaint that any employee or the Union may have as to the interpretation, application, and/or alleged violation of provision(s) of this Agreement which is subject to the Grievance Procedure.

4.3 For the purpose of determining deadlines for actions as set forth in this Article, the parties agree that, if said deadline falls on a weekend or a University recognized holiday, the deadline for said action shall be on the following business day. Every effort will be made by the parties to settle all grievances as soon as possible. The time limits set forth shall be strictly complied with and can only be extended by mutual agreement of the parties in writing. Mutual agreements may be evidenced by email exchanges. Any grievance shall be considered settled at the last level considered if the grievant fails to timely process the grievance to the next level. The term "days" shall mean business days. The date of receipt shall not be included in the count of days. Compliance with any time limit under this Article shall be determined by the date-stamped receipt executed by the office receiving the grievance or the person receiving the decision.

4.4 The commencement of legal proceedings against University in a court of law or equity, or before the Public Employee Relations Commission, for misapplication or misinterpretation of the terms of this Agreement, shall be deemed an election of remedy and shall be a waiver by the party commencing the proceeding of its/their right to resort to the Grievance and Arbitration Procedure contained in this Article and any grievance that has already been filed over the same subject will be dismissed. The filing of a grievance constitutes a waiver of any rights to judicial review of agency action pursuant to Chapter 120, Florida Statutes, or to the review of such actions under other University procedures available to address such matters. The commencement of proceedings pursuant to Section 120.57, Florida Statutes, for misapplication or misinterpretation of the terms of this Agreement shall be deemed an election of remedy and shall be a waiver by the party commencing the proceeding of its/their right to resort to the Grievance and Arbitration Procedure contained in this Article and any grievance that has already been filed over the same subject will be dismissed. Except as otherwise specifically provided, the Grievance and Arbitration Procedure is the sole remedy for any alleged violations of this Agreement.

4.5 In the event that the grievance involves an act or omission which could be handled by either this Article or the Neutral, Internal Resolution of Policy Disputes, the

Pending ratification by AFSCME-Local 79 on May 31, 2017

filing of a grievance under this Article constitutes a waiver of the filing of a complaint under the Neutral, Internal Resolution of Policy Disputes.

4.6 Grievances shall be processed in accordance with the following procedures:

~~A. STEP 1: The grievant shall present in writing his/her grievance to the appropriate supervisor within (10) days of the occurrence of the action giving rise to the grievance, or the date on which the employee knew or reasonably should have known of such act or omission if that date is later. The Step 1 form (attached) must be submitted in writing and shall be signed by the grievant(s). Discussions will be informal for the purpose of settling differences in the simplest and most effective manner. (The grievant shall have the right to representation by AFSCME.) The supervisor shall communicate a decision in writing to the grievant within ten (10) days from the date the grievance discussion took place. Failure of the supervisor to timely respond shall be considered a denial of the grievance and shall entitle the grievant to appeal to Step 2.~~

A. INFORMAL RESOLUTION. The parties strongly encourage the informal resolution of issues that may be grievances. The grievant may (but is not required to) attempt to resolve his/her grievance with his/her supervisor. Discussions will be informal for the purpose of settling differences in the simplest and most effective manner. Should the grievant wish to pursue an informal resolution of a grievance, he/she must request a meeting in writing with the supervisor within five (5) days from the act or omission giving rise to the grievance or the date on which the grievant knew or should reasonably have known of such act or omission if that date is later. The supervisor will respond with a meeting date and time within five (5) days of the request. If the supervisor determines that the Department action should be changed, the supervisor will offer the change to the grievant. If the grievant accepts the change, the matter will be considered resolved and there will be no further review. If the supervisor determines that the Department action was appropriate or the grievant does not accept the modification offer, the grievant will be informed that he/she can choose to use the Step 1 review process; the Department action will be unchanged. If the grievant chooses to appeal the Department action by initiating the Step 1 process, all parties agree that no one will mention any details about the informal resolution process at Step 1 or Step 2.

B. STEP 21:

(1) Filing. If the grievance has not been satisfactorily resolved ~~at the Step 1 through the informal resolution process or the supervisor has failed to respond within the Step 1 deadlines, if the grievant has chosen not to use the informal resolution process but wants to file a grievance,~~ the grievant or AFSCME may (upon request of the grievant) proceed to Step 21 by filing a fully executed Step 21 form which is attached. The Step 21 form must be filed with the Vice President of Human Resources or designee within ten (10) days ~~after receipt of the Step 1 decision by the grievant and/or grievant's representative or when the answer was due in the Step 1 process.~~ of conclusion of the

Pending ratification by AFSCME-Local 79 on May 31, 2017

informal resolution process if used or within ten (10) days of the date on which the employee knew or reasonably should have known of such act or omission if the grievant did not use the informal process.

(2) Meeting. The Vice President for Human Resources or designee shall investigate the alleged grievance and shall, within fifteen (15) days or other mutually agreeable date of receipt of the written grievance, conduct a meeting between the Vice President for Human Resources or designee, other University representatives as necessary, the grievant and/or the grievant's Union representative. At the Step ~~21~~ meeting, the grievant shall have the right to present any evidence in support of the grievance. The parties present at the Step ~~21~~ meeting shall discuss the grievance. Any party bringing legal counsel to the Step ~~21~~ meeting shall provide at least five (5) business days' advance written notice to all other parties. The grievant may bring an interpreter to the Step ~~21~~ meeting at his or her own cost.

(a) Documents. In advance of the Step ~~21~~ meeting, the grievant shall have the right, upon written request to the Vice President of Human Resources or designee, to a copy of any identifiable documents relevant to the ~~complaint~~grievance.

(b) Decision. The Vice President for Human Resources or designee shall notify the grievant of a decision in writing no later than ten (10) days following the meeting. A copy of the decision shall be sent to the grievant, the grievant's representative and AFSCME (if grievant elected self-representation or representation by legal counsel). Failure of the Vice President for Human Resources or designee to timely respond shall be considered a denial of the grievance and shall entitle the grievant to appeal to Step ~~32~~. If the University fails to provide a Step ~~21~~ decision within the time limits provided in this Article due to a University-caused delay, the University shall pay all costs of the Step ~~32~~ process should AFSCME elect to take the grievance to that step.

C. ~~STEP-32~~: If a grievance has not been satisfactorily resolved at Step ~~21~~, if or the Vice President of Human Resources or designee has failed to respond within the Step ~~21~~ deadlines, the grievant or AFSCME (upon the request of the grievant) may proceed to Step ~~32~~ by filing a fully executed Step ~~32~~ form which is attached. The Step ~~32~~ form must be filed with the Vice President of Human Resources or designee within fifteen (15) days after receipt of the Step ~~21~~ decision by the grievant and/or grievant's representative or when the answer was due in the Step ~~21~~ process. The grievance may be withdrawn by the grievant or by AFSCME representative at any point prior to issuance of the ~~Panel's~~Arbitrator's decision by providing written notification to the Arbitrator and to the Vice President of Human Resources or designee.

(1) The parties hereby agree that the arbitration selection procedure will be as follows:

Pending ratification by AFSCME-Local 79 on May 31, 2017

- i. ~~The party requesting arbitration shall, concurrently with its filing of the Step 32 form, notify the Federal Mediation and Conciliation Services (FMCS) American Arbitration Association (AAA) of the filing of the grievance and request a list of seven (7) arbitrators sent to each party. or the Federal Mediation and Conciliation Services (FMCS) of the filing of the grievance and request a list of five (5) arbitrators sent to each party.~~
- ii. ~~Within seven (7) days of when the last party receives the list from the FMCS, the parties shall meet to select an arbitrator. Each party shall alternatively strike arbitrators from the list until one remains with a coin toss used to determine which party strikes first. The party requesting arbitration shall notify FMCS of the party's selection.~~

~~ii. Each party shall alternatively strike arbitrators from the list until one remains with a coin toss used to determine which party strikes first. The party requesting arbitration shall notify AAA or FMCS of the party's selection.~~

~~iii. The parties will select the arbitrator within ten (10) days after receipt of the list of arbitrators.~~

(2) Authority of the ~~Panel~~Arbitrator.

i. Unless the parties agree in writing to the contrary, only one grievance may be submitted to the arbitrator at any one hearing.

ii. The arbitrator shall not add to, subtract from, modify, ignore, or alter the terms or provisions of this Agreement, or the provisions of applicable law, rules, or regulations having the force and effect of law. The arbitrator shall not have the power to limit or interfere in any way with the powers, duties, and responsibilities of the University under applicable law, rules, and regulations having the force and effect of law. The arbitrator shall be confined solely to the application and/or interpretation of the Agreement and the precise issue(s) submitted for arbitration. The arbitrator shall determine each dispute in accordance with the terms of this Agreement and in accord with a "Submission Agreement," if one can be agreed to. If there is no Submission Agreement, then the arbitrator will rely on the grievances as written under Step 21 of this Agreement.

iii. Where a University official has made a judgment involving the exercise of discretion, the arbitrator shall not substitute its judgment for that of the University official. Nor shall the arbitrator review such decision except for the purpose

Pending ratification by AFSCME-Local 79 on May 31, 2017

of determining whether the decision has violated the Agreement.

(3) The Hearing. The arbitrator shall hold the hearing in Miami-Dade County unless otherwise agreed by the parties. The hearing shall commence within sixty (60) days of the arbitrator's acceptance of selection, or as soon thereafter as is practicable. The parties shall stipulate to the issue(s) prior to the hearing before the arbitrator. If the parties are unable to stipulate to the issue(s) prior to such hearing, the parties shall proceed to a hearing on applicability of this procedure based on either procedural or substantive concerns ("applicability"). Issues of applicability shall be bifurcated from the substantive issues and, whenever possible, determined by means of a hearing conducted by conference call. The arbitrator shall have ten (10) days from the hearing on applicability to render a decision on the applicability issues. If the process is judged to be applicable to the complaint, the arbitrator shall then proceed to hear the substantive issue(s) in accordance with the provisions of this Agreement.

i. The arbitrator shall rule on arbitrability before issuing a decision on the merits. If a lawsuit is filed over arbitrability, the arbitration shall not commence until the lawsuit has terminated in the trial court. If the grievance was found to be arbitrable, then the grievance would be assigned to another arbitrator using the same process as used for selecting the first arbitrator.

ii. The arbitrator shall issue the decision within thirty (30) days of the close of the hearing on the substantive issue(s) or the submission of briefs, whichever is later, unless additional time is agreed to by the parties in writing. The decision shall be in writing and shall set forth findings of fact, reasoning, and conclusions on the issues submitted. Except as expressly specified in this Article, the provisions of the Florida Arbitration Code, Chapter 682, Florida Statutes, shall not apply. Except as modified by the provisions of this Article, the arbitration proceeding shall be conducted in accordance with the Labor Arbitration Rules and Procedures of the American Arbitration Association or FMCS.

iii. In rendering its decision, the arbitrator shall refrain from issuing any statements of opinion or conclusions not essential to the determination of whether the act or event giving rise to the grievance violated a provision of this Agreement.

iv. If the arbitrator determines that an Article has been violated, the arbitrator shall direct the University to take appropriate action. The arbitrator may award back salary where the arbitrator determines that the employee is not receiving the appropriate salary from the University, but the arbitrator may not award other monetary damages or penalties. The arbitrator shall have no power to establish wages, rates of pay for new jobs, or to change any wage, unless the arbitrator is specifically empowered to do so by both parties in writing. An arbitrator's award may be retroactive based on the equities each case may demand, but in no case shall an award be retroactive to a date earlier than thirty (30) days prior to the date the grievance was

Pending ratification by AFSCME-Local 79 on May 31, 2017

originally filed in this Article.

v. The decision or award of the arbitrator shall be final and binding upon the University, AFSCME, and the grievant provided that either party may appeal to an appropriate court of law a decision that was rendered by the arbitrator acting outside of or beyond the arbitrator's jurisdiction.

(4) Venue. For purposes of venue in any judicial review of an arbitrator's decision issued under this Article, the parties agree that such an appeal shall be filed in the courts in Miami-Dade County, Florida unless both parties specifically agree otherwise in a particular instance. In an action commenced in Miami-Dade County, neither the University nor AFSCME will move for a change of venue based upon the ~~defendant's~~grievant's residence ~~in fact~~ if other than Miami-Dade County.

(5) Fees and Expenses. All fees and expenses of the arbitrator shall be divided equally between the parties unless mutually agreed otherwise. Each party shall bear the cost of preparing and presenting its own case. However, in the event the grievance is withdrawn after the selection of the arbitrator, the party withdrawing the grievance shall be responsible for the full cost of the arbitrator's fee (if any) unless otherwise mutually agreed by the parties in writing. Expenses of obtaining a hearing room, if any, shall be equally divided between the parties. The cost of the written transcript, if requested by both parties, will be shared by both parties.

4.~~7~~6. The following general rules are applicable to this Article:

A. The grievant or the AFSCME may abandon or settle a grievance.

B. ~~The University will notify AFSCME of any individual filing a grievance pursuant to this Article.~~

C. ~~AFSCME will have the opportunity to be present at any meetings held between the University and the Grievant (if the grievance is not filed through AFSCME) to resolve a grievance filed pursuant to this Article.~~

A-D. ~~Only AFSCME may request that a grievance proceed to arbitration.~~

B-E. ~~The grievant or the AFSCME shall have only one opportunity to amend or supplement the grievance. No grievance can be amended or supplemented after Step 21.~~

C. ~~Only grievances based on events or occurrences which occur after the date of the execution of this Agreement can be processed under this Article. After the expiration of this Agreement, there is no duty upon University to process any grievance unless the facts upon which the grievance is based occurred prior to the expiration of the Agreement. The arbitrator shall not receive into evidence nor rely upon any past practices that occurred after the date of the execution of this Agreement.~~

Pending ratification by AFSCME-Local 79 on May 31, 2017

~~D.F.~~ In contract interpretation, the burden of proof is on the grievant. In such cases, the preponderance of evidence standard is applicable.

~~E.G.~~ No grievance informally resolved or by using the process described in this Article shall constitute a precedent for any purpose unless agreed to in writing by the University Vice President or designee, the grievant, and AFSCME.

~~F.H.~~ Filings and Notification. All documents required or permitted to be issued or filed pursuant to this Article may be transmitted by fax, United States mail by certified mail with return receipt requested, or any other recognized delivery service that provides documentation of delivery to the recipient including email. ~~An e-mail is not an acceptable form of delivery unless otherwise noted in this Article.~~

~~G.I.~~ Reprisal. No reprisal of any kind will be made by the University or AFSCME against any grievant, any witness, any AFSCME representative, or any other participant in the Grievance and Arbitration Procedure by reason of such participation.

~~H.J.~~ Records. In the event an employee files a grievance under this Article, the employee has the right to one (1) copy of their personnel-employee records at no cost. ~~All written materials pertinent to a grievance shall be maintained separately from the evaluation file of the grievant or witnesses, except (1) at the request of the grievant or witness that specific materials be included in his or her own evaluation file, or (2) where the terms of the decision or a settlement direct that a copy of the decision or settlement agreement be placed in the evaluation file of a grievant or witness. All decisions or settlement agreements resulting from grievances processed pursuant to this Article shall specify whether or not a copy of the decision or settlement agreement is to be placed in the evaluation file(s) of any grievant or witness.~~

Pending ratification by AFSCME-Local 79 on May 31, 2017

ARTICLE 5 LAYOFFS AND RECALL

5.1 Layoffs.

A. The University, ~~or the Board in the case of Board employees,~~ shall notify the local AFSCME President and Staff Representative on the same day as the affected employee(s) is notified that an employee or employees in the bargaining unit will be laid off. Regular staff employees will not be laid off if there are temporary employees in comparable positions in the layoff unit. Employees may be laid off due to adverse financial circumstances; reallocation of resources; reorganization of administrative structures, programs, or functions; curtailment or abolishment of one or more programs or essential functions; or shortage of work. However, nothing precludes the Union from conferring about the practical consequences that decisions may have within the bargaining unit.

B. The affected layoff unit may be identified at an organizational level such as division, college, school, department, area, program, or position as determined by the Vice President for Human Resources or his/her designee.

C. In the event of a reduction in force, FIU will consider a number of relevant factors in determining selections for layoff, the public interest being of prime importance. Factors to be considered include:

1. Training, experience and position, including certifications.
2. Employee's overall performance/disciplinary record.
3. Seniority.

As between two employees, if one and two above are relatively equal, then seniority shall prevail.

D. The notice to the employee of layoff shall include the effective date of layoff, the reason for layoff, a statement of recall rights and any appeal/grievance rights, including applicable filing deadlines. Any laid-off employee(s) shall be given priority consideration when applying for any open position within the University for which the employee meets the required qualifications. The laid-off employee(s) must indicate that he or she qualifies for the priority consideration at the time of application in order to be afforded such priority consideration.

5.2 Laid off employees shall have recall rights only to the position that the employee held immediately prior to being laid off within the layoff unit. Recall of laid off employees will be in accordance with departmental needs. Recall rights are limited to the one (1) year period following the layoff. During this period, no new employees will be hired by the layoff unit for the position that the affected employee had previously held until the laid off employee is offered recall. Any employee offered recall at his/her last known address must contact the Division of Human Resources and agree to return to work within 21 calendar days, or forfeit all recall rights.

Pending ratification by AFSCME-Local 79 on May 31, 2017

ARTICLE 6 HEALTH AND SAFETY

6.1 Statement of Policy. The University shall make reasonable efforts to provide employees a safe and healthy working environment. The Board and AFSCME agree to work cooperatively toward reducing job-related injuries and Workers' Compensation costs by encouraging improved safety measures.

6.2 Safety Committee. The AFSCME will name one (1) operational employee, one (1) administrative/clerical employee and one (1) professional employee to serve on a University Wide Safety Committee. Any individual selected to serve in this capacity will make appropriate scheduling arrangements, with management's approval, to ensure his/her attendance does not adversely affect operations.

6.3 Employee Health and Safety.

A. When a University requires an employee to use or wear health or safety equipment, such equipment will be provided by the University.

B. Any employee becoming aware of a work-related accident shall immediately notify the supervisor or the supervisor's designee of the area where the incident occurred.

C. When an employee believes an unsafe or unhealthy working condition exists in the work area, the employee shall immediately report the condition to the employees' supervisor or supervisor's designee. The University shall investigate the report and respond to the employee in a timely manner.

D. The University will not require employees to continuously perform repetitive keyboard motions at a video display terminal for an uninterrupted period in excess of two (2) consecutive hours.

E. The University shall make reasonable attempts to notify affected employees of major remodeling or major construction.

Pending ratification by AFSCME-Local 79 on May 31, 2017

ARTICLE 7 AFSCME DEDUCTIONS

7.1 Deductions and Remittance.

A. The University will deduct AFSCME membership dues and other authorized deductions in an amount established by AFSCME and certified in writing by the President of Council 79 to the Vice President for Human Resources or designee, from employees pay for those employees who individually make such request on the deduction authorization form provided by AFSCME included as Appendix B and/or the Human Resources website under the Collective Bargaining tab. Employee transfers or promotions within these bargaining units shall not require the submission of new forms.

B. The dues and other authorized deductions shall be made on the employee's regular payroll basis and shall begin with the first full pay period following receipt of the authorization form. The dues and other authorized deductions shall be remitted by the University to the AFSCME State Office within thirty (30) days after the deductions are made. Accompanying each remittance shall be a list of the employees from whose salaries such deductions were made and the amounts deducted. When an employee returns from an approved unpaid leave status, dues deductions shall continue if that employee had previously submitted a deductions authorization form.

C. AFSCME shall notify the Vice President for Human Resources or designee in writing of any changes in its dues at least thirty (30) days prior to the effective date of such change.

7.2 Insufficient Pay for Deduction. In the event an employee's salary earnings within any pay period are not sufficient to cover dues and other authorized deductions, it will be the responsibility of AFSCME to collect its dues and other authorized deductions for that pay period directly from the employee.

7.3 Termination of Deduction.

A. The University's responsibility for deducting dues and other authorized deductions shall terminate automatically upon either: (1) revocation by the employee by providing the University Human Resources Office and the Union with thirty (30) days written notice that the employee is terminating the prior checkoff authorization, (2) the termination of employment, or (3) the transfer, promotion, or demotion of the employee out of these bargaining units.

B. Should the University receive any written instructions from the bargaining unit member to stop his/her authorization to deduct dues, the University shall comply with Chapter 447, Part 2, Florida Statutes. The University shall provide a

Pending ratification by AFSCME-Local 79 on May 31, 2017

copy of all received unit members authorizations to stop dues deductions, on a bi-weekly basis.

7.4 Indemnification. AFSCME shall indemnify, defend, and hold the Board, the State of Florida, and their officers, officials, agents, and employees harmless against any claim, demand, suit, or liability (monetary or otherwise) and for all legal costs arising from any action taken or not taken by the Board, the State, or their officers, officials, agents, and employees in complying with this Article. AFSCME shall promptly refund to the University any funds received in accordance with this Article which are in excess of the amount of deductions which the Board has agreed to deduct, provided that such unauthorized dues deductions are reported to AFSCME Council 79 by the University within one hundred and twenty (120) days of the occurrence.

7.5 Exceptions. Except pursuant to court order, the Board will not deduct any AFSCME fines, penalties, or special assessments from the pay of any employee.

Pending ratification by AFSCME-Local 79 on May 31, 2017

**ARTICLE 8
EMPLOYEE PARKING**

8.1 Each bargaining unit employee with an annual base pay of ~~\$30,000~~\$31,200 or less shall receive a discount of twenty-five percent (25%) on the cost (exclusive of sales tax) of the annual registration fee for an annual faculty/staff decal.

8.2 The benefit provided pursuant to this Article shall be effective upon joint ratification of the agreement.

Pending ratification by AFSCME-Local 79 on May 31, 2017

ARTICLE 9 WAGES

9.1 Salary Increases for Fiscal Year ~~2013-2014~~2017-2018

(a) The Board shall provide all eligible bargaining unit employees with a general across-the-board wage increase of ~~two and one half percent (2.5%) or two thousand dollars (\$2,000), whichever sum is greater~~ one percent (1%) two percent (2%) retro to January 2, 2017. The increase will be based upon the employee's base rate of pay and in proportion to their full-time equivalency (FTE). To be eligible, the employee must have been employed by the University before ~~July 1, 2012~~ July 1, 2016, and continuously employed through the date of joint ratification. The increase shall be effective upon the date of joint ratification of the contract by the parties, payable on the first pay period following ratification, ~~and will not be retroactive~~. If the employee's most recent performance evaluation in effect on the date of joint ratification is "Below Standards or Achieves Standards/Marginal," the employee shall not receive the increase. If an ineligible employee achieves performance standards (in accordance with their most recent annual evaluation) after the implementation of the pay action but prior to the end of the ~~2013-2014~~2017-2018 Fiscal Year, the employee may receive an increase; however, such increase shall be effective on the date the employee becomes eligible, and not retroactively applied.

(b) The Board shall provide merit increases from a pool equal to one (1%) percent of the base rate of pay of the bargaining unit member. ~~The merit pay shall be distributed in accordance with the criteria and rating of the Operational Excellence Award.~~ Merit increases shall be effective the first pay period in ~~June 2014~~December 2017. Merit increases shall not adjust the base salary rate of the bargaining unit member. To be eligible, the employee must have been employed by the University before ~~June 1, 2013~~December 2016, and continuously through the effective date of the salary action and received an overall rating on his/her PEP of 4 or 5.

9.2 Salary Increases for Fiscal Year ~~2014-2015~~2018-2019

(a) The Board shall provide all eligible bargaining unit employees with a general across-the-board wage increase of ~~two percent (2%)~~ one and one half percent (1 ½%). The increase will be based upon the employee's base rate of pay and in proportion to their full-time equivalency (FTE). To be eligible, the employee must have been employed by the University before ~~September 1, 2013~~ July 1, 2017, and continuously through the effective date of the salary action. The increase should be effective on the first pay period in ~~September 2014~~ October 2018. If the employee's most recent performance evaluation immediately prior to ~~September 2014~~ October 2017 is "Below Standards or Achieves Standards/Marginal," the employee shall not receive a merit increase. If an ineligible employee achieves performance standards (in accordance with their most recent annual evaluation) after the implementation of the pay action but

Pending ratification by AFSCME-Local 79 on May 31, 2017

prior to the end of the ~~2014-2015~~2018-2019 Fiscal Year, the employee may receive an increase; however, such increase shall be effective on the date the employee becomes eligible, and not retroactively applied.

(b) The Board shall provide merit increases from a pool equal to one and one half (1 1/2%) percent ~~TBD-1 1/2%~~ of the base rate of pay of the bargaining unit member. ~~The merit pay shall be distributed in accordance with the criteria and rating of the Operational Excellence Award.~~ Merit increases shall be effective the first pay period in ~~June 2015~~ December 2018. Merit increases shall not adjust the base salary rate of the bargaining unit member. To be eligible, the employee must have been employed by the University before ~~June 1, 2014~~ December 2017, and continuously through the effective date of the salary action and received an overall rating on his/her PEP of 4 or 5.

9.3 Salary Increases for Fiscal Year ~~2015-2016~~2019-2020

(a) The Board shall provide all eligible bargaining unit employees with a general across-the-board wage increase of one and one half percent (1 1/2 %). The increase will be based upon the employee's base rate of pay and in proportion to their full-time equivalency (FTE). To be eligible, the employee must have been employed by the University before ~~September 1, 2014~~ July 1, 2018, and continuously through the effective date of the salary action. The increase should be effective on the first pay period in ~~September 2015~~October 2019. If the employee's most recent performance evaluation in effect immediately prior to ~~September 2015~~ October 2017 is "Below Standards or Achieves Standards/Marginal," the employee shall not receive a merit increase. If an ineligible employee achieves performance standards (in accordance with their most recent annual evaluation) after the implementation of the pay action but prior to the end of the ~~2015-2016~~2019-2020 Fiscal Year, the employee may receive an increase; however, such increase shall be effective on the date the employee becomes eligible, and not retroactively applied.

(b) The Board shall provide merit increases from a pool equal to one and one half (1 1/2 %) percent of the base rate of pay of the bargaining unit member. ~~Merit increases shall be effective the first pay period in June 2016.~~ Merit increases shall not adjust the base salary rate of the bargaining unit member. To be eligible, the employee must have been employed by the University before ~~June 1, 2015~~ December 2018, and continuously through the effective date of the salary action and received an overall rating on his/her PEP of 4 or 5.

9.4 Effect of Any Legislative Increases

(a) Any general across-the-board wage increases provided by the Legislative appropriations for the ~~2013-2014~~2017-2018 fiscal year, ~~2014-2015~~2018-2019 fiscal year, or ~~2015-2016~~2019-2020 fiscal year shall count toward any salary increases described in 9.1(a), 9.2(a), or 9.3(a) respectively.

Pending ratification by AFSCME-Local 79 on May 31, 2017

(b) Any merit or performance-based increase or bonus received by a bargaining unit employee as a result of appropriations by the Legislature for the ~~2013-2014~~2017-2018 fiscal year, ~~2014-15~~2018-2019 fiscal year or ~~2015-2016~~2019-2020 fiscal year shall count toward the amount of money an employee would have otherwise received in accordance with the provisions in 9.1(b), 9.2(b), or 9.3(b) respectively.

(c) Any merit or performance-based increase or bonus provided by Legislative appropriations for the ~~2013-2014~~2017-2018, ~~2014-2015~~2018-2019, or ~~2015-2016~~2019-2020 fiscal year shall be passed on to bargaining unit employees as provided by the Legislature. Should the Legislature appropriate funds for a bonus, the bonus shall be paid in accordance with a policy or plan approved by the Office of Policy and Budget or, in the absence of such a plan, Section 110.1245(2), Florida Statutes. In the absence of an approved policy or plan, for purposes of determining eligibility under Subsections 110.1234(2)(b)4-6. (c), and (d), the criteria and rating used for the Operational Excellence Award will apply.

9.5 Contract and Grant-Funded Employees

Employees on contracts or grants shall receive salary increases provided that such salary increases are permitted by the terms of the contract or grant and adequate funds are available for this purpose in the grant or contract.

9.6 Additional Salary Increases

Nothing contained herein shall prevent FIU from providing salary increases beyond the increases specified above. These increases may be provided for market equity considerations, including verified counteroffers and compression/inversions; increased duties and responsibilities; special achievements; litigation/settlements; and similar special situations.

ARTICLE 10 PREVAILING RIGHTS

All existing pay and benefits provisions contained in University ~~personnel~~ policies which are not specifically provided for or modified by this Agreement or the ~~personnel~~ policies referenced in the Maintenance of University Policies ~~Article~~Policy or otherwise provided to AFSCME during these collective bargaining negotiations shall be in effect during the term of this Agreement. As provided under the Maintenance of University Policies ~~Article~~Policy, any claim by an employee concerning the application of such provisions shall not be subject to the Grievance Procedure of this Agreement, but shall

Pending ratification by AFSCME-Local 79 on May 31, 2017

be subject to the method of review prescribed by University Policy, or other appropriate administrative or judicial remedy.

ARTICLE 11 MANAGEMENT RIGHTS

It is the right of the University to determine unilaterally the purpose of the University, set standards of services to be offered to the public, and exercise control and discretion over its organizations and operations. It is the right of the University to direct its employees, and relieve its employees from duty because of lack of work or for other legitimate reasons, except as abridged or modified by the express provisions of this Agreement, provided, however, that the exercise of such rights shall not preclude an employee or AFSCME from raising a grievance on any such decision which violates the terms and conditions of this Agreement.

ARTICLE 12 TOTALITY OF AGREEMENT

12.1 Limitation. The Board and AFSCME acknowledge that, during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to present demands and proposals with respect to any and all matters lawfully subject to collective bargaining, and that all of the understandings and agreements arrived at by the Board and AFSCME thereby are set forth in this Agreement, and that it shall constitute the entire and sole Agreement between the parties for its duration.

12.2 Obligation to Bargain. Except as otherwise provided in this Agreement, the Board and AFSCME, during the term of this Agreement, voluntarily and unqualifiedly waive the right, and agree that the other shall not be obligated to bargain collectively with respect to any subject or matter whether or not referred to or covered by this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of the parties at the time they negotiated or signed this Agreement.

12.3 Modifications. Nothing herein shall preclude the parties from mutually agreeing to alter, amend, supplement, delete, enlarge, or modify any of the provisions of this Agreement in writing. Any alterations, amendments, supplements, deletions, enlargements, or modifications of any provisions of the University ~~personnel~~ rules or policies attached to this Agreement or applicable to AFSCME members will be governed by Article 15.

Pending ratification by AFSCME-Local 79 on May 31, 2017

ARTICLE 13 SAVINGS CLAUSE

If any State or Federal court with competent jurisdiction over the parties determines that any provision of this contract is in contravention of the laws or regulations of the United States or of this State, then such provision shall not be applicable, performed or enforced, but the remaining parts or portions of this contract shall remain in full force and effect for the term of this contract.

ARTICLE 14 DURATION

This Agreement shall be effective on the date of ratification by both parties and shall remain in full force and effect for three (3) years thereafter.

ARTICLE 15 MAINTENANCE OF UNIVERSITY POLICIES

15.1 An AFSCME designated-representative will be advised in writing of any changes in University ~~personnel-employee~~ rules, regulations, or policies impacting terms and conditions of employment within fourteen (14) days prior to formal adoption.

15.2 The University may not amend its current ~~personnel-employee~~ rules, regulations or policies applicable to the members of the bargaining unit if such a change would conflict with a term of this Agreement. In the event a change of ~~personnel-employee~~ rules, regulations, or policies does not conflict with a provision of this Agreement, but constitutes an otherwise change in terms or conditions of employment, the University shall notify AFSCME who may then request bargaining.

15.3 This Article ~~shall not be~~ subject to the Agreement's Grievance and Arbitration procedure. No alleged violation of a University rules or policy may be redressed through the Agreement's Grievance and Arbitration procedure. Any claim by a bargaining unit member concerning the application of any Board or University rule or policy shall be subject to the processes defined by University rule, regulation, or policy or other available administrative or judicial remedies.

Pending ratification by AFSCME-Local 79 on May 31, 2017

WITNESS WHEREOF, the parties have set their signatures this _____ day of _____, 2017.

**THE FLORIDA INTERNATIONAL
UNIVERSITY BOARD OF TRUSTEES**

**THE AMERICAN FEDERATION
OF STATE, COUNTY AND
MUNICIPAL EMPLOYEES
AFL-CIO**

~~Albert Maury~~ Claudia Puig
Chairman

Stacy Wein
Deputy General Counsel

Mark B. Rosenberg
President

David Cowart
Local AFSCME President

Joann Cuesta-Gomez
Chief Negotiator

Madelin Gonzalez
Chief Negotiator

Liz Marston
Senior General Counsel

Norman Herdocia
AFSCME DIRECTOR

Maricel Cigales
Associate Dean

Vriscilla "Vee" Alexander
AFSCME Bargaining Member

Lina Herran
Employee & Labor Relations Specialist

Georgia Bazos
AFSCME Bargaining Member

Date ratified by the AFSCME: _____

Date ratified by the Board of Trustees: _____

Pending ratification by AFSCME-Local 79 on May 31, 2017

APPENDIX A

LIST OF AFSCME REPRESENTED CLASSES

The parties have agreed to the following list of all regularly scheduled full-time and part-time employees whose class title is on or similar to that which is listed below which may be amended by agreement of the parties or by order of the Florida Public Employees Relations Commission:

Certification 1436 - Non-Professional Unit	
Job Code	Job Code Descriptions
<u>0109</u>	<u>Senior Patient Accounts Rep</u>
<u>0110</u>	<u>Certified Medical Assistant</u>
<u>0114</u>	<u>Administrative Assistant</u>
<u>0120</u>	<u>Referral Specialist</u>
<u>0186</u>	<u>Cashier</u>
<u>0390</u>	<u>Gift Services Specialist</u>
<u>0683</u>	<u>Office Assistant</u>
<u>0684</u>	<u>Office Associate</u>
<u>0694</u>	<u>Program Specialist</u>
<u>0705</u>	<u>Office Specialist</u>
<u>0715</u>	<u>Sr. Administrative Assistant</u>
<u>0716</u>	<u>Office Coordinator</u>
<u>0809</u>	<u>Procurement Agent 1</u>
<u>0815</u>	<u>Procurement Agent 2</u>
<u>0832</u>	<u>Enrollment Processing Assoc</u>
<u>0833</u>	<u>Enrollment Process Assistant</u>
<u>0918</u>	<u>Storekeeper Receiving Clerk I</u>
<u>0921</u>	<u>Storekeeper Receiving Clerk II</u>
<u>1006</u>	<u>HR Assistant</u>
<u>1025</u>	<u>Benefits Associate</u>
<u>1042</u>	<u>HR Customer Service Asst</u>
<u>1043</u>	<u>HR Customer Service Assoc</u>
<u>1044</u>	<u>Sr HR Customer Service Assoc</u>
<u>1049</u>	<u>Employee Records Specialist</u>
<u>1050</u>	<u>Employee Records Asst</u>
<u>1051</u>	<u>Employee Records Assoc</u>
<u>1074</u>	<u>HRIS Support Associate</u>
<u>1089</u>	<u>Recruitment Assoc</u>
<u>1415</u>	<u>Accounting Clerk</u>
<u>1418</u>	<u>Sr Accounting Clerk</u>
<u>1420</u>	<u>Patient Client Access Rep</u>
<u>1427</u>	<u>Accounting Specialist</u>

Pending ratification by AFSCME-Local 79 on May 31, 2017

<u>1435</u>	<u>Payroll Associate</u>
<u>2020</u>	<u>Data Center Operator</u>
<u>2023</u>	<u>Sr Data Center Operator</u>
<u>2060</u>	<u>Computer Repair Technician</u>
<u>2064</u>	<u>Sr Computer Repair Technician</u>
<u>2403</u>	<u>Grants Assistant</u>
<u>2415</u>	<u>Grants Associate</u>
<u>2726</u>	<u>Education Specialist</u>
<u>2735</u>	<u>Exhibitions Technician</u>
<u>2741</u>	<u>Sr Visitor Services Associate</u>
<u>2742</u>	<u>Volunteer Assistant</u>
<u>2744</u>	<u>Visitor Services Associate</u>
<u>2745</u>	<u>Gallery Guide</u>
<u>2757</u>	<u>Preparator</u>
<u>3723</u>	<u>AV Technician I</u>
<u>3725</u>	<u>AV Technician II</u>
<u>3937</u>	<u>Research Assistant</u>
<u>3938</u>	<u>Senior Research Assistant</u>
<u>3956</u>	<u>Marine Operations Technician</u>
<u>4206</u>	<u>Program Assistant</u>
<u>4210</u>	<u>Paralegal I</u>
<u>4211</u>	<u>Paralegal II</u>
<u>4212</u>	<u>Paralegal III</u>
<u>4301</u>	<u>Library Assistant</u>
<u>4302</u>	<u>Senior Library Specialist</u>
<u>4303</u>	<u>Library Associate</u>
<u>4304</u>	<u>Library Specialist</u>
<u>5017</u>	<u>Laboratory Technician</u>
<u>5027</u>	<u>Sr. Laboratory Technician</u>
<u>5198</u>	<u>Phlebotomist</u>
<u>5199</u>	<u>Surgery Scheduling Specialist</u>
<u>5200</u>	<u>Senior Phlebotomist</u>
<u>5235</u>	<u>Health Information Rep I</u>
<u>5236</u>	<u>Patient Accounts Representativ</u>
<u>5237</u>	<u>Health Information Rep II</u>
<u>5238</u>	<u>Sr Certified Medical Assistant</u>
<u>5239</u>	<u>Sr Patient Client Access Rep</u>
<u>5240</u>	<u>Cert Medical Asst Spec Lead</u>
<u>5241</u>	<u>Patient Accounts Rep Spec</u>
<u>5242</u>	<u>Patient Client Access Spec</u>
<u>5243</u>	<u>Senior Referral Specialist</u>

Pending ratification by AFSCME-Local 79 on May 31, 2017

<u>5244</u>	<u>Health Information Code Auditor</u>
<u>5260</u>	<u>Pharmacy Technician II</u>
<u>5264</u>	<u>MRI Technologist</u>
<u>5265</u>	<u>Paramedic</u>
<u>5520</u>	<u>Emergency Medical Technician</u>
<u>5644</u>	<u>Pharmacy Technician I</u>
<u>5666</u>	<u>Health Information Technician</u>
<u>6227</u>	<u>Parking Transportation Aide</u>
<u>6374</u>	<u>Maintenance Support Worker</u>
<u>6394</u>	<u>Groundskeeper I</u>
<u>6405</u>	<u>Recreation Specialist I</u>
<u>6423</u>	<u>Locksmith I</u>
<u>6426</u>	<u>Painter</u>
<u>6441</u>	<u>Plumber</u>
<u>6443</u>	<u>Journeyman Plumber</u>
<u>6444</u>	<u>Electrician</u>
<u>6451</u>	<u>HVAC Refrigeration Mechanic</u>
<u>6452</u>	<u>Sr HVAC Refrigeration Mechanic</u>
<u>6469</u>	<u>Groundskeeper II</u>
<u>6470</u>	<u>Groundskeeper III</u>
<u>6472</u>	<u>Locksmith II</u>
<u>6484</u>	<u>Bldg. Construction Inspector</u>
<u>6486</u>	<u>Recreation Specialist II</u>
<u>6503</u>	<u>General Maint Mechanic II</u>
<u>6504</u>	<u>General Maint Mechanic III</u>
<u>6505</u>	<u>Life and Safety Maint. Mech II</u>
<u>6506</u>	<u>Life and Safety Maint.Mech III</u>
<u>6509</u>	<u>Campus Suppt Maint Mech II</u>
<u>6510</u>	<u>Event Support Worker I</u>
<u>6511</u>	<u>Event Support Worker II</u>
<u>6512</u>	<u>Recycler</u>
<u>6516</u>	<u>Machinist I</u>
<u>6517</u>	<u>Campus Suppt Maint Mech III</u>
<u>6520</u>	<u>Machinist II</u>
<u>6526</u>	<u>Custodial Worker I</u>
<u>6527</u>	<u>Custodial Worker II</u>
<u>6539</u>	<u>Auto Mechanic I</u>
<u>6540</u>	<u>Auto Mechanic II</u>
<u>6552</u>	<u>Marine Mechanic</u>
<u>6567</u>	<u>Journeyman Electrician</u>
<u>6582</u>	<u>Telecom Customer Svc Rep</u>

Pending ratification by AFSCME-Local 79 on May 31, 2017

<u>6584</u>	<u>Sr Telecom Customer Svc Rep</u>
<u>6586</u>	<u>Assoc Apps Business Analyst</u>
<u>6648</u>	<u>IT Generalist I</u>
<u>6663</u>	<u>Associate IT Security Analyst</u>
<u>6671</u>	<u>Associate Computer Repair Tech</u>
<u>6674</u>	<u>Help Desk Analyst</u>
<u>6675</u>	<u>Help Desk Representative</u>
<u>6677</u>	<u>IT Field Analyst</u>
<u>6678</u>	<u>IT Field Technician</u>
<u>6683</u>	<u>Software and Hardware Analyst</u>
<u>6687</u>	<u>Network Equip Inventory Mgr</u>
<u>6696</u>	<u>Clinical IT Field Analyst I</u>
<u>6704</u>	<u>Junior Network Engineer</u>
<u>6748</u>	<u>Technical Support Analyst</u>
<u>6761</u>	<u>Jr Voice Technician</u>
<u>6767</u>	<u>Sr Voice Technician</u>
<u>6772</u>	<u>Telecommunications Installer</u>
<u>6774</u>	<u>Telephone Operator</u>
<u>6777</u>	<u>Voice Technician</u>
<u>6795</u>	<u>Instructional Design Asst</u>
<u>6809</u>	<u>Technology Tool Specialist</u>
<u>6823</u>	<u>Training Support Specialist I</u>
<u>6824</u>	<u>Training Support Specialist II</u>
<u>6825</u>	<u>Training Support Spec III</u>
<u>7404</u>	<u>Laboratory Technician Aide</u>
<u>8200</u>	<u>Security Guard</u>
<u>8203</u>	<u>Senior Security Guard</u>
<u>8215</u>	<u>University Postal Carrier</u>
<u>8402</u>	<u>Parking Enforcement Officer</u>
<u>8410</u>	<u>Police Service Technician</u>
<u>8411</u>	<u>Sr Police Service Technician</u>
<u>8412</u>	<u>Police Communications Operator</u>
<u>8413</u>	<u>Sr Police Communications Oper</u>
<u>8414</u>	<u>Quartermaster</u>

Pending ratification by AFSCME-Local 79 on May 31, 2017

Certification 1468: Professional Unit	
Job Code	Job Code Description
<u>0823</u>	<u>Admissions Recruiter I</u>
<u>0831</u>	<u>Enrollment Process Officer I</u>
<u>0841</u>	<u>Financial Aid Officer I</u>
<u>0842</u>	<u>Sr. Enrollment Process Assoc.</u>
<u>0843</u>	<u>Financial Aid Associate</u>
<u>0851</u>	<u>OneStop Enroll Officer I</u>
<u>0858</u>	<u>Academic Records Officer I</u>
<u>0859</u>	<u>Academic Records Associate</u>
<u>2736</u>	<u>Senior Preparator</u>
<u>2760</u>	<u>Museum Specialist</u>
<u>2796</u>	<u>Archivist Specialist</u>
<u>2814</u>	<u>Fine Arts Production Spec</u>
<u>3699</u>	<u>Associate Multimedia Producer</u>
<u>3700</u>	<u>Multimedia Producer</u>
<u>3703</u>	<u>Jr Graphic Designer</u>
<u>4601</u>	<u>AV Engineer I</u>
<u>4604</u>	<u>AV Engineer II</u>
<u>4630</u>	<u>Engineer I</u>
<u>4633</u>	<u>Engineer II</u>
<u>5083</u>	<u>Lab Manager I</u>
<u>5194</u>	<u>Radiology Technician</u>
<u>5314</u>	<u>Certified Behavior Analyst</u>
<u>5590</u>	<u>Ultrasound Technologist</u>
<u>6033</u>	<u>Health Educator I</u>
<u>6764</u>	<u>Sr Telecom Installer</u>
<u>6765</u>	<u>Sr Telephone Operator</u>
<u>8710</u>	<u>EHS Specialist I</u>
<u>8711</u>	<u>EHS Specialist II</u>

Pending ratification by AFSCME-Local 79 on May 31, 2017

APPENDIX B

APPENDIX B

AFSCME FLORIDA INTERNATIONAL UNIVERSITY DUES CHECKOFF AUTHORIZATION


I authorize Florida International University, to deduct from my pay, starting with the first full pay period commencing not earlier than seven days from the date this authorization is received by Florida International University, membership dues and assessments and the American Federation of State, County and Municipal Employees as established from time to time by AFSCME in accordance with its Constitution, and as entered to Florida International University by AFSCME. Furthermore, I understand that such dues and assessments will be paid to AFSCME.

This authorization shall continue until either (1) revoked by me at any time upon thirty days written notice to Florida International University, the university personnel office and to AFSCME; (2) my transfer or promotion out of an AFSCME represented bargaining unit; (3) termination of employment; or (4) revoked pursuant to Section 447.507 F.S.

Dues Deduction Authorization Cards and Forms: Dues, contributions or gifts to AFSCME are not deductible charitable contributions for federal income tax purposes. Dues paid to AFSCME, however, may qualify as business expenses and may be deductible in limited circumstances subject to various restrictions imposed by the Internal Revenue Service.

By signing this form, I authorize Florida International University to release my Social Security number to AFSCME in reporting dues deductions.

Signature _____ Date _____ Social Security Number _____
Florida International University _____ Department or Work Location _____ Job Classification _____
Name _____ Phone _____
Home Address _____ City _____ State _____ Zip _____
Ded. Code _____ County _____ Class _____ Local _____
For Union Use Only

Contribution Form		AFSCME PEOPLE			
Become a PEOPLE MVP for \$8.35/ month (\$100 annually)					
I hereby authorize my employer and associated agencies to deduct, each pay period, the amount certified as a voluntary contribution to be paid to the treasurer of American Federation of State, County and Municipal Employees PEOPLE, AFSCME, AFL-CIO, P.O. Box 65334, Washington, D.C., 20035-5334, to be used for the purpose of supporting pro-worker candidates in federal, state and local elections. My contribution is voluntary, and I understand that it is not required as a condition of membership in any organization, or as a condition of continued employment, and is free of reprisal. I understand that any contribution guideline is only a suggestion and I am free to contribute more or less than that amount and will not be favored or disadvantaged due to the amount of my contribution or refusal to contribute, and that I may revoke this authorization at any time by giving written notice.					
Deductions Per Pay Period		Last Name _____ First Name _____ M.I. _____			
24 pp/yr <input type="checkbox"/> \$4.20 MVP <input type="checkbox"/> \$8 <input type="checkbox"/> Other \$ _____		Street Address _____ Apt. No. _____			
26 pp/yr <input type="checkbox"/> \$4 MVP <input type="checkbox"/> \$8 <input type="checkbox"/> Other \$ _____		City/State _____ ZIP Code _____			
52 pp/yr <input type="checkbox"/> \$4 MVP <input type="checkbox"/> \$8 <input type="checkbox"/> Other \$ _____		Cell Phone* _____			
Circle jacket size. S M L XL 2XL Other _____		Occupation _____ Job Title _____			
For Office Use Only <input type="checkbox"/> JACKET RECEIVED		Employer _____			
Signature _____ Date _____		Home Phone _____ Business Phone _____			
Contributions or gifts to AFSCME PEOPLE are not deductible as charitable contributions for federal income tax purposes. In accordance with federal law, AFSCME PEOPLE will accept contributions only from members of AFSCME and their families. Contributions from other persons will be returned.		Personal E-mail Address _____			
*By providing my cell phone number, I understand that the Union and its affiliates may use automated calling technologies and/or text message me on my cell phone on a periodic basis. The Union will never charge for text message alerts; carrier message and data rates may apply to such texts.					

Pending ratification by AFSCME-Local 79 on May 31, 2017

APPENDIX C

~~GRIEVANCE AND ARBITRATION PROCEDURE~~

~~FIU Board of Trustees & AFSCME~~

~~Step 1 Grievance~~

RECEIPT INFORMATION

~~This grievance was received and filed with the Supervisor by:~~

~~(Check One):~~

~~_____ Mail (Circle One: certified, registered, restricted
delivery, return receipt requested, regular mail);~~

~~Or~~

~~_____ Personal Delivery (personal delivery requires signature
of recipient).~~

~~Date Received by University: _____~~

~~Received by: _____~~

~~_____ Signature _____ Print Name~~

GRIEVANT INFORMATION

~~Employee~~

~~Name: _____~~

~~Department: _____~~

~~Office Phone~~

~~#: _____~~

~~Division: _____~~

~~Panther ID: _____~~

~~E Mail Address: _____~~

~~I will be represented in this grievance by: (check one) — Note that your representative
must sign and print name his or her on the appropriate line):~~

~~☐ AFSCME~~

~~☐ Myself~~

Pending ratification by AFSCME-Local 79 on May 31, 2017

☐ Other

Name: _____ Department: _____
Office Phone #: _____ Division: _____

Mailing Address:

STATEMENT OF GRIEVANCE

~~The grievant shall present in writing his/her grievance to the appropriate Supervisor within ten (10) business days of the occurrence or the date the employee knew or reasonably should have known of the act or omission. The grievant must cite the specific Articles and Sections of the Agreement allegedly violated and the specific acts or omissions giving rise to the allegations.~~

~~The Supervisor shall communicate a decision in writing to the grievant within ten (10) business days from the date the grievance was presented to him/her. If the grievance was not satisfactorily resolved at Step 1 or the supervisor failed to respond within the Step 1 deadlines, the grievant may appeal to Step 2. The time limits set forth shall be strictly complied with and can only be extended by mutual agreement of the parties in writing.~~

~~Indicate your grievance in the space provided below (Attach additional sheets, including supporting documentation, if needed):~~

Indicate remedy sought:

~~I understand that the filing of a grievance constitutes a waiver of any of my rights to judicial or administrative review, pursuant to Chapter 120, Florida Statutes, or to the review of such actions under other University procedures available to address such matters. This form is in accordance with Article Four—Grievance and Arbitration Procedure of the FIU BOT/AFSCME Bargaining Agreement.~~

Pending ratification by AFSCME-Local 79 on May 31, 2017

~~Signature of Grievant(s)~~

~~Print Name~~

~~Date: _____~~

~~As the AFSCME representative, I have the authority to sign this grievance on behalf of the grievant.~~

~~_____
Signature of AFSCME Representative on behalf of the Grievant~~

~~Date: _____~~

Pending ratification by AFSCME-Local 79 on May 31, 2017

~~Grievance and Arbitration Procedure~~
~~FIU Board of Trustees & AFSCME~~
~~Step 2: request for Review of Step 1 Decision~~

RECEIPT INFORMATION

~~This grievance was received and filed with the Vice President of Human Resources or designee by: (Check One:)~~

~~_____ Mail (Circle One: certified, registered, restricted delivery, return receipt requested)~~

~~OR~~

~~_____ Personal Delivery (personal delivery requires signature of recipient).~~

~~Date Received by University _____~~

~~_____
Signature _____ Print Name~~

GRIEVANT INFORMATION

~~Grievant Name: _____ Department: _____~~
~~Office Phone #: _____ Division: _____~~

~~Panther ID: _____~~

~~E Mail Address: _____~~

~~I will be represented in this grievance by: (check one) — Note that your representative must sign and his or her print name on the appropriate line):~~

☐ ~~AFSCME~~

Pending ratification by AFSCME-Local 79 on May 31, 2017

☐ Myself

☐ Other

Name: _____ Department: _____
Office Phone #: _____ Division: _____

Mailing Address: _____

STATEMENT OF GRIEVANCE

If the grievance is not settled at the first step, the grievant, within ten (10) business days of the answer in Step 1, or if no answer was received under Step 1 when the answer was due, may appeal in writing to the Vice President for Human Resources or designee.

Date of Step 1 Decision: _____

Please attach the Supervisor's decision, if any.

The Vice President for Human Resources or designee shall investigate the alleged grievance and shall, within fifteen (15) business days of receipt of the written grievance, or other mutually agreeable date, conduct a meeting between the Vice President for Human Resources or designee, other FIU representatives as necessary, the grievant and the grievant's Union representative. The Vice President for Human Resources or designee shall notify the aggrieved employee of a decision no later than ten (10) business days following the meeting. The time limits set forth shall be strictly complied with and can only be extended by mutual agreement of the parties in writing.

Indicate your grievance in the space provided below. In the grievance, you must cite the specific provision of the Agreement allegedly violated and the specific acts or omissions giving rise to the allegations. (Attach additional sheets, including supporting documentation, if needed):

Indicate remedy sought:

Pending ratification by AFSCME-Local 79 on May 31, 2017

~~I understand that the filing of a grievance constitutes a waiver of any of my rights to judicial or administrative review, pursuant to Chapter 120, Florida Statutes, or to the review of such actions under other University procedures available to address such matters. This form is in accordance with Article Four—Grievance and Arbitration Procedure of the FIU BOT/AFSCME Bargaining Agreement.~~

~~Signature of Grievant(s)~~

~~Date~~

~~NOTE: The grievance will not be processed unless signed by the grievant.~~

Pending ratification by AFSCME-Local 79 on May 31, 2017

AFSCME LOCAL _____

STEP _____



OFFICIAL GRIEVANCE FORM

NAME OF EMPLOYEE _____ DEPARTMENT _____

CLASSIFICATION _____

WORK LOCATION _____ IMMEDIATE SUPERVISOR _____

TITLE _____

STATEMENT OF GRIEVANCE:

List applicable violation: _____

Adjustment required: _____

I authorize the A.F.S.C.M.E. Local _____ as my representative to act for me in the disposition of this grievance

Date _____ Signature of Employee _____

Signature of Union Representative _____ Title _____

Date Presented to Management Representative _____

Signature _____ Title _____

Disposition of Grievance: _____

THIS STATEMENT OF GRIEVANCE IS TO BE MADE OUT IN TRIPLICATE. ALL THREE ARE TO BE SIGNED BY THE EMPLOYEE AND/OR THE AFSCME REPRESENTATIVE HANDLING THE CASE.

ORIGINAL TO _____

COPY _____

COPY: LOCAL UNION GRIEVANCE FILE

NOTE: ONE COPY OF THIS GRIEVANCE AND ITS DISPOSITION TO BE KEPT IN GRIEVANCE FILE OF LOCAL UNION.



THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES

F29

Pending ratification by AFSCME-Local 79 on May 31, 2017

Grievance and Arbitration Procedure

FIU Board of Trustees & AFSCME

Step 32: Notice of Arbitration

Employee Grievance Sheet:

Date Received: _____

Received by: _____

Print Name/Title

Signature

EMPLOYEE INFORMATION

Employee

Name: _____ Department: _____

Date _____

Submitted: _____ Division: _____

E-Mail _____

Address: _____ Phone/Extension: _____

I will be represented in this grievance by: (check one) - Note that your representative must sign and print his or her name on the appropriate line):

☐ AFSCME _____

☐ Myself _____

☐ Other _____

REQUEST FOR ARBITRATION REVIEW

If the employee is in disagreement with the decision rendered in Step 2, the employee(s) may appeal in writing to the Vice President for Human Resources or designee a review by an arbitrator within fifteen (15) business days of receipt of the Step 2 decision or when the decision was due. The arbitrator will hold a hearing within sixty (60) days unless otherwise agreed to by the parties and will render a **final and binding** decision within thirty (30) business days following the close of the hearing unless additional time is agreed to by the parties. The decision or award of the arbitrator shall be **final and binding** upon the University, AFSCME, and the grievant.

Note: An extension may be requested due to extenuating circumstances. The University and the complainant must mutually agree to the extension.

I have read and understand the Grievance and Arbitration Article. I understand that the filing of a grievance constitutes a waiver of any of my rights to judicial or administrative review, pursuant to Chapter 120, Florida Statutes, or to the review of such actions under

Pending ratification by AFSCME-Local 79 on May 31, 2017

other University procedures available to address such matters. This form is in accordance with the Grievance and Arbitration Article of the FIU BOT/AFSCME Bargaining Agreement.

Signature of Grievant(s)

Date

As the AFSCME representative, I have the authority to sign this grievance on Behalf of the grievant.

Signature of AFSCME Representative on behalf of the Grievant

Print name

Date

NOTE: The grievance will not be processed unless signed by the grievant(s).

Attach all supporting documentation.

1. Original grievance form provided to management
2. Written Response of the Step 1 Decision, if any
3. All attachments to Step 1 Decision
4. Grievance provided to Human Resources (Step 2 Form)
5. Written Response of the Step 2 Decision, if any
6. All attachments to Step 2 Decision

This notice should be sent to:

Florida International University
Division of Human Resources
Employee & Labor Relations
11200 SW 8th Street, PC 236
Miami, FL 33199

Note: In the event that any language contained in this form conflicts with the FIU-BOT/AFSCME Collective Bargaining Agreement and/or University policies, the FIU-

Pending ratification by AFSCME-Local 79 on May 31, 2017

BOT/AFSCME Collective Bargaining Agreement and/or University policy language controls.

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Pending ratification by AFSCME-Local 79 on May 31, 2017

**The Florida International University
Board of Trustees**

And

**The American Federation of State, County and Municipal
Employees
AFL-CIO**

Collective Bargaining Agreement

2017-2020

Pending ratification by AFSCME-Local 79 on May 31, 2017

Table of Contents

Preamble	
Article 1 – Recognition	
Article 2 – Definitions	
Article 3 – AFSCME Activities	
Article 4 – Grievance and Arbitration Procedure	
Article 5 – Layoffs and Recall	
Article 6 – Health and Safety	
Article 7 – AFSCME Deductions	
Article 8 – Employee Parking	
Article 9 – Wages	
Article 10 – Prevailing Rights	
Article 11 – Management Rights	
Article 12 – Totality of Agreement.....	
Article 13 – Savings Clause.....	
Article 14 – Duration	
Article 15 – Maintenance of University Policies and Rules	
Appendix A – List of Represented Classes	
Appendix B – Dues Deductions	
Appendix C – Official Grievance Forms	
Appendix D – Notice of Arbitration	

Pending ratification by AFSCME-Local 79 on May 31, 2017

PREAMBLE

This Agreement is between the Florida International University Board of Trustees, hereinafter called the Board, and the Florida Public Employees Council 79, affiliate of the American Federation of State, County, and Municipal Employees, AFL-CIO, hereinafter called AFSCME;

WHEREAS, it is recognized by the Board and AFSCME that the public policy of the State and the purpose of Part II, Chapter 447, Florida Statutes, is to provide statutory implementation of Section 6, Article 1 of the Constitution of the State of Florida, and to promote harmonious and cooperative relationships between the University and its employees, both collectively and individually, and to protect the public by assuring, at all times, the orderly and uninterrupted operations and functions of the University;

WHEREAS, it is recognized by the Board and AFSCME that terms and conditions of employment of employees are contained in this Agreement and in the University employment rules, policies and procedures manual; and

WHEREAS, the above language is a statement of intent and therefore not subject to the grievance procedures as outlined in Article 4.

NOW THEREFORE, in consideration of the mutual covenants herein contained, the Board and AFSCME do agree as follows.

Pending ratification by AFSCME-Local 79 on May 31, 2017

ARTICLE 1 RECOGNITION

1.1 Inclusions.

A. The Board hereby recognizes the Local 3346 and Florida Council 79 of the American Federation of State, County and Municipal Employees, AFL-CIO, (AFSCME), as the exclusive representative for the purposes of collective bargaining with respect to wages, hours, and terms and conditions of employment for all employees included in the Non-Professional (Operational Services and the Administrative and Clerical) (Certification No. 1463) bargaining units and Professional (Certification No. 1468), as defined in certifications issued on October 9, 2003 and March 8, 2004, respectively by the Florida Public Employees Relations Commission (PERC). The parties agree to ratify this collective bargaining agreement while the unit clarification is under review and ready for presentation to PERC either by agreement or for PERC to make final determinations. The attached certifications are subject to change once PERC certifies the units and will be affixed to this agreement as Attachment A.

B. This Agreement includes all regularly scheduled full-time and part-time employees in classification and positions listed in Appendix A of this Agreement except for those individuals filling full-time and part-time positions excluded pursuant to Section 1.2.

1.2 Exclusions.

This Agreement specifically excludes persons in positions designated with managerial, confidential, or temp hourly appointment.

1.3 Positions of Classes-Unit Designation

A. When a position is included in a bargaining unit, and the University determines that the position should be excluded from the unit due to its managerial or confidential status, the University shall notify AFSCME of such determination. AFSCME shall notify the University, in writing, within fifteen (15) days of receipt of the notice, of any comments it has regarding the bargaining unit designation or of its desire to discuss such designation. If, following such discussion, AFSCME disagrees with the bargaining unit designation of the position; it may request that the Florida Public Employees Relation Commission (PERC) resolve the disputed unit placement.

B. When the Board establishes a new position class or revises an existing classification so that its bargaining unit designation is changed, the Board shall notify AFSCME regarding the bargaining unit status of the class. AFSCME shall notify the Board, in writing, within fifteen (15) days of the notice, of any comments it has regarding the bargaining unit designation or of its desire to discuss such designation. If, following such discussion, AFSCME disagrees with the bargaining unit designation of the position class, it may request that the PERC resolve the dispute.

Pending ratification by AFSCME-Local 79 on May 31, 2017

C. Notice to AFSCME shall be considered sufficient if provided to Regional Director of Region 5, AFSCME Council 79, and to the President of the Local Union 3346. AFSCME, 700 S. Royal Poinciana Blvd., Suite 700, Miami Springs, Florida 33166 by certified mail.

ARTICLE 2 DEFINITIONS

The terms used in this Agreement are defined as follows:

2.1 "Administration" means Florida International University acting through its President and/or representative.

2.2 "AFSCME Staff Representative" means an individual employed by AFSCME and designated by AFSCME to represent employees pursuant to this Agreement.

2.3 "Bargaining unit" means those employees, collectively, represented for collective bargaining purposes by AFSCME pursuant to Florida PERC Certification No. 1463 issued in Commission Order Number 04E-035, dated February 4, 2004 and Certification Number 1468, issued in Commission Order Number 04E-070 dated March 8, 2004, wherein the Commission determined the composition of the bargaining unit at FIU.

2.4 "Board," "BOT," or "Board of Trustees" means the body established to govern Florida International University by Article 9, Section 7 of the Florida Constitution, acting through the President or other duly designated representative.

2.5 "Days" means business days, excluding any day observed as a State holiday.

2.6 "Employee" means a member of the bargaining units described in Article 1.

2.7 "Grievance" means a dispute, claim or complaint that any employee or the Union may have as to the interpretation, application, and/or alleged violation of provision(s) of this Agreement which is subject to the Grievance Procedure.

2.8 "Grievant" means an employee or group of employees who has/have filed a grievance in a dispute over a provision of this Agreement which confers right upon the employee. AFSCME may file a grievance in a dispute over a provision of this Agreement that confers rights upon AFSCME.

2.9 "Management Representative" means an individual designated to hear grievances on behalf of the University.

Pending ratification by AFSCME-Local 79 on May 31, 2017

2.10 "Position" means a position in a classification included in a bargaining unit described in Article 1.

2.11 "President of AFSCME Council 79" includes his/her duly designated representatives.

2.12 "Steward/AFSCME Employee Representative" means an employee who has been designated by AFSCME to investigate grievances and to represent grievant in grievances which have been properly filed under Article 4 of this Agreement when AFSCME has been selected as the employee's representative.

2.13 "Supervisor" means an individual identified by the President or designee as having immediate administrative authority over bargaining unit employees.

2.14 "University", or "FIU" means Florida International University, acting through the University President and/or representative.

ARTICLE 3 AFSCME ACTIVITIES

3.1 Designation and Selection of Representatives

A. The President of Council 79 or his/her designee shall furnish to the University no later than July 1st each year, a list of Employee Representatives who are designated to assist in processing Grievances. This list shall include the name, work address and work telephone number of each Employee Representative. The University will not recognize any person as an Employee Representative whose name does not appear on the list. This list may be amended as new representatives are designated by President of Council 79 or his/her designee.

B. A total of ten (10) employees may be designated to serve as Employee Representatives; however, FIU will only be required to deal with two designated AFSCME representative, unless mutually agreed to otherwise.

3.2 Representative Access

AFSCME shall have the right to use University facilities for meetings on the same basis as they are available to other University related organizations.

3.3 Consultation

The Vice President for Human Resources or his/her designee shall meet with AFSCME representatives to discuss matters pertinent to the implementation or administration of

Pending ratification by AFSCME-Local 79 on May 31, 2017

the Agreement or any other mutually agreeable matters. The party requesting consultation shall submit a written list of agenda items no less than one (1) week in advance of the meeting. The University and AFSCME understand and agree that such meetings may be used to resolve problems regarding the implementation and administration of the Agreement; however, such meetings shall not constitute or be used for the purpose of collective bargaining.

3.4 Employee Information and Rules Provided.

A. Upon written request by AFSCME, the University will, on a semi-annual basis, provide a list of AFSCME employees with the name, home address, home phone number, department, hourly wage, work address, classification title, gross salary and date of hire for each employee.

B. The University shall provide AFSCME with the website address where it can view a copy of its employee regulations (bot.fiu.edu), policies (policies.fiu.edu) and collective bargaining agreement (hr.fiu.edu).

3.5 Negotiations

A. Parties and Location.

1. AFSCME agrees that all collective bargaining is to be conducted with University representatives designated for that purpose by the President. There shall be no negotiations by AFSCME at any other level.
2. Negotiations shall be held in a mutually agreed location in Miami-Dade County, Florida unless all parties agree to another location.

B. Negotiation Committee.

1. AFSCME may designate in writing no more than three (3) employees to serve on its Negotiation Committee and not more than three (3) employees to serve as alternates for Committee members who are unable to attend a negotiation session.

3.6 Leave for Negotiating and Other AFSCME Activities.

A. Administrative leave pay shall be granted to the AFSCME bargaining committee members for the purpose of attending negotiations.

B. Effective upon ratification of this Agreement, and during the term of this Agreement as set forth in Article 14, employees shall have the right to donate per the procedures set forth herein their accrued vacation leave to an AFSCME Leave Bank for the purpose of creating an AFSCME Leave Bank so that AFSCME representatives may attend, with HR's written

Pending ratification by AFSCME-Local 79 on May 31, 2017

approval, AFSCME conventions, AFSCME conferences, and for other union-related business, except for collective bargaining negotiations. The AFSCME Leave Bank is not considered vacation or sick leave. Each of the representatives may use hours of the AFSCME Leave Bank each fiscal year as needed (for a total of seventy-five (75) hours per fiscal year) for such activity. The unused donated leave hours shall be carried over from one fiscal year to the next, not to exceed seventy-five (75) hours. Within ten (10) days of ratification of this Agreement, AFSCME shall provide in writing a list of the names of the representatives who are authorized to use the AFSCME Leave Bank. Thereafter, AFSCME shall provide such written list on or before July 1 of each fiscal year during the term of this Agreement. The University shall have no responsibility or liability for the vacation leave deducted from the employees covered hereunder and credited to the AFSCME Leave Bank. AFSCME shall indemnify the University and hold it harmless against any and all claims, demands, and liabilities which arise out of or by reasons of any action taken or not taken pursuant to the provisions of this Article. The deduction and crediting of vacation leave provided for herein shall be based on signed authorizations which must be submitted no later than sixty (60) days from ratification of this Agreement and from July 1, thereafter. The same procedures, including signed AFSCME Leave Bank authorizations by bargaining unit employees, shall be utilized.

- C. **RELEASE TIME FOR AFSCME PRESIDENT.** The University agrees to provide eight (8) hours of release time per pay period to the AFSCME President to conduct *union business* during the regular work schedule. It is the responsibility of the AFSCME President to request the leave and obtain permission from his/her immediate supervisor just as they would for any other leave. The AFSCME President will record this release time as administrative leave and inform ELR of the needed time prior to taking the leave when applicable; if not able, immediately upon the conclusion of the *union business*. Under no circumstances is this release time to be used for any reasons other than to conduct union business with AFSCME employees. If the University learns that admin leave was used for reasons other than to conduct *union business*, that reported release time will be reversed to vacation leave and this Section 3.6 (C) will no longer be in effect for the current serving President. If the authorized eight (8) hours of leave is not used in the pay period, the unused leave cannot be carried forward to the next pay period.

Definition: *union business* is business conducted between the AFSCME President and an FIU employee during regular hours at a university facility/campus.

Pending ratification by AFSCME-Local 79 on May 31, 2017

3.7 Bulletin Boards.

A. Where official bulletin boards of the University are available in the Graham Center, Wolfe University Center, PG5, the Engineering Center, and CSC, the University agrees to provide space on such bulletin boards for AFSCME use in accordance with University policy and procedures. The University also agrees to provide space on one (1) official bulletin board of its choosing in the College of Nursing for AFSCME to use in accordance with University policy and procedures.

B. The materials posted on the boards shall be restricted only to office AFSCME matters. No material shall be posted which is derogatory to any person or organization, or which constitutes election campaign material for or against any person or organization or faction thereof, except that election material relating to AFSCME elections may be posted on such boards.

3.8 Communications.

FIU will continue to have a link in the hr.fiu.edu website containing the AFSCME collective bargaining agreement and the website of the AFSCME Local/Chapter.

3.9 During planned orientation of new employees, the Union shall be given an opportunity to introduce (or have introduced) one of its Local Representatives who may speak briefly to describe the Union, participation in negotiations, and general interest in representing employees.

ARTICLE 4 GRIEVANCE AND ARBITRATION PROCEDURE

4.1 In a mutual effort to provide a harmonious working relationship between the parties to this Agreement, it is agreed that there is a procedure for the resolution of grievances between the parties arising from any alleged violation of a specific term of this Agreement.

4.2 For the purpose of this Agreement, a "grievance" is defined as a dispute, claim or complaint that any employee or the Union may have as to the interpretation, application, and/or alleged violation of provision(s) of this Agreement which is subject to the Grievance Procedure.

4.3. For the purpose of determining deadlines for actions as set forth in this Article, the parties agree that, if said deadline falls on a weekend or a University recognized holiday, the deadline for said action shall be on the following business day. Every effort will be made by the parties to settle all grievances as soon as possible. The time limits set forth shall be strictly complied with and can only be extended by mutual agreement

Pending ratification by AFSCME-Local 79 on May 31, 2017

of the parties in writing. Mutual agreements may be evidenced by email exchanges. Any grievance shall be considered settled at the last level considered if the grievant fails to timely process the grievance to the next level. The term "days" shall mean business days. The date of receipt shall not be included in the count of days. Compliance with any time limit under this Article shall be determined by the date-stamped receipt executed by the office receiving the grievance or the person receiving the decision.

4.4 The commencement of legal proceedings against University in a court of law or equity, or before the Public Employee Relations Commission, for misapplication or misinterpretation of the terms of this Agreement, shall be deemed an election of remedy and shall be a waiver by the party commencing the proceeding of its/their right to resort to the Grievance and Arbitration Procedure contained in this Article and any grievance that has already been filed over the same subject will be dismissed. The filing of a grievance constitutes a waiver of any rights to judicial review of agency action pursuant to Chapter 120, Florida Statutes, or to the review of such actions under other University procedures available to address such matters. The commencement of proceedings pursuant to Section 120.57, Florida Statutes, for misapplication or misinterpretation of the terms of this Agreement shall be deemed an election of remedy and shall be a waiver by the party commencing the proceeding of its/their right to resort to the Grievance and Arbitration Procedure contained in this Article and any grievance that has already been filed over the same subject will be dismissed. Except as otherwise specifically provided, the Grievance and Arbitration Procedure is the sole remedy for any alleged violations of this Agreement.

4.5 In the event that the grievance involves an act or omission which could be handled by either this Article or the Neutral, Internal Resolution of Policy Disputes, the filing of a grievance under this Article constitutes a waiver of the filing of a complaint under the Neutral, Internal Resolution of Policy Disputes.

4.6 Grievances shall be processed in accordance with the following procedures:

A. INFORMAL RESOLUTION. The parties strongly encourage the informal resolution of issues that may be grievances. The grievant may (but is not required to) attempt to resolve his/her grievance with his/her supervisor. Discussions will be informal for the purpose of settling differences in the simplest and most effective manner. Should the grievant wish to pursue an informal resolution of a grievance, he/she must request a meeting in writing with the supervisor within five (5) days from the act or omission giving rise to the grievance or the date on which the grievant knew or should reasonably have known of such act or omission if that date is later. The supervisor will respond with a meeting date and time within five (5) days of the request. If the supervisor determines that the Department action should be changed, the supervisor will offer the change to the grievant. If the grievant accepts the change, the matter will be considered resolved and there will be no further review. If the supervisor determines that the Department action was appropriate or the grievant does not accept

Pending ratification by AFSCME-Local 79 on May 31, 2017

the modification offer, the grievant will be informed that he/she can choose to use the Step 1 review process; the Department action will be unchanged. If the grievant chooses to appeal the Department action by initiating the Step 1 process, all parties agree that no one will mention any details about the informal resolution process at Step 1 or Step 2.

B. STEP 1:

(1) Filing. If the grievance has not been satisfactorily resolved through the informal resolution process or if the grievant has chosen not to use the informal resolution process but wants to file a grievance, the grievant or AFSCME may (upon request of the grievant) proceed to Step 1 by filing a fully executed Step 1 form which is attached. The Step 1 form must be filed with the Vice President of Human Resources or designee within ten (10) days of conclusion of the informal resolution process if used or within ten (10) days of the date on which the employee knew or reasonably should have known of such act or omission if the grievant did not use the informal process.

(2) Meeting. The Vice President for Human Resources or designee shall investigate the alleged grievance and shall, within fifteen (15) days or other mutually agreeable date of receipt of the written grievance, conduct a meeting between the Vice President for Human Resources or designee, other University representatives as necessary, the grievant and/or the grievant's Union representative. At the Step 1 meeting, the grievant shall have the right to present any evidence in support of the grievance. The parties present at the Step 1 meeting shall discuss the grievance. Any party bringing legal counsel to the Step 1 meeting shall provide at least five (5) business days' advance written notice to all other parties. The grievant may bring an interpreter to the Step 1 meeting at his or her own cost.

(a) Documents. In advance of the Step 1 meeting, the grievant shall have the right, upon written request to the Vice President of Human Resources or designee, to a copy of any identifiable documents relevant to the grievance.

(b) Decision. The Vice President for Human Resources or designee shall notify the grievant of a decision in writing no later than ten (10) days following the meeting. A copy of the decision shall be sent to the grievant, the grievant's representative and AFSCME (if grievant elected self-representation or representation by legal counsel). Failure of the Vice President for Human Resources or designee to timely respond shall be considered a denial of the grievance and shall entitle the grievant to appeal to Step 2. If the University fails to provide a Step 1 decision within the time limits provided in this Article due to a University-caused delay, the University shall pay all costs of the Step 2 process should AFSCME elect to take the grievance to that step.

C. STEP2: If a grievance has not been satisfactorily resolved at Step 1, if or the Vice President of Human Resources or designee has failed to respond within the Step 1 deadline, the grievant or AFSCME (upon the request of the grievant) may proceed

Pending ratification by AFSCME-Local 79 on May 31, 2017

to Step 2 by filing a fully executed Step 2 form which is attached. The Step 2 form must be filed with the Vice President of Human Resources or designee within fifteen (15) days after receipt of the Step 1 decision by the grievant and/or grievant's representative or when the answer was due in the Step 1 process. The grievance may be withdrawn by the grievant or by AFSCME representative at any point prior to issuance of the Arbitrator's decision by providing written notification to the Arbitrator and to the Vice President of Human Resources or designee.

(1) The parties hereby agree that the arbitration selection procedure will be as follows:

- i. The party requesting arbitration shall, concurrently with its filing of the Step 2 form, notify the Federal Mediation and Conciliation Services (FMCS) of the filing of the grievance and request a list of seven (7) arbitrators sent to each party.
- ii. Within seven (7) days of when the last party receives the list from the FMCS, the parties shall meet to select an arbitrator. Each party shall alternatively strike arbitrators from the list until one remains with a coin toss used to determine which party strikes first. The party requesting arbitration shall notify FMCS of the party's selection.

(2) Authority of the Arbitrator.

i. Unless the parties agree in writing to the contrary, only one grievance may be submitted to the arbitrator at any one hearing.

ii. The arbitrator shall not add to, subtract from, modify, ignore, or alter the terms or provisions of this Agreement, or the provisions of applicable law, rules, or regulations having the force and effect of law. The arbitrator shall not have the power to limit or interfere in any way with the powers, duties, and responsibilities of the University under applicable law, rules, and regulations having the force and effect of law. The arbitrator shall be confined solely to the application and/or interpretation of the Agreement and the precise issue(s) submitted for arbitration. The arbitrator shall determine each dispute in accordance with the terms of this Agreement and in accord with a "Submission Agreement," if one can be agreed to. If there is no Submission Agreement, then the arbitrator will rely on the grievances as written under Step 1 of this Agreement.

iii. Where a University official has made a judgment involving the exercise of discretion, the arbitrator shall not substitute its judgment for that of the University official. Nor shall the arbitrator review such decision except for the purpose of determining whether the decision has violated the Agreement.

Pending ratification by AFSCME-Local 79 on May 31, 2017

(3) The Hearing. The arbitrator shall hold the hearing in Miami-Dade County unless otherwise agreed by the parties. The hearing shall commence within sixty (60) days of the arbitrator's acceptance of selection, or as soon thereafter as is practicable. The parties shall stipulate to the issue(s) prior to the hearing before the arbitrator. If the parties are unable to stipulate to the issue(s) prior to such hearing, the parties shall proceed to a hearing on applicability of this procedure based on either procedural or substantive concerns ("applicability"). Issues of applicability shall be bifurcated from the substantive issues and, whenever possible, determined by means of a hearing conducted by conference call. The arbitrator shall have ten (10) days from the hearing on applicability to render a decision on the applicability issues. If the process is judged to be applicable to the complaint, the arbitrator shall then proceed to hear the substantive issue(s) in accordance with the provisions of this Agreement.

i. The arbitrator shall rule on arbitrability before issuing a decision on the merits. If a lawsuit is filed over arbitrability, the arbitration shall not commence until the lawsuit has terminated in the trial court. If the grievance was found to be arbitrable, then the grievance would be assigned to another arbitrator using the same process as used for selecting the first arbitrator.

ii. The arbitrator shall issue the decision within thirty (30) days of the close of the hearing on the substantive issue(s) or the submission of briefs, whichever is later, unless additional time is agreed to by the parties in writing. The decision shall be in writing and shall set forth findings of fact, reasoning, and conclusions on the issues submitted. Except as expressly specified in this Article, the provisions of the Florida Arbitration Code, Chapter 682, Florida Statutes, shall not apply. Except as modified by the provisions of this Article, the arbitration proceeding shall be conducted in accordance with the Labor Arbitration Rules and Procedures of the American Arbitration Association or FMCS.

iii. In rendering its decision, the arbitrator shall refrain from issuing any statements of opinion or conclusions not essential to the determination of whether the act or event giving rise to the grievance violated a provision of this Agreement.

iv. If the arbitrator determines that an Article has been violated, the arbitrator shall direct the University to take appropriate action. The arbitrator may award back salary where the arbitrator determines that the employee is not receiving the appropriate salary from the University, but the arbitrator may not award other monetary damages or penalties. The arbitrator shall have no power to establish wages, rates of pay for new jobs, or to change any wage, unless the arbitrator is specifically empowered to do so by both parties in writing. An arbitrator's award may be retroactive based on the equities each case may demand, but in no case shall an award be retroactive to a date earlier than thirty (30) days prior to the date the grievance was originally filed in this Article.

Pending ratification by AFSCME-Local 79 on May 31, 2017

v. The decision or award of the arbitrator shall be final and binding upon the University, AFSCME, and the grievant provided that either party may appeal to an appropriate court of law a decision that was rendered by the arbitrator acting outside of or beyond the arbitrator's jurisdiction.

(4) Venue. For purposes of venue in any judicial review of an arbitrator's decision issued under this Article, the parties agree that such an appeal shall be filed in the courts in Miami-Dade County, Florida unless both parties specifically agree otherwise in a particular instance. In an action commenced in Miami-Dade County, neither the University nor AFSCME will move for a change of venue based upon the grievant's residence if other than Miami-Dade County.

(5) Fees and Expenses. All fees and expenses of the arbitrator shall be divided equally between the parties unless mutually agreed otherwise. Each party shall bear the cost of preparing and presenting its own case. However, in the event the grievance is withdrawn after the selection of the arbitrator, the party withdrawing the grievance shall be responsible for the full cost of the arbitrator's fee (if any) unless otherwise mutually agreed by the parties in writing. Expenses of obtaining a hearing room, if any, shall be equally divided between the parties. The cost of the written transcript, if requested by both parties, will be shared by both parties.

4.6. The following general rules are applicable to this Article:

- A. The grievant or the AFSCME may abandon or settle a grievance.
- B. The University will notify AFSCME of any individual filing a grievance pursuant to this Article.
- C. AFSCME will have the opportunity to be present at any meetings held between the University and the Grievant (if the grievance is not filed through AFSCME) to resolve a grievance filed pursuant to this Article.
- D. Only AFSCME may request that a grievance proceed to arbitration.
- E. The grievant or the AFSCME shall have only one opportunity to amend or supplement the grievance. No grievance can be amended or supplemented after Step 1.
- F. In contract interpretation, the burden of proof is on the grievant. In such cases, the preponderance of evidence standard is applicable.
- G. No grievance informally resolved or by using the process described in this Article shall constitute a precedent for any purpose unless agreed to in writing by the University Vice President or designee, the grievant, and AFSCME.

Pending ratification by AFSCME-Local 79 on May 31, 2017

- H. Filings and Notification. All documents required or permitted to be issued or filed pursuant to this Article may be transmitted by fax, United States mail by certified mail with return receipt requested, or any other recognized delivery service that provides documentation of delivery to the recipient including email.
- I. Reprisal. No reprisal of any kind will be made by the University or AFSCME against any grievant, any witness, any AFSCME representative, or any other participant in the Grievance and Arbitration Procedure by reason of such participation.
- J. Records. In the event an employee files a grievance under this Article, the employee has the right to one (1) copy of their employee records at no cost.

ARTICLE 5 LAYOFFS AND RECALL

5.1 Layoffs.

A. The University shall notify the local AFSCME President and Staff Representative on the same day as the affected employee(s) is notified that an employee or employees in the bargaining unit will be laid off. Regular staff employees will not be laid off if there are temporary employees in comparable positions in the layoff unit. Employees may be laid off due to adverse financial circumstances; reallocation of resources; reorganization of administrative structures, programs, or functions; curtailment or abolishment of one or more programs or essential functions; or shortage of work. However, nothing precludes the Union from conferring about the practical consequences that decisions may have within the bargaining unit.

B. The affected layoff unit may be identified at an organizational level such as division, college, school, department, area, program, or position as determined by the Vice President for Human Resources or his/her designee.

C. In the event of a reduction in force, FIU will consider a number of relevant factors in determining selections for layoff, the public interest being of prime importance. Factors to be considered include:

1. Training, experience and position, including certifications.
2. Employee's overall performance/disciplinary record.
3. Seniority.

As between two employees, if one and two above are relatively equal, then seniority shall prevail.

D. The notice to the employee of layoff shall include the effective date of layoff, the reason for layoff, a statement of recall rights and any appeal/grievance rights, including applicable filing deadlines. Any laid-off employee(s) shall be given priority consideration when applying for any open position within the University for which the employee meets the required

Pending ratification by AFSCME-Local 79 on May 31, 2017

qualifications. The laid-off employee(s) must indicate that he or she qualifies for the priority consideration at the time of application in order to be afforded such priority consideration.

5.2 Laid off employees shall have recall rights only to the position that the employee held immediately prior to being laid off within the layoff unit. Recall of laid off employees will be in accordance with departmental needs. Recall rights are limited to the one (1) year period following the layoff. During this period, no new employees will be hired by the layoff unit for the position that the affected employee had previously held until the laid off employee is offered recall. Any employee offered recall at his/her last known address must contact the Division of Human Resources and agree to return to work within 21 calendar days, or forfeit all recall rights.

ARTICLE 6 HEALTH AND SAFETY

6.1 Statement of Policy. The University shall make reasonable efforts to provide employees a safe and healthy working environment. The Board and AFSCME agree to work cooperatively toward reducing job-related injuries and Workers' Compensation costs by encouraging improved safety measures.

6.2 Safety Committee. The AFSCME will name one (1) operational employee, one (1) administrative/clerical employee and one (1) professional employee to serve on a University Wide Safety Committee. Any individual selected to serve in this capacity will make appropriate scheduling arrangements, with management's approval, to ensure his/her attendance does not adversely affect operations.

6.3 Employee Health and Safety.

A. When a University requires an employee to use or wear health or safety equipment, such equipment will be provided by the University.

B. Any employee becoming aware of a work-related accident shall immediately notify the supervisor or the supervisor's designee of the area where the incident occurred.

C. When an employee believes an unsafe or unhealthy working condition exists in the work area, the employee shall immediately report the condition to the employees' supervisor or supervisor's designee. The University shall investigate the report and respond to the employee in a timely manner.

D. The University will not require employees to continuously perform repetitive keyboard motions at a video display terminal for an uninterrupted period in excess of two (2) consecutive hours.

Pending ratification by AFSCME-Local 79 on May 31, 2017

E. The University shall make reasonable attempts to notify affected employees of major remodeling or major construction.

ARTICLE 7 AFSCME DEDUCTIONS

7.1 Deductions and Remittance.

A. The University will deduct AFSCME membership dues and other authorized deductions in an amount established by AFSCME and certified in writing by the President of Council 79 to the Vice President for Human Resources or designee, from employees pay for those employees who individually make such request on the deduction authorization form provided by AFSCME included as Appendix B and/or the Human Resources website under the Collective Bargaining tab. Employee transfers or promotions within these bargaining units shall not require the submission of new forms.

B. The dues and other authorized deductions shall be made on the employee's regular payroll basis and shall begin with the first full pay period following receipt of the authorization form. The dues and other authorized deductions shall be remitted by the University to the AFSCME State Office within thirty (30) days after the deductions are made. Accompanying each remittance shall be a list of the employees from whose salaries such deductions were made and the amounts deducted. When an employee returns from an approved unpaid leave status, dues deductions shall continue if that employee had previously submitted a deductions authorization form.

C. AFSCME shall notify the Vice President for Human Resources or designee in writing of any changes in its dues at least thirty (30) days prior to the effective date of such change.

7.2 **Insufficient Pay for Deduction.** In the event an employee's salary earnings within any pay period are not sufficient to cover dues and other authorized deductions, it will be the responsibility of AFSCME to collect its dues and other authorized deductions for that pay period directly from the employee.

7.3 Termination of Deduction.

A. The University's responsibility for deducting dues and other authorized deductions shall terminate automatically upon either: (1) revocation by the employee by providing the University Human Resources Office and the Union with thirty (30) days written notice that the employee is terminating the prior checkoff authorization, (2) the termination of employment, or (3) the transfer, promotion, or demotion of the employee out of the bargaining unit.

Pending ratification by AFSCME-Local 79 on May 31, 2017

B. Should the University receive any written instructions from the bargaining unit member to stop his/her authorization to deduct dues, the University shall comply with Chapter 447, Part 2, Florida Statute. The University shall provide a copy of all received unit members authorizations to stop dues deductions, on a bi-weekly basis.

7.4 Indemnification. AFSCME shall indemnify, defend, and hold the Board, the State of Florida, and their officers, officials, agents, and employees harmless against any claim, demand, suit, or liability (monetary or otherwise) and for all legal costs arising from any action taken or not taken by the Board, the State, or their officers, officials, agents, and employees in complying with this Article. AFSCME shall promptly refund to the University any funds received in accordance with this Article which are in excess of the amount of deductions which the Board has agreed to deduct, provided that such unauthorized dues deductions are reported to AFSCME Council 79 by the University within one hundred and twenty (120) days of the occurrence.

7.5 Exceptions. Except pursuant to court order, the Board will not deduct any AFSCME fines, penalties, or special assessments from the pay of any employee.

ARTICLE 8 EMPLOYEE PARKING

8.1 Each bargaining unit employee with an annual base pay of \$31,200 or less shall receive a discount of twenty-five percent (25%) on the cost (exclusive of sales tax) of the annual registration fee for an annual faculty/staff decal.

8.2 The benefit provided pursuant to this Article shall be effective upon joint ratification of the agreement.

ARTICLE 9 WAGES

9.1 Salary Increases for Fiscal Year 2017-2018

(a) The Board shall provide all eligible bargaining unit employees with a general across-the-board wage increase of two percent (2%) retro to January 2, 2017. The increase will be based upon the employee's base rate of pay and in proportion to their full-time equivalency (FTE). To be eligible, the employee must have been employed by the University before July 1, 2016, and continuously employed through the date of joint ratification. The increase shall be effective upon the date of joint ratification of the contract by the parties, payable on the first pay period following ratification. If the employee's most recent performance evaluation in effect on the date of joint

Pending ratification by AFSCME-Local 79 on May 31, 2017

ratification is "Below Standards or Achieves Standards/Marginal," the employee shall not receive the increase. If an ineligible employee achieves performance standards (in accordance with their most recent annual evaluation) after the implementation of the pay action but prior to the end of the 2017-2018 Fiscal Year, the employee may receive an increase; however, such increase shall be effective on the date the employee becomes eligible, and not retroactively applied.

(b) The Board shall provide merit increases from a pool equal to one (1%) percent of the base rate of pay of the bargaining unit member. Merit increases shall be effective the first pay period in December 2017. Merit increases shall not adjust the base salary rate of the bargaining unit member. To be eligible, the employee must have been employed by the University before December 2016, and continuously through the effective date of the salary action and received an overall rating on his/her PEP of 4 or 5.

9.2 Salary Increases for Fiscal Year 2018-2019

(a) The Board shall provide all eligible bargaining unit employees with a general across-the-board wage increase of one and one half percent (1 ½%). The increase will be based upon the employee's base rate of pay and in proportion to their full-time equivalency (FTE). To be eligible, the employee must have been employed by the University before July 1, 2017, and continuously through the effective date of the salary action. The increase should be effective on the first pay period in October 2018. If the employee's most recent performance evaluation immediately prior to October 2017 is "Below Standards or Achieves Standards/Marginal," the employee shall not receive a merit increase. If an ineligible employee achieves performance standards (in accordance with their most recent annual evaluation) after the implementation of the pay action but prior to the end of the 2018-2019 Fiscal Year, the employee may receive an increase; however, such increase shall be effective on the date the employee becomes eligible, and not retroactively applied.

(b) The Board shall provide merit increases from a pool equal to one and one half (1 1/2) percent 1 ½% of the base rate of pay of the bargaining unit member. . Merit increases shall be effective the first pay period in December 2018. Merit increases shall not adjust the base salary rate of the bargaining unit member. To be eligible, the employee must have been employed by the University before December 2017, and continuously through the effective date of the salary action and received an overall rating on his/her PEP of 4 or 5.

9.3 Salary Increases for Fiscal Year 2019-2020

(a) The Board shall provide all eligible bargaining unit employees with a general across-the-board wage increase of one and one half percent (1 ½ %). The increase will be based upon the employee's base rate of pay and in proportion to their full-time equivalency (FTE). To be eligible, the employee must have been employed by the University before July 1, 2018, and continuously through the effective date of the salary

Pending ratification by AFSCME-Local 79 on May 31, 2017

action. The increase should be effective on the first pay period in October 2019. If the employee's most recent performance evaluation in effect immediately prior to October 2017 is "Below Standards or Achieves Standards/Marginal," the employee shall not receive a merit increase. If an ineligible employee achieves performance standards (in accordance with their most recent annual evaluation) after the implementation of the pay action but prior to the end of the 2019-2020 Fiscal Year, the employee may receive an increase; however, such increase shall be effective on the date the employee becomes eligible, and not retroactively applied.

(b) The Board shall provide merit increases from a pool equal to one and one half (1 ½ %) percent of the base rate of pay of the bargaining unit member. Merit increases shall not adjust the base salary rate of the bargaining unit member. To be eligible, the employee must have been employed by the University before December 2018, and continuously through the effective date of the salary action and received an overall rating on his/her PEP of 4 or 5.

9.4 Effect of Any Legislative Increases

(a) Any general across-the-board wage increases provided by the Legislative appropriations for the 2017-2018 fiscal year, 2018-2019 fiscal year, or 2019-2020 fiscal year shall count toward any salary increases described in 9.1(a), 9.2(a), or 9.3(a) respectively.

(b) Any merit or performance-based increase or bonus received by a bargaining unit employee as a result of appropriations by the Legislature for the 2017-2018- fiscal year, 2018-2019 fiscal year or 2019-2020 fiscal year shall count toward the amount of money an employee would have otherwise received in accordance with the provisions in 9.1(b), 9.2(b), or 9.3(b) respectively.

(c) Any merit or performance-based increase or bonus provided by Legislative appropriations for the 2017-2018, 2018-2019, or 2019-2020 fiscal year shall be passed on to bargaining unit employees as provided by the Legislature. Should the Legislature appropriate funds for a bonus, the bonus shall be paid in accordance with a policy or plan approved by the Office of Policy and Budget or, in the absence of such a plan, Section 110.1245(2), Florida Statutes. In the absence of an approved policy or plan, for purposes of determining eligibility under Subsections 110.1234(2)(b)4-6. (c), and (d), the criteria and rating used for the Operational Excellence Award will apply.

9.5 Contract and Grant-Funded Employees

Employees on contracts or grants shall receive salary increases provided that such salary increases are permitted by the terms of the contract or grant and adequate funds are available for this purpose in the grant or contract.

Pending ratification by AFSCME-Local 79 on May 31, 2017

9.6 Additional Salary Increases

Nothing contained herein shall prevent FIU from providing salary increases beyond the increases specified above. These increases may be provided for market equity considerations, including verified counteroffers and compression/inversions; increased duties and responsibilities; special achievements; litigation/settlements; and similar special situations.

ARTICLE 10 PREVAILING RIGHTS

All existing pay and benefits provisions contained in University policies which are not specifically provided for or modified by this Agreement or the policies referenced in the Maintenance of University Policies Policy or otherwise provided to AFSCME during these collective bargaining negotiations shall be in effect during the term of this Agreement. As provided under the Maintenance of University Policies Policy, any claim by an employee concerning the application of such provisions shall not be subject to the Grievance Procedure of this Agreement, but shall be subject to the method of review prescribed by University Policy, or other appropriate administrative or judicial remedy.

ARTICLE 11 MANAGEMENT RIGHTS

It is the right of the University to determine unilaterally the purpose of the University, set standards of services to be offered to the public, and exercise control and discretion over its organizations and operations. It is the right of the University to direct its employees, and relieve its employees from duty because of lack of work or for other legitimate reasons, except as abridged or modified by the express provisions of this Agreement, provided, however, that the exercise of such rights shall not preclude an employee or AFSCME from raising a grievance on any such decision which violates the terms and conditions of this Agreement.

ARTICLE 12 TOTALITY OF AGREEMENT

12.1 Limitation. The Board and AFSCME acknowledge that, during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to present demands and proposals with respect to any and all matters lawfully subject to collective bargaining, and that all of the understandings and agreements arrived at by the Board and AFSCME thereby are set forth in this Agreement, and that it shall constitute the entire and sole Agreement between the parties for its duration.

Pending ratification by AFSCME-Local 79 on May 31, 2017

12.2 Obligation to Bargain. Except as otherwise provided in this Agreement, the Board and AFSCME, during the term of this Agreement, voluntarily and unqualifiedly waive the right, and agree that the other shall not be obligated to bargain collectively with respect to any subject or matter whether or not referred to or covered by this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of the parties at the time they negotiated or signed this Agreement.

12.3 Modifications. Nothing herein shall preclude the parties from mutually agreeing to alter, amend, supplement, delete, enlarge, or modify any of the provisions of this Agreement in writing. Any alterations, amendments, supplements, deletions, enlargements, or modifications of any provisions of the University rules or policies attached to this Agreement or applicable to AFSCME members will be governed by Article 15.

ARTICLE 13 SAVINGS CLAUSE

If any State or Federal court with competent jurisdiction over the parties determines that any provision of this contract is in contravention of the laws or regulations of the United States or of this State, then such provision shall not be applicable, performed or enforced, but the remaining parts or portions of this contract shall remain in full force and effect for the term of this contract.

ARTICLE 14 DURATION

This Agreement shall be effective on the date of ratification by both parties and shall remain in full force and effect for three (3) years thereafter.

ARTICLE 15 MAINTENANCE OF UNIVERSITY POLICIES

15.1 An AFSCME designated-representative will be advised in writing of any changes in University employee rules, regulations, or policies impacting terms and conditions of employment within fourteen (14) days prior to formal adoption.

15.2 The University may not amend its current employee rules, regulations or policies applicable to the members of the bargaining unit if such a change would conflict with a term of this Agreement. In the event a change of employee rules, regulations, or policies does not conflict with a provision of this Agreement, but constitutes an

Pending ratification by AFSCME-Local 79 on May 31, 2017

otherwise change in terms or conditions of employment, the University shall notify AFSCME who may then request bargaining.

15.3 This Article is subject to the Agreement's Grievance and Arbitration procedure. No alleged violation of a University rules or policy may be redressed through the Agreement's Grievance and Arbitration procedure. Any claim by a bargaining unit member concerning the application of any Board or University rule or policy shall be subject to the processes defined by University rule, regulation, or policy or other available administrative or judicial remedies.

Pending ratification by AFSCME-Local 79 on May 31, 2017

WITNESS WHEREOF, the parties have set their signatures this _____ day of _____, 2017.

**THE FLORIDA INTERNATIONAL
UNIVERSITY BOARD OF TRUSTEES**

**THE AMERICAN FEDERATION
OF STATE, COUNTY AND
MUNICIPAL EMPLOYEES
AFL-CIO**

Claudia Puig
Chair

Stacy Wein
Deputy General Counsel

Mark B. Rosenberg
President

David Cowart
Local AFSCME President

Joann Cuesta-Gomez
Chief Negotiator

Madelin Gonzalez
Chief Negotiator

Liz Marston
Senior General Counsel

Norman Herdocia
AFSCME DIRECTOR

Maricel Cigales
Associate Dean

Vriscilla "Vee" Alexander
AFSCME Bargaining Member

Lina Herran
Employee & Labor Relations Specialist

Georgia Bazos
AFSCME Bargaining Member

Date ratified by the AFSCME: _____

Date ratified by the Board of Trustees: _____

Pending ratification by AFSCME-Local 79 on May 31, 2017

APPENDIX A

LIST OF AFSCME REPRESENTED CLASSES

The parties have agreed to the following list of all regularly scheduled full-time and part-time employees whose class title is on or similar to that which is listed below which may be amended by agreement of the parties or by order of the Florida Public Employees Relations Commission:

Certification 1436 - Non-Professional Unit	
Job Code	Job Code Descriptions
0109	Senior Patient Accounts Rep
0110	Certified Medical Assistant
0114	Administrative Assistant
0120	Referral Specialist
0186	Cashier
0390	Gift Services Specialist
0683	Office Assistant
0684	Office Associate
0694	Program Specialist
0705	Office Specialist
0715	Sr. Administrative Assistant
0716	Office Coordinator
0809	Procurement Agent 1
0815	Procurement Agent 2
0832	Enrollment Processing Assoc
0833	Enrollment Process Assistant
0918	Storekeeper Receiving Clerk I
0921	Storekeeper Receiving Clerk II
1006	HR Assistant
1025	Benefits Associate
1042	HR Customer Service Asst
1043	HR Customer Service Assoc
1044	Sr HR Customer Service Assoc
1049	Employee Records Specialist
1050	Employee Records Asst
1051	Employee Records Assoc
1074	HRIS Support Associate
1089	Recruitment Assoc
1415	Accounting Clerk
1418	Sr Accounting Clerk
1420	Patient Client Access Rep
1427	Accounting Specialist

Pending ratification by AFSCME-Local 79 on May 31, 2017

1435	Payroll Associate
2020	Data Center Operator
2023	Sr Data Center Operator
2060	Computer Repair Technician
2064	Sr Computer Repair Technician
2403	Grants Assistant
2415	Grants Associate
2726	Education Specialist
2735	Exhibitions Technician
2741	Sr Visitor Services Associate
2742	Volunteer Assistant
2744	Visitor Services Associate
2745	Gallery Guide
2757	Preparator
3723	AV Technician I
3725	AV Technician II
3937	Research Assistant
3938	Senior Research Assistant
3956	Marine Operations Technician
4206	Program Assistant
4210	Paralegal I
4211	Paralegal II
4212	Paralegal III
4301	Library Assistant
4302	Senior Library Specialist
4303	Library Associate
4304	Library Specialist
5017	Laboratory Technician
5027	Sr. Laboratory Technician
5198	Phlebotomist
5199	Surgery Scheduling Specialist
5200	Senior Phlebotomist
5235	Health Information Rep I
5236	Patient Accounts Representativ
5237	Health Information Rep II
5238	Sr Certified Medical Assistant
5239	Sr Patient Client Access Rep
5240	Cert Medical Asst Spec Lead
5241	Patient Accounts Rep Spec
5242	Patient Client Access Spec
5243	Senior Referral Specialist

Pending ratification by AFSCME-Local 79 on May 31, 2017

5244	Health Information Code Auditor
5260	Pharmacy Technician II
5264	MRI Technologist
5265	Paramedic
5520	Emergency Medical Technician
5644	Pharmacy Technician I
5666	Health Information Technician
6227	Parking Transportation Aide
6374	Maintenance Support Worker
6394	Groundskeeper I
6405	Recreation Specialist I
6423	Locksmith I
6426	Painter
6441	Plumber
6443	Journeyman Plumber
6444	Electrician
6451	HVAC Refrigeration Mechanic
6452	Sr HVAC Refrigeration Mechanic
6469	Groundskeeper II
6470	Groundskeeper III
6472	Locksmith II
6484	Bldg. Construction Inspector
6486	Recreation Specialist II
6503	General Maint Mechanic II
6504	General Maint Mechanic III
6505	Life and Safety Maint. Mech II
6506	Life and Safety Maint.Mech III
6509	Campus Suppt Maint Mech II
6510	Event Support Worker I
6511	Event Support Worker II
6512	Recycler
6516	Machinist I
6517	Campus Suppt Maint Mech III
6520	Machinist II
6526	Custodial Worker I
6527	Custodial Worker II
6539	Auto Mechanic I
6540	Auto Mechanic II
6552	Marine Mechanic
6567	Journeyman Electrician
6582	Telecom Customer Svc Rep

Pending ratification by AFSCME-Local 79 on May 31, 2017

6584	Sr Telecom Customer Svc Rep
6586	Assoc Apps Business Analyst
6648	IT Generalist I
6663	Associate IT Security Analyst
6671	Associate Computer Repair Tech
6674	Help Desk Analyst
6675	Help Desk Representative
6677	IT Field Analyst
6678	IT Field Technician
6683	Software and Hardware Analyst
6687	Network Equip Inventory Mgr
6696	Clinical IT Field Analyst I
6704	Junior Network Engineer
6748	Technical Support Analyst
6761	Jr Voice Technician
6767	Sr Voice Technician
6772	Telecommunications Installer
6774	Telephone Operator
6777	Voice Technician
6795	Instructional Design Asst
6809	Technology Tool Specialist
6823	Training Support Specialist I
6824	Training Support Specialist II
6825	Training Support Spec III
7404	Laboratory Technician Aide
8200	Security Guard
8203	Senior Security Guard
8215	University Postal Carrier
8402	Parking Enforcement Officer
8410	Police Service Technician
8411	Sr Police Service Technician
8412	Police Communications Operator
8413	Sr Police Communications Oper
8414	Quartermaster

Pending ratification by AFSCME-Local 79 on May 31, 2017

Certification 1468: Professional Unit	
Job Code	Job Code Description
0823	Admissions Recruiter I
0831	Enrollment Process Officer I
0841	Financial Aid Officer I
0842	Sr. Enrollment Process Assoc.
0843	Financial Aid Associate
0851	OneStop Enroll Officer I
0858	Academic Records Officer I
0859	Academic Records Associate
2736	Senior Preparator
2760	Museum Specialist
2796	Archivist Specialist
2814	Fine Arts Production Spec
3699	Associate Multimedia Producer
3700	Multimedia Producer
3703	Jr Graphic Designer
4601	AV Engineer I
4604	AV Engineer II
4630	Engineer I
4633	Engineer II
5083	Lab Manager I
5194	Radiology Technician
5314	Certified Behavior Analyst
5590	Ultrasound Technologist
6033	Health Educator I
6764	Sr Telecom Installer
6765	Sr Telephone Operator
8710	EHS Specialist I
8711	EHS Specialist II

Pending ratification by AFSCME-Local 79 on May 31, 2017

APPENDIX B

APPENDIX B

AFSCME FLORIDA INTERNATIONAL UNIVERSITY DUES CHECKOFF AUTHORIZATION


I authorize Florida International University, to deduct from my pay, starting with the first full pay period commencing not earlier than seven days from the date this authorization is received by Florida International University, membership dues and assessments and the American Federation of State, County and Municipal Employees as established from time to time by AFSCME in accordance with its Constitution, and as entered to Florida International University by AFSCME. Furthermore, I understand that such dues and assessments will be paid to AFSCME.

This authorization shall continue until either (1) revoked by me at any time upon thirty days written notice to Florida International University, the university personnel office and to AFSCME; (2) my transfer or promotion out of an AFSCME represented bargaining unit; (3) termination of employment; or (4) revoked pursuant to Section 447.507 F.S.

Dues Deduction Authorization Cards and Forms: Dues, contributions or gifts to AFSCME are not deductible charitable contributions for federal income tax purposes. Dues paid to AFSCME, however, may qualify as business expenses and may be deductible in limited circumstances subject to various restrictions imposed by the Internal Revenue Service.

By signing this form, I authorize Florida International University to release my Social Security number to AFSCME in reporting dues deductions.

Signature _____ Date _____ Social Security Number _____
Florida International University _____ Department or Work Location _____ Job Classification _____
Name _____ Phone _____
Home Address _____ City _____ State _____ Zip _____
Ded. Code _____ County _____ Class _____ Local _____
For Union Use Only

Contribution Form		AFSCME PEOPLE			
Become a PEOPLE MVP for \$8.35/ month (\$100 annually)					
I hereby authorize my employer and associated agencies to deduct, each pay period, the amount certified as a voluntary contribution to be paid to the treasurer of American Federation of State, County and Municipal Employees PEOPLE, AFSCME, AFL-CIO, P.O. Box 65334, Washington, D.C., 20035-5334, to be used for the purpose of supporting pro-worker candidates in federal, state and local elections. My contribution is voluntary, and I understand that it is not required as a condition of membership in any organization, or as a condition of continued employment, and is free of reprisal. I understand that any contribution guideline is only a suggestion and I am free to contribute more or less than that amount and will not be favored or disadvantaged due to the amount of my contribution or refusal to contribute, and that I may revoke this authorization at any time by giving written notice.					
Deductions Per Pay Period		Last Name _____ First Name _____ M.I. _____			
24 pp/yr <input type="checkbox"/> \$4.20 MVP <input type="checkbox"/> \$8 <input type="checkbox"/> Other \$ _____		Street Address _____ Apt. No. _____			
26 pp/yr <input type="checkbox"/> \$4 MVP <input type="checkbox"/> \$8 <input type="checkbox"/> Other \$ _____		City/State _____ ZIP Code _____			
52 pp/yr <input type="checkbox"/> \$4 MVP <input type="checkbox"/> \$8 <input type="checkbox"/> Other \$ _____		Cell Phone* _____			
Circle jacket size. S M L XL 2XL Other _____		Occupation _____ Job Title _____			
For Office Use Only <input type="checkbox"/> JACKET RECEIVED		Employer _____			
		Home Phone _____ Business Phone _____			
Signature _____ Date _____		Personal E-mail Address _____			
Contributions or gifts to AFSCME PEOPLE are not deductible as charitable contributions for federal income tax purposes. In accordance with federal law, AFSCME PEOPLE will accept contributions only from members of AFSCME and their families. Contributions from other persons will be returned.					
*By providing my cell phone number, I understand that the Union and its affiliates may use automated calling technologies and/or text message me on my cell phone on a periodic basis. The Union will never charge for text message alerts; carrier message and data rates may apply to such texts.					

Pending ratification by AFSCME-Local 79 on May 31, 2017

AFSCME LOCAL _____

STEP _____



OFFICIAL GRIEVANCE FORM

NAME OF EMPLOYEE _____ DEPARTMENT _____

CLASSIFICATION _____

WORK LOCATION _____ IMMEDIATE SUPERVISOR _____

TITLE _____

STATEMENT OF GRIEVANCE:

List applicable violation: _____

Adjustment required: _____

I authorize the A.F.S.C.M.E. Local _____ as my representative to act for me in the disposition of this grievance

Date _____ Signature of Employee _____

Signature of Union Representative _____ Title _____

Date Presented to Management Representative _____

Signature _____ Title _____

Disposition of Grievance: _____

THIS STATEMENT OF GRIEVANCE IS TO BE MADE OUT IN TRIPLICATE. ALL THREE ARE TO BE SIGNED BY THE EMPLOYEE AND/OR THE AFSCME REPRESENTATIVE HANDLING THE CASE.

ORIGINAL TO _____

COPY _____

COPY: LOCAL UNION GRIEVANCE FILE

NOTE: ONE COPY OF THIS GRIEVANCE AND ITS DISPOSITION TO BE KEPT IN GRIEVANCE FILE OF LOCAL UNION.



THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES

F29

Grievance and Arbitration Procedure

FIU Board of Trustees & AFSCME

Step 2: Notice of Arbitration

Employee Grievance Sheet:

Date Received: _____

Pending ratification by AFSCME-Local 79 on May 31, 2017

Received by: _____
Print Name/Title Signature

EMPLOYEE INFORMATION

Employee
Name: _____ Department: _____
Date _____
Submitted: _____ Division: _____
E-Mail _____
Address: _____ Phone/Extension: _____

I will be represented in this grievance by: (check one) - Note that your representative must sign and print his or her name on the appropriate line):

- ☐ AFSCME _____
☐ Myself _____
☐ Other _____

REQUEST FOR ARBITRATION REVIEW

If the employee is in disagreement with the decision rendered in Step 2, the employee(s) may appeal in writing to the Vice President for Human Resources or designee a review by an arbitrator within fifteen (15) business days of receipt of the Step 2 decision or when the decision was due. The arbitrator will hold a hearing within sixty (60) days unless otherwise agreed to by the parties and will render a **final and binding** decision within thirty (30) business days following the close of the hearing unless additional time is agreed to by the parties. The decision or award of the arbitrator shall be **final and binding** upon the University, AFSCME, and the grievant.

Note: An extension may be requested due to extenuating circumstances. The University and the complainant must mutually agree to the extension.

I have read and understand the Grievance and Arbitration Article. I understand that the filing of a grievance constitutes a waiver of any of my rights to judicial or administrative review, pursuant to Chapter 120, Florida Statutes, or to the review of such actions under other University procedures available to address such matters. This form is in accordance with the Grievance and Arbitration Article of the FIU BOT/AFSCME Bargaining Agreement.

Pending ratification by AFSCME-Local 79 on May 31, 2017

Signature of Grievant(s)

Date

As the AFSCME representative, I have the authority to sign this grievance on Behalf of the grievant.

Signature of AFSCME Representative on behalf of the Grievant

Print name

Date

NOTE: The grievance will not be processed unless signed by the grievant(s).

Attach all supporting documentation.

1. Original grievance form provided to management
2. Written Response of the Step 1 Decision, if any
3. All attachments to Step 1 Decision
4. Grievance provided to Human Resources (Step 2 Form)
5. Written Response of the Step 2 Decision, if any
6. All attachments to Step 2 Decision

This notice should be sent to:

Florida International University
Division of Human Resources
Employee & Labor Relations
11200 SW 8th Street, PC 236
Miami, FL 33199

Note: In the event that any language contained in this form conflicts with the FIU-BOT/AFSCME Collective Bargaining Agreement and/or University policies, the FIU-BOT/AFSCME Collective Bargaining Agreement and/or University policy language controls.

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Pending ratification by AFSCME-Local 79

**The Florida International University
Board of Trustees**

And

**The American Federation of State,
County and Municipal Employees
AFL-CIO**

Policies

~~**2013-2016**~~

2017-2020

Pending ratification by AFSCME-Local 79

Table of Contents

<u>Background Check Requirements</u>
Bereavement Leave
Bonus Policy
Call Back Pay
Catastrophic Pool
Classification Review
Compressed Work Schedule
Compulsory Leave
Disciplinary Actions
<u>Employee Wellness Program</u>
Flexible Work Schedule (Flextime)
FMLA, Parental, and Medical Leave
Holidays
Internal Recruitment, Promotions, Demotions & Transfers <u>(replace with Recruitment & Selection)</u>
Leadworker Pay
Learning Opportunities
Leave Pending Investigation
Mandatory Leave Policy
<u>Mandatory Reporting of Child Abuse, Abandonment and Neglect</u>
Military Leave
Neutral, Internal Resolution of Policy Disputes
On Call Pay
Operating Hours, Rest and Meal Periods
Overtime Pay and Compensatory Time
Performance Excellence Process
Personal Leave of Absence without Pay
Professional Development Leave
<u>Promotions, Demotions & Transfers</u>
<u>Recruitment & Selection</u>

Pending ratification by AFSCME-Local 79

Separations of Employment	
Shift Differential Pay	
Sick Leave	
Sick Leave Pool	
Temporary or Permanent Lateral Reassignments	
Tuition Waiver Program	
Vacation Leave	
Appendix A – AFSCME	
Appendix B – Internal Resolution Process	

Pending ratification by AFSCME-Local 79

Background Check Requirements

All prospective candidates for employment at Florida International University (FIU or University) for a regular full-time, part-time or temporary position will, at a minimum, be subject to a reference check, a criminal history check, and any other background check required by law. Depending on the particular position sought, prospective candidates may be required to undergo additional background checks including, without limitation: education verification, license verification, creditworthiness, drug testing and more in-depth criminal background check which includes fingerprinting.

Florida International University strives to provide a safe learning and working environment for all students, faculty, staff, volunteers, and visitors. FIU is a unique environment due to its public nature which generally provides open access for people to learn and work, housing for students, various types of research, and maintains its own police force. Background checks address concerns about providing a safe environment through minimizing negligent hiring risks (e.g., avoid hiring individuals with a proven tendency to defraud or steal from their employers, who engage in workplace or criminal violence, or who otherwise appear to be untrustworthy and unreliable) and/or reducing time wasted in recruiting and training the wrong candidate. Background investigations will be conducted based on the job-related requirements and consistent with *business necessity*.

This policy applies to the following groups:

- New hire;
- Rehired after a *break in service*;
- Current *administrative* or *staff* employees being promoted or transferred into a position with required background checks, unless said employee has successfully passed the position-related background checks within the past five (5) years.

Student assistant, Federal Work Study, and *volunteer* positions will not be subject to this policy unless their job responsibilities include handling cash, checks, cash transactions, gift cards, debit/credit cards, or cash equivalent; information technology; those working in the Athletics Department who travel with students to events; working directly with and/or residing with minors and or vulnerable persons, including Housing and Residential Life employees; museum employees, or performing other assigned duties that require said investigations. In that case, these employees/volunteers must adhere to the same background check requirements as other employees.

The background checks will not be conducted unless the person is the *finalist* for a position. The finalist will have to successfully pass the minimum background checks as well as any position-required background checks set forth below. The successful passing of all applicable background checks is a condition of employment.

The minimum background checks include those listed below:

1. *Level I criminal background investigation*;
2. Sex offender;

Pending ratification by AFSCME-Local 79

3. **Sanctions screens;**
4. Education verification
5. Employment verification;
6. Reference checks;
7. Social security search
8. Any other background check required by law.

The position-required background checks are based on the job requirements, and include, but are not limited to, those listed below:

1. **Level II criminal background investigation** for positions with unrestricted access to a Great Grand Master Key; handling or managing cash, cash transaction, gift cards, debit/credit cards, and/or cash equivalent; information technology; those working in the Athletics Department who travel with students to events; working directly with and/or residing with minors and or vulnerable persons, including Housing and Residential Life employees; museum employees; Chief Financial Officer, Assistant Vice President/FIU Foundation, Treasurer, Controller, Director of Tax Compliance, and any position managing major investments and/or donor portfolios. If a current employee is promoted or transferred into any of these positions, the employee will also be required to undergo sanctions screening;
2. Level II criminal background investigation if the position involves working with any Florida K-12 school as required by Florida Law;
3. Sanctions screenings for any current employee who is applying for or has been issued an FIU Pro-Card;
4. **Internal reference checks** for current promoted/transferred employees;
5. Credit history for the following positions: Chief Financial Officer, Assistant Vice President/FIU Foundation, Treasurer, Controller, and Director of Tax Compliance;
6. Motor vehicle record as required by the position or when an FIU employee is assigned to drive a University vehicle (including a University golf cart) as a key part of their job assignment;
7. Educational verification for promoted/transferred employees;
8. Credentialing by academic department for evaluation and approval by Academic Affairs and/or University Graduate School for all faculty including adjunct and visiting instructors and lecturers;
9. Oral English language proficiency for all faculty members (except those who teach courses that are conducted primarily in a foreign language) as required by Florida Statute Section 1012.93;
10. License and/or certifications verification for those positions in which a license and/or certification is required or preferred;

Pending ratification by AFSCME-Local 79

11. International and national database searches of foreign national hired into positions subject to export control laws conducted by the Office of University Compliance and Integrity;
12. Sanctions Screening, Level II criminal background investigation, and the Pacer database if the position involves the administration of Title IV funds;
13. List of Excluded Individuals and Entities maintained by the Office of Inspector General (OIG) screen for all employees working at the Herbert Wertheim College of Medicine (HWCUM), FIU Health (HCNET), the Center for Children and Families (CCF), Dietetics and Nutrition and/or the School of Social Work;
14. Employees of the FIU Police Department will be subject to the background screening process as set forth in FIUPD SOP 6-29 Selection Process;
15. E-verify for current promoted or transferred to positions under a federal contract;
16. Any other background check required by the position or as determined by the Vice President, Human Resources Division or designee based on job-related factors and consistent with *business necessity*; and/or
17. Any other background check required by law.
- 18.

BACKGROUND CHECKS REQUIRING PERIODIC RE-SCREENING

1. Level II criminal background investigations will be repeated every (5) years if the employee has direct contact with minors and/or vulnerable persons, including House and Residential Life employees, or as required by law.
2. Sanction screens will be conducted annually for any employee who is required to have a ProCard issued to them and/or has responsibility for a merchant account.
3. List of Excluded Individuals and Entities maintained by the Office of Inspector General screen will be repeated monthly if the employee works for HWCUM, HCNET, CCF, Dietetics and Nutrition and/or the School of Social Work.
4. Motor vehicle record will be conducted at least once every two (2) years, or when there is a report or observation indicating that a University employee is not operating a University vehicle safely.

INDIVIDUALIZED ASSESSMENT

The University complies with the Federal **Fair Credit Reporting Act (FCRA)** when conducting background checks. FIU will disclose to all finalists its plan to obtain background checks and that the information will be used solely for employment purposes. FIU will obtain written authorization from the finalists. For any discovered discrepancy in an applicant or employee's background, the Division of Human Resources will conduct an *individualized assessment* which provides the individual with an opportunity to demonstrate that the discrepancy does not

Pending ratification by AFSCME-Local 79

properly apply to him or her and/or to present relevant additional information regarding the discrepancy. The assessment will be based on job-related factors and business necessity.

ADVERSE ACTION

If the University determines it will be taking an adverse action based on the individualized assessment, the University will comply with the FCRA.

THE UNIVERSITY'S AUTHORITY REGARDING EMPLOYMENT OFFERS

The University reserves the right to make and/or rescind any offer of employment in its sole discretion. There is no appeal process if the University exercises its discretion.

POLICY USE/APPLICATION (R*)

Confidentiality of the Information. Although most information at FIU may be considered a public record, the University recognizes the sensitive nature of such information and will maintain all background investigation records as confidential within the Division of Human Resources (DHR) and/or the Human Resources Department of HWCOR, to the extent permitted by law. Investigation results and any additional information will be reviewed by DHR, the HWCOR HR (as applicable), the office of the General Counsel (as necessary), and any individual responsible for the final hiring decision (such as the Assistant Vice President of Human Resources). DHR will maintain responsibility for the facilitation, processing, review and recordkeeping for all background investigations set forth in this policy.

Compliance with Applicable Laws. This policy complies with the provisions of the **FCRA**, the various anti-discrimination laws, and any other applicable law governing the use of background screens.

DEFINITIONS:

Adverse Action. A decision by the University not to proceed with the hiring process when a **finalist** does not successfully pass any of the required background checks that are governed by the **FCRA**.

Break in Service. A separation of employment from the University. For purposes of this policy only, for a non-faculty position, a break in service is a separation of one (1) year or longer based from the date that the last applicable background check was conducted; for a faculty position, a break in service is a separation of three (3) consecutive semesters.

Business Necessity: Those factors which are necessary for safe and efficient job performance.

Fair Credit Report Act: A United States federal law (codified at 15 U.S.C. §168 ET SEQ.) That regulates the collection, dissemination, and use of the consumer information, including consumer credit information.

Pending ratification by AFSCME-Local 79

Federal Work Study Student: An individual who is a full-time or part-time student enrolled at FIU that has been awarded Federal Work Study funds as part of their Financial Aid Award package. The student must be enrolled for a minimum of six (6) credit hours in a course of study leading to a degree or a Financial Aid eligible certificate.

Finalist: An individual who is being recommended for hire and who must successfully pass the required background checks as a condition of employment.

Great Grand Master Key: This is a master key for the entire campus.

Individualized Assessment: The steps taken when a finalist has a discrepancy on any background check which include notice to the individual about the findings, an opportunity for the individual to demonstrate that an exclusion should not be applied to him or her, and consideration by FIU as to whether any additional information provided by the individual warrants an exception to be made.

Internal Reference Checks: This involves reviewing the most current Performance Excellence Process (PEP) form for the finalist, and requesting relevant information from the most recent supervisor.

Level I Criminal Background Investigation: A background screening search for any criminal information at the federal, state and county levels on an individual within the last seven (7) years.

Level II Criminal Background Investigation: A background screening consisting of a Level I search for any criminal information at the federal, state and county levels on an individual within the last seven (7) years. The Level II criminal background investigation requires fingerprinting that searches the Florida Department of Law Enforcement and the Federal Bureau of Investigation databases in addition to the Level I search.

New Hire: An individual who has never had an employee-employer relationship with the University.

Sanctions Screens: This background check screens international and national databases including the Office of Foreign Assets Control (OFAC)

Student Assistant: An individual who is a full-time or part-time student enrolled at FIU and registered for a minimum six (6) credit hours as an undergraduate or three (3) credit hours as a graduate student.

Visual Compliance: A web-based tool used to conduct searches for persons or entities on lists maintained against sanctioned individuals or entities (Restricted Party and Specially Designated National Screening). This is a requirement of export control laws.

Vulnerable Person: A person 18 years of age or older whose ability to perform the normal activities of daily living or to provide for his or her own care or protection is impaired due to a mental, emotional, sensory, long-term physical, or developmental disability or dysfunction, or brain damage, or the infirmities of aging.

~~Background checks shall be conducted in accordance with all applicable federal and state laws. The University shall review the results of all background checks and shall make a final determination regarding suitability for employment.~~

Pending ratification by AFSCME-Local 79

~~The University will conduct the following background checks under these circumstances:~~

~~1. Reference Checks~~

- ~~• The University shall conduct reference checks on all prospective employees.~~

~~2. Criminal History Checks~~

- ~~• The University shall conduct criminal history checks on all prospective candidates who are fal applicants for open positions;~~
- ~~• The University shall conduct criminal history checks on current employees who are final applicants for promotional or transfer opportunities to positions where criminal history checks are required by law;~~
- ~~• The University shall conduct more in-depth criminal checks which includes fingerprinting, through the Florida Department of Law Enforcement, for the following positions, including, without limitation: law enforcement personnel, individuals handling cash or managing cash transactions, all financial services positions, individuals who will have unrestricted access to master keys, information technology positions, individuals who will work in The Children's Creative Learning Center, or individuals working in the University Residence Halls and all employees of the Athletics Department who travel with students to events.~~
- ~~• Federal or state law may dictate that certain additional prospective candidates undergo these or other background checks including, without limitation, employees who will work with certain levels and types of controlled substances in research, radioactive materials, or select agents; and instructional or non-instructional personnel who will work wiate of Florida school board.~~

~~3. Language Proficiency~~

- ~~• The University shall ensure that all faculty members with teaching assignments are proficient in speaking English.~~

~~4. Educational Verification~~

- ~~• The University shall conduct educational verification checks of all prospective candidates for positions requiring a degree.~~

~~4. License Verification~~

- ~~• The University shall conduct license verification checks on all prospective candidates for positions where a license may be required or preferred.~~

~~4. Driver's License Checks~~

- ~~• The University shall conduct driver's license checks on all prospective candidates or current employees who will be assigned to drive a University State vehicle. See also Acquisition, Assignment and Use of University Vehicles policy.~~

~~4. Creditworthiness Checks~~

Pending ratification by AFSCME-Local 79

- ~~• The University shall conduct creditworthiness checks on all prospective candidates for positions that are responsible for handling money or have financial duties, e.g. Controllers, Financial Services, etc.~~

~~4. Drug Testing~~

~~The University shall ensure drug testing on all prospective candidates for law enforcement positions and positions that specifically state this as a condition of employment in the job description, job posting or offer letter~~

Bereavement Leave

Purpose:

~~To administer a Bereavement Leave Policy which provides uniform guidelines to grant paid time off to employees for absences related to the death of immediate family members.~~

Definition:

~~**Immediate Family** – defined as spouse, same-sex domestic partner, children (including foster or stepchildren), parents (including stepparents), brother and sister (including stepbrother and stepsister), grandparents, and grandchildren of the employee, the spouse, or the same-sex domestic partner.~~

Policy Statement:

An employee shall be granted three (3) days of leave with pay for a death in the immediate family. In addition to bereavement leave, the employee may request approval to use reasonable amounts of accumulated sick leave, vacation leave or unpaid leave in the event of a death in the family.

Reason for Policy:

To administer a Bereavement Leave Policy which provides uniform guidelines to grant paid time off to employees for absences related to the death of immediate family members.

Definition:

Immediate Family – defined as spouse, domestic partner, children (including foster or stepchildren), parents (including stepparents), brother and sister (including stepbrother and stepsister), grandparents, and grandchildren of the employee, or the spouse.

Bonus Policy

Policy Statement

The University shall consider providing incentive bonuses to ~~non-bargaining unit faculty and employees in order~~ to meet recruitment and retention needs and to encourage and reward exceptional performance and services to the University.

Reason for Policy

Pending ratification by AFSCME-Local 79

To provide incentive bonuses and rewards ~~in an effort~~ to recruit, reward and retain quality employees.

Definitions

Bonus: A one-time monetary award given to an employee in addition to the employee's regular compensation.

Educational Incentive Award: To encourage professional development and reward employees who acquire a degree, a professional license or professional certification from an accredited institution or professional organization.

~~**Operational Excellence Award:** To recognize employees who have demonstrated continuous outstanding performance, have made a significant contribution to the department's mission and provided consistent support to the department's objective.~~

Performance-Based Bonus: To recognize an employee that has sustained exceptional performance over an extended period of time and has clearly demonstrated the acquisition of new competencies.

Project Based Bonus: To recognize an employee upon the successful completion of a special project or assignment of significance that is in addition to the employees regularly assigned duties.

Retention Bonus:

A retention bonus is typically used to provide financial incentive in retaining an employee with unique skills and abilities, and whose contributions are critical to the success of the unit, college, or department. Retention bonuses are typically extended to those employees having an overall performance rating of 4 or above.

Sign-on Bonus: As a recruitment incentive, a sign-on bonus may be awarded to a new, highly qualified employee hired into a position considered critical to the University's operations and strategic mission and/or deemed difficult to fill.

Spot Award: To provide employees with positive feedback, foster continued improvement and reinforce good observable performance after an event or task has been completed, usually without pre-determined goals or performance levels.

Variable Compensation Plan: To reward employees based on a pre-approved plan based on employee's contribution, departmental objectives, revenue generated, targets achieved, and payout schedules.

Procedures

I. Educational Incentive Award

Employees may be granted an Educational Incentive Award upon completion of a program of study, degree and/or certification from an accredited institution or professional organization.

Pending ratification by AFSCME-Local 79

Course of study should be relevant to the position and/or departmental needs. Participation by the employee should be pre-approved by the Department Head with endorsement by the Vice President of Human Resources or designee. Upon completion of program/degree/certification, employee submits written confirmation of the completed coursework/license/certification to supervisor.

The Educational Incentive Awards are paid as a bonus upon submission of proof of completion. as follows Only one degree at one time (does not include a second degree obtained simultaneously with the first degree by obtaining 30 or more credits hours):

Associate Degree \$ 500

Baccalaureate Degree \$ 1,000

Master's Degree \$1,500

Doctorate Degree/Juris Doctor \$2,000

Apprenticeship \$ 500

Journeyman \$ 750

Professional Registration or License \$1,000

Professional Certification \$ 500 excluding programs sponsored by the Division of Human Resources (e.g. HR Certification and LDI Certification)

II. Operational Excellence Award

The Operational Excellence Award is recommended for employees who exceed the expectations set forth of their position, have demonstrated continuous outstanding performance, have made significant contributions to the department's mission or strategic plan and/or have provided consistent support to the department's objectives. The OEA process will be directed by the University President and CFO including determining availability of funds and distribution. The final process will be monitored and approved by the Divisional Vice Presidents or Provost in conjunction with the Division of Human Resources.

III. Performance-Based Bonus

A pay increase up to 5% will be considered when an employee's contributions have been so exceptional that a pay increase is warranted. A business case must be presented to the appropriate unit head for concurrence and submitted to Compensation Administration for review. Requests for salary increases larger than 5% may require approval from the CFO or Academic Affairs

~~III.~~ Retention Bonus

IV. Upon written request for a retention bonus, Compensation Administration will review the individual's time in grade and position and make a recommendation regarding an appropriate pay adjustment to the individual employee's pay rate. Retention bonuses to the individual employee's pay rate will be determined in consultation with the department, the unit head and, if appropriate, the CFO and/or Academic Affairs.

In cases where the employee has received a documented offer of higher salary for employment with another organization, the department may counter offer as follows:

Pending ratification by AFSCME-Local 79

- i. Match the salary offer.
- i. Decline to match the salary offer.
- ii. Increase salary by less than the salary offer.

The University administration does not encourage counter offers above the salary offer, or when the offer is internal to the university. Consideration will be given to the impact of a salary increase on other people in the same or similar classification and working in the same unit and department. All such requests will require prior approval from the unit head, the CFO and/or Academic Affairs.

IV-IV> Project-based Pay

Project-based pay is a lump sum amount payable upon the successful completion of a special project or assignment of significance that is in addition to the employee's regularly assigned duties.

The following criteria will apply to project based pay requirements:

- The amount of the project-based pay may not exceed \$5,000 or 10% of the employee's salary.
- Project must have a beginning and ending date along with a list of deliverables.
- Decision regarding the amount of the lump sum payment should be dependent upon the nature and complexity of the project.
- Recommendation for the amount is to be requested by the respective department with approval by Human Resources.
- ~~Prior to the start of a project, the department head or supervisor must complete a Project Identification Form. The form must be reviewed and approved by the Divisional Vice Presidents or Provost and the Vice President for Human Resources or designee.~~

V-V> Sign-on Bonus

To facilitate recruitment of employees considered critical to the University's operations and strategic mission and/or deemed difficult to fill. The following criteria should be followed when offering a Sign-on Bonus:

- The size of the bonus must be approved by the next level supervisor.
- The employee must agree to work for the university for at least one year. The minimum term of service will be determined based on significance of the position and size of the sign-on bonus offered.
- The employee must meet all pre-employment requirements and **actually** start working before receiving the sign-on bonus.
- A written agreement outlining the key objectives for the employee, the performance requirements, and pay back terms if agreement is not met must be executed.
- The agreement must be approved by the Vice President of Human Resources or designee in conjunction with the Divisional Vice President.

Pending ratification by AFSCME-Local 79

~~VI.VI>~~ Spot Award

Spot awards are immediate recognition to reward employees for exceptional performance beyond the prescribed expectation of the employee's job. (Ex: employee exemplifies service excellence while performing the duties and expectations set forth in their position). Spot awards are given after the event has been completed, usually without pre-determined goals or set performance levels. ~~They may be awarded at any time.~~ Spot awards provide positive feedback, foster continued improvement, and reinforce good observable performance.

Spot awards may be:

- A lump sum dollar amount not to exceed a maximum of ~~\$1~~2,500 in a 12-month period.
- Non-cash (University merchandise, lunch tickets, game tickets, etc.).
- Certificates, plaques, etc.
- Spot Awards are recommended and approved at the department level in conjunction with the Vice President of Human Resources or designee.

~~VII.VII>~~ Variable Compensation Plan

A lump sum bonus payment awarded as part of a Variable Compensation Plan (VCP). VCPs are pre-approved for individual departments that place a strong value on employee's contribution, ability to impact performance, departmental objectives and revenues generated. The department dean or director must develop specific targets to be achieved, specific goals, pre-established criteria and payout schedule prior to the establishment of the VCP. The VCP must be approved by the Divisional Vice Presidents, ~~or ProvostCFO, and by the~~ Vice President of Human Resources or designee and University Presidents. Payments for non-exempt employees must be included as part of the employee's regular pay when calculating overtime pay.

Bonus payments for non-exempt employees must be included as part of the employee's regular pay when calculating overtime pay.

Call Back Pay

Purpose:

~~To provide compensation to non-exempt employees who are called back to work to perform emergency and/or needed work assignments based on operational needs during off duty hours.~~

Policy Statement:

Regular and Interim non-exempt employees are entitled to call back pay when an employee is called back to the work location outside their regularly scheduled hours.

The employee shall be credited with the greater of the actual time worked, including time to and from the employee's home to the assigned work location, or two hours.

Pending ratification by AFSCME-Local 79

If while on-call, an employee is called back to work, said employee will be reimbursed for travel expenses and mileage at standard rates as specified in Florida Statutes. Reimbursement will be made for travel from the employee's home to the work location and vice versa.

Call back pay will be considered worked time and will be recorded as such on the time record of the employee.

When an employee is called back to work, the call back pay will be paid at the employee's regular rate of pay or at his/her overtime rate for any time over 40 hours in a work week.

Employees will not receive on-call pay for time worked.

Reason for Policy:

To provide compensation to non-exempt employees who are called back to work to perform emergency and/or needed work assignments based on operational needs during off-duty hours.

Catastrophic Pool

Purpose:

~~To establish guidelines for the purpose of allowing the donation of sick leave hours from one employee to another in catastrophic circumstances that affects the employee or the employee's immediate family members. For the purpose of this policy, catastrophic is defined as any major illness or injury that does not allow the employee to return to work for an extended period of time as documented by a physician.~~

Definition:

~~**Immediate Family**—Spouse, same sex domestic partner, child(ren) (including foster and stepchildren), parents (including stepparents), and grandparents.~~

Policy Statement:

Hours may be donated on a voluntary basis, from one employee to another employee who has exhausted their leave balances including sick, vacation, and compensatory time and must have approval of the Business Unit Head.

Hours may be donated in increments of eight (8) hours and must not exceed 80 hours in 36-month period. The donating employees' remaining balance cannot fall below 80 hours. The total maximum amount of hours that an employee can receive is 480 in a 12-month period or at a rate proportionate to their FTE.

Reason for Policy:

To establish guidelines for the purpose of allowing the donation of sick leave hours from one employee to another in catastrophic circumstances that affects the employee or the employee's immediate family members. For the purpose of this policy, catastrophic is defined as any major illness or injury that does not allow the employee to return to work for an extended period of time as documented by a physician.

Pending ratification by AFSCME-Local 79

Employee's Immediate Family – defined as spouse, children (including foster or stepchildren), parents (including stepparents), and grandparents.

CLASSIFICATION REVIEW

Purpose:

~~To provide a means for management to address changes in a position classification~~

Policy Statement:

Classification Review:

When the University determines that a revision of a class specification for bargaining unit positions is needed, and such revision affects the collective bargaining unit designation, it shall notify AFSCME in writing of the proposed change. AFSCME shall notify the Vice President for Human Resources or designee, in writing, within fifteen (15) days of receipt of the proposed changes, of any comments it has concerning the proposed changes or of its desire to discuss the proposed changes. If following such discussion, AFSCME disagrees with the designation it may request the Florida Public Employment Relations Commission (PERC) to resolve the dispute through unit classification proceedings.

Work in a Higher Classification:

An employee who is designated by the appropriate supervisor to perform temporarily a major portion of duties of a position in a higher classification than the employee's current classification shall be eligible for a pay increase for the period of time such duties are assigned, provided that such duties are performed for a period of more than twenty-two (22) working days within any six (6) consecutive months.

Reason for Policy:

~~To provide a means for management to address changes in a position classification~~

Compressed Work Schedule

Purpose:

~~To promote alternative work schedules for employees consistent with the University's efforts toward work/life balance.~~

Policy Statement:

A compressed workweek is one in which employees work their assigned number of hours but in fewer than 5 days in one week or fewer than 10 days in one pay period. Compressed work schedules will be granted in situations where job and business-related needs can continue to be met even under a compressed schedule.

Pending ratification by AFSCME-Local 79

All full-time employees must work a 40-hour week (or 80-hours each pay period).

Eligible employees must complete form and obtain permission from their respective supervisor and final approval from Human Resources.

Operational requirements must be met.

Service to the customer must be maintained or improved.

Costs to the university will not be increased.

Each office or operation must be covered during normal or core business hours;

Compressed work schedules must not diminish the ability of the department to assign responsibility and accountability to individual employees for the provision of services and performance of their duties.

Compressed workweek schedules must be set (not varying from pay period to pay period), but may be any of the following for a two week pay period:

- Four ten-hour days each week, with a work day off each week
- Four nine-hour days and one four-hour work day off each week (one afternoon or morning off each week)

When a paid holiday falls on an employee's regularly scheduled day off, the following may occur:

- the employee will be granted another day off during that pay period; paid leave is allocated by the hour and not the day;
- the employee may have the option of reverting back to the regular schedule during that pay period in which the holiday falls

~~All requests must be in writing.~~

Exempt employees, by definition, will continue to receive the same salary from week to week regardless of the schedule worked. The pre-approved compressed work schedule agreement may be terminated at any time based on business necessity.

Reason for Policy:

To promote alternative work schedules for employees consistent with the University's efforts toward work/life balance.

Compulsory Leave

Policy Statement

Pending ratification by AFSCME-Local 79

When an employee is unable to perform assigned duties due to illness/injury, the President or designee may require the employee to submit to a medical examination by a mutually acceptable health care provider paid by the university. Upon a signed release by the employee, the results of the medical examination, certifying in detail the employee's condition, shall be released solely to the President or designee and any other entity identified by the employee on the release. If the medical examination confirms that the employee is unable to perform assigned duties, the President or designee shall place the employee on compulsory leave.

Reason for Policy

To establish a policy on granting compulsory leave to employees.

Definitions

"Compulsory leave" is defined as approved leave with or without pay, or a combination of such leave, not to exceed the duration of the illness/injury or one year, whichever is less.

Disciplinary Actions

Purpose:

~~To establish a policy and provide guidelines for the application of disciplinary actions for University employees.~~

Definitions:

~~Severe Disciplinary Actions — defined as suspensions, demotions and involuntary terminations.~~

~~Suspension — occurs when an employee is taken off duty for a day or more with or without pay.~~

~~Involuntary Demotion — occurs when an employee is involuntarily subjected to a reduction in pay and higher functioning duties are permanently removed resulting in a lower level position.~~

~~Involuntary Termination — occurs when an employee is permanently separated from University employment.~~

Policy Statement:

The University is committed to the theory of progressive discipline and as such a PreDisciplinary Review (PDR) must be conducted ~~in conjunction~~ with Human Resources and the supervisor before severe disciplinary action is imposed. The PDR shall provide a level of review for severe disciplinary actions recommended by supervisors. Based on the severity and the frequency of the offense or occurrence, disciplinary actions may take the form of reprimands, demotions, suspensions and/or dismissals.

Human Resources will ensure that all pertinent information is obtained so that employee behavior which necessitates disciplinary action shall be determined by the employee's supervisor in consultation and with the approval of the Vice President for Human Resources or his/her designee.

Pending ratification by AFSCME-Local 79

Based on the severity of the offense, the University reserves the right to impose discipline at any level, including immediate termination.

Appeal:

Suspensions, demotions with reduction in pay, and dismissals administered to employees are subject to the Neutral, Internal Resolution of Policy Disputes Policy.

Oral reprimands shall not be appealed under the provisions of this policy. Records of oral reprimands shall not be used as the basis for progressive discipline in later disciplinary actions against an employee if the employee has maintained a discipline-free record for at least one (1) year.

Written reprimands shall be subject to the Neutral, Internal Resolution of Policy Disputes Policy but only through Step 1. Written reprimands shall not be used as the basis for progressive discipline in later disciplinary actions against an employee if the employee has maintained a discipline-free work record for at least two (2) consecutive years.

Notwithstanding the limitations expressed on the use of oral and written reprimands in the progressive disciplinary process, they may be considered as part of the employees overall work history when severe discipline (i.e., suspension, demotion with reduction in pay, and separation of employment) is considered. Further, when the University is considering whether to dismiss an employee, the University shall have the ability to review and consider the individual's entire employment history.

AFSCME REPRESENTATION

The employee, upon request, may have AFSCME representation during investigatory questioning that may reasonably result in disciplinary action. The employee shall be given two days' notice, when applicable, and a reason for such meeting, except in cases deemed to be an emergency.

DISCIPLINARY ENTERED IN EMPLOYEE FILES

An employee shall be furnished with a copy of disciplinary entries placed in the official employee file and shall be permitted to respond in writing and a copy of response shall be placed in the employee's official file.

Reason for Policy:

To establish a policy and provide guidelines for the application of disciplinary actions for University employees.

Definitions:

Severe Disciplinary Actions – defined as suspensions, demotions and involuntary terminations.

Suspension - occurs when an employee is taken off duty for a day or more with or without pay.

Pending ratification by AFSCME-Local 79

Involuntary Demotion - occurs when an employee is involuntarily subjected to a reduction in pay and higher functioning duties are permanently removed resulting in a lower level position.

Involuntary Termination - occurs when an employee is permanently separated from University employment.

Employee Wellness Program

Policy Statement

The Employee Wellness Program provides wellness resources to all employees of the University in four primary areas concerning healthy lifestyle: healthy eating, physical activity, tobacco cessation, and stress management. Wellness activities are open to all employees. While employee participation is encouraged, it is completely voluntary. If an activity is offered during regular working hours (outside of lunch period), employee must obtain approval to attend. Because the program is intended to improve the health and well-being of all employees, employee needs and interests will be considered in the planning and design of wellness activities.

Florida International University will provide a healthy workplace by:

1. Providing a healthy and ergonomic work environment;
2. Facilitating employees' own efforts to make improvements in their health practices
3. Providing an environment supportive of employees' well-being;
4. Developing the personal resources (knowledge, skill, and ability) of employees to help them cope and deal with the social and work aspects of their lives;
5. Reducing and managing stress; and
6. Enhancing employees' sense of influence over their work and their lives.

Reason for Policy

To provide guidance on increased awareness of positive health behaviors, to motivate employees to voluntarily adopt healthier behaviors and to provide opportunities and a supportive environment consistent with the University's efforts toward work/life balance in keeping with the best practices in the area of Wellness programs as well as meet the high standards of the Wellness Council of America and the Florida Department of Health. The program is also in accordance with FIU BeyondPossible2020 Strategic Priorities of service excellence for all staff, and to foster a campus culture where innovation thrives and contributes to real-world solutions for real-world issues.

External Volunteers

Policy Statement

As Florida International University (FIU) engages volunteers, FIU will comply with the Florida Statutes Chapter, Part IV, 110.501-04 and shall provide a receptive environment for volunteers. The department which engages the volunteers' services is responsible for the development of meaningful opportunities for volunteers involved in programs administered by Florida

Pending ratification by AFSCME-Local 79

International University. This policy is intended for internal management guidance only and does not constitute, either implicitly or explicitly, a binding contract with the volunteer.

This policy address volunteers who are adults as well as minors; however, minors under the age of fourteen (14) may not serve as a volunteer. This policy does not apply to situations in which a minor is a student in a dual enrollment program. Volunteers may not work in capacities requiring access to confidential information or serve in positions which require systems access, entry access or a Panther ID to perform duties assigned by the department. Nor does this policy apply when an adult or a minor is on campus as part of camp or other enrichment activity. Regular and temporary faculty and staff should consult with their chair/supervisor prior to engaging in volunteer activities for FIU events.

Reason for Policy

To specify methods and responsibilities involved in utilizing the services of external volunteers to assist in programs administered by Florida International University.

Related Information

Florida Statute Sections 110.501 and 768.1355
State Workers' Compensation

Definitions

Volunteers: Uncompensated individuals who perform services directly related to the business of the University. If the service is required for coursework at FIU, the person is considered a student and not a volunteer. Volunteers are classified as either a "regular-service volunteer" or an "occasional-service volunteer." Solely for purpose of this policy, guest speakers, members of alumni or advisory boards for colleges and schools, and University Board of Trustees are not included in the definition of volunteer.

Regular-Service Volunteers: "Regular-service volunteer" means any person engaged in specific voluntary service activities on an on-going or continuous basis. Examples of regular service volunteers include, but not limited to, athletic team volunteers, student organization volunteer advisors, and library program volunteer counselors.

Occasional-Service Volunteers: "Occasional-service volunteer" means any person who offers to provide a one-time or occasional voluntary service. Examples of occasional service volunteers include but are not limited to Parent Association volunteers, student move-in day volunteers, and fundraising volunteers. Most volunteers whose services are limited to one day will be considered occasional-service volunteers.

Camps-on Campus: An organization set of activities that are mainly designed to provide enrichment to the participants and not as a direct benefit to FIU. For example, a group of high school students interested in art history may participate in a camp at one of FIU's museums. While there may be an indirect benefit to FIU from more people learning about the museum and ticket sales, the main purpose of the event is to enrich the participants.

Pending ratification by AFSCME-Local 79

Flexible Work Schedule (Flextime)

Purpose:

~~To administer the use of a flexible work schedule consistent with the University's efforts toward work/life balance.~~

Policy Statement:

Flexible work hours may be instituted both to assist employees in their personal planning and to maintain productivity.

Flextime may occur up to two hours before and two hours after the employee's regular schedule.

Flexible schedules must be recommended by the supervisor, planned in accordance with the work functions and service objectives of the department and the University operations, and approved by Human Resources.

The supervisor must establish a core period of time when all employees are in attendance.

The pre-approved flexible work schedule agreement may be terminated at any time based on business necessity.

Reason for Policy:

~~To administer the use of a flexible work schedule consistent with the University's efforts toward work/life balance.~~

FMLA, ~~Parental~~ Maternity/Paternity, and Medical Leave

Purpose:

~~To administer the federally mandated Family and Medical Leave Act (FMLA) in accordance with University guidelines.~~

Policy Statement:

~~Family Medical Leave Act (Applies to all Employees)~~

~~The Family and Medical Leave Act of 1993 (FMLA) grants up to 12 work weeks of leave within a 12-month period for certain family and medical reasons. The leave may be paid, unpaid, or a combination of both.~~

~~To qualify, an employee must use FMLA for the following reasons:~~

- ~~• The birth of a child and in order to care for that child;~~

Pending ratification by AFSCME-Local 79

- ~~The placement of a child for adoption or foster care, and to care for the newly placed child;~~
- ~~To care for a spouse, child, or parent — but not a parent in law with a serious health condition; or~~
- ~~The serious health condition of the employee.~~

~~To be eligible for FMLA leave, an employee must:~~

- ~~Have worked for the employer at least 12 months; and~~
- ~~Have worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave.~~

~~The University will grant the 12-week period under FMLA to eligible employees for the four reasons stated above and additional leave not to exceed a total of 6 months for the following three reasons:~~

- ~~The birth of a child and in order to care for that child (parental leave);~~
- ~~The placement of a child for adoption or foster care, and to care for the newly placed child (parental leave); or~~
- ~~The serious health condition of the employee (medical leave).~~

~~An employee who takes leave under this policy, will be able to return to the same position or a position with equivalent status, pay, benefits and other employment conditions.~~

Parental Leave (Excludes Temporary and Student Workers)

~~While an employee is on parental leave, the University will continue paying the matching portion of the employee's health and basic State life insurance premiums up to six months during the leave period.~~

~~If the employee has accrued or earned paid leave, the employee must use paid leave first and take the remainder of the leave period as unpaid leave. A combination of accrued vacation and sick leave must be used. Leave may also be used intermittently or under certain circumstances, the employee may use the leave to reduce the workweek or workday, resulting in a reduced work schedule.~~

~~Parental leave of absence requests shall be in writing, when possible, with at least 30 days notice. If it is not possible to give 30 days' notice, the employee must give as much notice as is practicable. The request must indicate the period of leave to be granted and the date the employee will return to work.~~

~~For parental leave, documentation must be provided by the employee's doctor or spouse's doctor of the expected due date or date of placement for adoption, if applicable. Parental leave may begin no more than two weeks prior to the delivery date or date of placement for adoption.~~

Pending ratification by AFSCME-Local 79

~~An employee who takes leave under this policy, will be able to return to the same position or a position with equivalent status, pay, benefits and other employment conditions.~~

~~Medical Leave (Excludes Temporary and Student Workers)~~

~~While an employee is on medical leave, the University will continue paying the matching portion of the employee's health and basic State life insurance premiums up to six months during the leave period.~~

~~If the employee has accrued or earned paid leave, the employee must use paid leave first and take the remainder of the leave period as unpaid leave. A combination of accrued vacation and sick leave may be used. Leave may also be used intermittently or under certain circumstances, the employee may use the leave to reduce the workweek or workday, resulting in a reduced work schedule.~~

~~Medical leave of absence requests shall be in writing, when possible, with at least 30 days notice. If it is not possible to give 30 days' notice, the employee must give as much notice as is practicable. A doctor's note must accompany the request indicating reason and period of absence.~~

~~An employee who takes leave under this policy, will be able to return to the same position or a position with equivalent status, pay, benefits and other employment conditions.~~

FAMILY MEDICAL LEAVE ACT (FMLA) (Applies to all Employees)

The Family and Medical Leave Act of 1993 (FMLA) entitles employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:

- Twelve workweeks of leave in a 12-month period for:
 - the birth of a child and to care for the newborn child within one year of birth;
 - the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
 - to care for the employee's spouse, child, or parent who has a serious health condition;
- The serious health condition that makes the employee unable to perform the essential functions of his or her job;
- Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or
- Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service members' spouse, son, daughter, parent, or next of kin (military caregiver leave).

Eligible employees:

- Have worked for the employer at least 12 months; and
- Have worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave or fall under other specific FMLA regulations related to break in service.

Pending ratification by AFSCME-Local 79

PARENTAL LEAVE (Excludes Temporary and Student Workers)

The University will grant the 12-week period under FMLA to eligible employees for the four reasons stated above and additional leave not to exceed a total of 6 months for the following three reasons:

- The birth of a child and in order to care for that child (parental leave);
- The placement of a child for adoption or foster care, and to care for the newly placed child (parental leave); or
- The serious health condition of the employee (medical leave).

For parental leave, documentation must be provided by the employee's doctor or spouse's doctor of the expected due date or date of placement for adoption, if applicable. Parental leave may begin no more than two weeks prior to the delivery date or date of placement for adoption.

Parental leave of absence requests shall be in writing, when possible, with at least 30 days' notice. If it is not possible to give 30 days' notice, the employee must give as much notice as is practicable. The request must indicate the period of leave to be granted and the date the employee will return to work.

PARENTAL LEAVE (Excludes Temporary and Student Workers)

The University will grant the 12-week period under FMLA to eligible employees for the four reasons stated above and additional leave not to exceed a total of 6 months for the following three reasons:

- The birth of a child and in order to care for that child (parental leave);
- The placement of a child for adoption or foster care, and to care for the newly placed child (parental leave); or
- The serious health condition of the employee (medical leave).

For parental leave, documentation must be provided by the employee's doctor or spouse's doctor of the expected due date or date of placement for adoption, if applicable. Parental leave may begin no more than two weeks prior to the delivery date or date of placement for adoption.

Parental leave of absence requests shall be in writing, when possible, with at least 30 days' notice. If it is not possible to give 30 days' notice, the employee must give as much notice as is practicable. The request must indicate the period of leave to be granted and the date the employee will return to work.

MEDICAL LEAVE (Excludes Temporary and Student Workers)

Medical leave applies to an employee who does not meet the initial eligibility requirements for FMLA or who has exhausted their FMLA coverage and who is absent four or more days due to his/her serious health condition or to care for an immediate family member.

Medical leave of absence requests shall be in writing, when possible, with at least 30 days' notice. If it is not possible to give 30 days' notice, the employee must give as much notice as is

Pending ratification by AFSCME-Local 79

practicable. A doctor's note must accompany the request indicating reason and period of absence.

Leave Entitlement for FMLA/Parental/Medical

- Leave may be taken on a continuous, intermittent, reduced workday/workweek basis or a combination thereof.
- For the birth or placement of a child, leave entitlement expires at the end of the twelve (12) month period beginning on the date of the birth and/or placement of a child.
- Spouses who are both employed by the University may be limited to a:
 - Combined total of twelve (12) weeks of leave during a twelve (12) month period if the leave is taken to care for the employee's immediate family member with a serious health condition or for the birth or placement of a child; or
 - Combined total of twenty-six (26) weeks of leave during a single twelve (12) month period to care for a covered military service member with a serious injury or illness.
 - _____

While an employee is on leave, the University will continue paying the matching portion of the employee's health and basic State life insurance premiums in accordance with State Regulations.

If the employee has accrued or earned paid leave, the employee must use paid leave first (compensatory leave, if applicable; sick, and then vacation) and take the remainder of the leave period as unpaid leave. Leave may also be used intermittently or under certain circumstances, the employee may use the leave to reduce the workweek or workday, resulting in a reduced work schedule.

An employee who takes leave under this policy, will be able to return to the same position or a position with equivalent status, pay, benefits and other employment conditions.

Reason for Policy:

To administer the federally-mandated Family and Medical Leave Act (FMLA) in accordance with University guidelines.

DEFINITIONS

"Child" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis who is either under 18 years of age or is 18 years of age or older and "incapable of self-care because of a mental or physical disability" at the time FMLA leave is to commence.

"Covered active duty" means (a) in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and (b) in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code.

Pending ratification by AFSCME-Local 79

“Covered Service Member” means (a) a member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness: or (b) a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

“Immediate Family” means spouse, parent (not parent-in-law), son or daughter (under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability.

“Next of kin” means nearest blood relative other than the current servicemen’s spouse, parent, and child.

“Parent” means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a child. This term does not include parents “in law”.

“Qualifying exigencies” may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

“Rolling twelve (12) month period” means a period measured backward from the date an employee uses any FMLA leave.

“Spouse” means a husband or wife as defined or recognized in the State where the individual was married and includes individuals in a same-sex marriage or common marriage.

Holidays

Purpose:

~~To establish holidays observed by the University.~~

Policy Statement:

The University observes eleven (11) paid holidays a year that allow the University to close offices and discontinue operations that will not affect the academic calendar or those services necessary to the University community and to the public.

The approved Holidays are:

- New Year’s Day
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day

Pending ratification by AFSCME-Local 79

- Labor Day
- Veteran's Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day
- Two Winter Break Days

Holidays falling on Saturday are observed the preceding Friday. Holidays falling on Sunday are observed on the following Monday.

Any employee who is in non-pay status for the entire day before a holiday shall not be eligible to receive payment for the holiday.

Certain critical staff may be required to work on a holiday due to increased workload or emergency conditions.

The University President will designate two days towards a Winter Break between the end of the fall semester and the beginning of the spring semester of each year. The two days will be designated based on University needs and schedules. Eligible employees who are required to work during the Winter Break will be granted the same number of days as those of the approved Winter Break to be taken before June 30th of that fiscal year.

Reason for Policy:

To establish holidays observed by the University.

Internal Recruitment, Promotions, Demotions & Transfers REPLACED AND SEPARATED INTO TWO SEPARATE POLICIES – "RECRUITMENT & SELECTION"; and "PROMOTIONS, DEMOTIONS & TRANSFERS"

Purpose:_____

~~To allow hiring departments to provide employees with internal career pathing opportunities.~~

Policy:-

~~Internal recruitment will be utilized to support career mobility of qualified existing employees, consistent with equal employment and affirmative action objectives. If a suitable candidate is not found internally, the department will recruit outside FIU to obtain the best, qualified candidate for the position.~~

~~Decisions regarding the career mobility of employees will be based on job-related factors such as their ability to meet the minimum requirements of the position, perform the essential functions of the position, past performance in their current position and the level of experience within the current position. The university shall also consider appropriate factors, including, but not limited to the applicant(s) length of University service, performance evaluations, work related awards and achievements, other relevant work experience, and education/training. The university is encouraged to interview at least two of its employees who are eligible under this~~

Pending ratification by AFSCME-Local 79

~~policy and who have met the advertised requirements for the position, provided at least two have applied, except where a vacant position is filled by demotion, change in assignment to a different position in the same class or in a different class having the same pay range maximum, or internal promotion.~~

~~Internal recruitment will be utilized to support career advancement of qualified internal candidates, so long as it is consistent with equal employment and affirmative action objectives.~~

~~The following career pathing opportunities encompass the methods by which employees may move from one position to another:~~

Promotion

~~The upward mobility of an employee from one position to another position having a greater degree of responsibility and a higher salary range maximum.~~

~~A promotion can be within the same division/department or from one division/department to another.~~

~~An employee being promoted will have his/her salary set in accordance with FIU's Compensation Guidelines.~~

Demotion

~~Demotion occurs when higher functioning duties are permanently removed resulting in a lower level position and a reduction in pay.~~

~~A demotion can be voluntary or involuntary within the same division/department or from one division/department to another.~~

~~An employee being demoted will have his/her salary adjusted in accordance with FIU's Compensation /Guidelines.~~

Transfer

~~The lateral movement of an employee from a position in one class, to a different position within the same class or in a different class, having the same degree of responsibility and the same salary range maximum. A transfer can be voluntary or involuntary.~~

~~An employee being transferred usually maintains their current salary.~~

Leaderworker – Lead Worker Pay

Purpose:

~~To establish a policy for non-exempt employees who serve as lead workers.~~

Policy Statement:

A non-exempt employee may be designated as Leadworker – Lead Worker provided that if:

Pending ratification by AFSCME-Local 79

- The employee occupies one of at least three positions in the same class and in the same work unit.
- The employee is assigned limited coordinative duties in addition to the normal duties associated with the position.
- The ~~leadworker~~ Lead Worker designation cannot be used to create an intermediate level of supervision.
- The employee works in a geographically separate location from the main work unit.
- A five percent (5%) pay adjustment will be provided for the ~~leadworker~~ Lead Worker assignment.

Reason for Policy:

To establish a policy for non-exempt employees who serve as Lead Workers.

Learning Opportunities

Purpose:

~~To establish a learning culture in which all employees are encouraged to develop their professional skills and enhance their performance, both in their current position and for future University career opportunities and promotions.~~

Policy Statement:

The Board and AFSCME recognize the importance of employee career development in order to provide for employee training which will improve productivity. All employees shall participate in a minimum of twenty (20) hours of professional development per calendar year. This development occurs during regularly scheduled work time, and must be approved by the Dean, Director, or Department Head. Exceptions to this requirement may be requested by the employee, recommended by the supervisor and approved by Human Resources.

All employees are expected to have a Learning Goal established in their annual performance discussion with their immediate supervisor.

FIU will make reasonable efforts to continue existing training and development programs and to develop new programs where such programs are considered to be necessary.

Professional Development can take the form of attendance in in-house learning programs provided by the Division of Human Resources ~~—Department of Organization Development and Learning,~~ participating in external workshops, conferences, and vocational training programs, University courses or other department-specific training.

FIU will consider the effect on current employees when contemplating changing technology or equipment. The university will make reasonable efforts to provide training to current employees in the use of new technology or equipment when such changes are made. Nothing herein obligates the university to maintain current classifications, positions, or employees.

Pending ratification by AFSCME-Local 79

FIU and AFSCME understand that nothing in this policy precludes or in any way limits or restricts the university's right to develop, implement, or otherwise manage training or apprenticeship of its employees.

Included in the expected 20 hours of professional development are any programs that may be required by the University, such as the New Employee Experience, Sexual Harassment Awareness & Prevention, Performance Excellence Process (PEP), Supervisory Excellence, and others. Attendance in programs for professional certifications, licensures, etc. will also count towards the 20 hours of professional development.

Reason for Policy:

To establish a learning culture in which all employees are encouraged to develop their professional skills and enhance their performance, both in their current position and for future University career opportunities and promotions.

Leave Pending Investigation

Purpose:

~~To establish a policy on granting leave pending an investigation.~~

Definition:

~~"Leave pending investigation" is approved leave with or without pay and/or with no reduction of personal accrued leave.~~

Policy Statement:

When the President or designee has reason to believe that the presence of an employee on university property presents a threat to the health or safety of the employee or anyone in the university community, or represents a threat of substantial disruption or interference with the normal operations of the university community, the President or designee may place the employee on paid or unpaid leave pending investigation of the occurrence. The President or designee may also direct that the employee be removed from university property until the investigation is completed.

Reason for Policy:

To establish a policy on granting leave pending an investigation.

Definition:

"Leave pending investigation" is approved leave with or without pay and/or with no reduction of personal accrued leave.

Mandatory Leave Policy

Purpose:

Pending ratification by AFSCME-Local 79

~~It is a common internal control that employees working in positions that deal heavily with financial records, cash, accounts payable, have a mandatory black-out period during which they are not permitted to perform work. The purpose of this period is to create an opportunity to uncover fraudulent or improper activities which might otherwise remained undetected. This Mandatory Leave Policy is maintained as an internal control to assist with effectively detecting any fraudulent activity. This policy applies to employees who work in the Office of the Controller.~~

Policy Statement:

Mandatory Leave. At least once per fiscal year, employees are required to take at least five (5) consecutive work days of leave. During this leave period, employees are prohibited from performing any work, including responding to or checking University emails, or otherwise communicating with any University employee regarding work related matters. Access to the University systems will be temporarily suspended during this leave period.

University holidays and weekends are not counted toward the five (5) consecutive work day requirement. If a holiday falls during the leave period, the employee must extend the time off so that a total of five (5) consecutive work days of leave is taken.

Employees may use any form of approved leave (or a combination of various leaves) in order to comply with this policy, provided that the use of the leave is planned and approved by the supervisor at least two (2) weeks in advance. Approved leave includes accrued sick leave, vacation leave, and compensatory leave, as well as a leave of absence without pay.

New Employees. Individuals who have been employed by the University for less than one year are not required to comply with the above policy. Compliance is required after the one year anniversary of the employee's date of hire. If the employee's one year anniversary is after March 31, compliance is required in the next fiscal year.

Alternate, Temporary Assignment In Lieu of Leave. In lieu of taking leave to comply with this policy, employees may request to be temporarily assigned to a position or task that is not covered by this policy for a period of five (5) consecutive work days. The request must be made and approved by the Controller at least two (2) weeks in advance of the beginning date of the temporary assignment. The Controller will provide employees with specific information about the tasks they are to perform during the five (5) day period. Employees who request and are approved to work in a non-covered role for a period of five (5) consecutive work days will receive their normal pay for hours worked during the temporary assignment. However, access to the University systems will still be temporarily suspended during this period and during the temporary assignment employees are prohibited from performing any work that they performed in their permanent role.

Employees are expected to work with their supervisors and the Controller to ensure their compliance with this policy. If an employee fails to request and take leave in compliance with this policy, the University may force the employee to take five (5) consecutive work days of leave in compliance with the policy.

Pending ratification by AFSCME-Local 79

Reason for Policy:

It is a common internal control that employees working in positions that deal heavily with financial records, cash, accounts payable, have a mandatory black-out period during which they are not permitted to perform work. The purpose of this period is to create an opportunity to uncover fraudulent or improper activities which might otherwise remained undetected. This Mandatory Leave Policy is maintained as an internal control to assist with effectively detecting any fraudulent activity. This policy applies to employees who work in the Office of the Controller.

Mandatory Reporting of Child Abuse, Abandonment and Neglect

POLICY STATEMENT

General Child Abuse, Abandonment and Neglect Reporting Obligations

The provisions of this policy apply to all Florida International University (FIU) faculty, staff, students and volunteers. This policy implements the mandatory reporting obligations in Florida law regarding child abuse, abandonment and neglect.

In the State of Florida, any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned or neglected must immediately report this information to the Florida Department of Children and Families (DCF) in order that no harm comes to the child.

In the course of their employment, research, service and/or academic endeavors, all FIU faculty, staff, students and volunteers are expected to report instances of child abuse, abandonment and neglect which they know of or have reasonable cause to suspect. FIU strives to create an environment where anyone who knows of, or has reasonable cause to suspect, child abuse, abandonment or neglect feels empowered to report it without any fear of retaliation.

Additionally, any person who knows, or has reasonable cause to suspect, that a child is the victim of childhood sexual abuse or the victim of a known or suspected juvenile sexual offender must immediately report the information to the DCF.

The means to contact DCF are set forth below in the Procedures section.

Special Rules for FIU Administrators and FIU Police Department Personnel

Each FIU Administrator (as defined in this policy) or FIU Police Department personnel who receives information from a FIU faculty, staff or other employee of known or suspected child abuse, abandonment, or neglect committed on the property of the university or during an event or function sponsored by the university is required to report such information immediately to DCF. Reporting to DCF by FIU Police Department personnel shall be in accordance with their established procedures.

Pending ratification by AFSCME-Local 79

A report must be made by the FIU Administrator to DCF in every instance in which he or she learns of known or suspected child abuse abandonment, or neglect committed on the property of the university or during an event or function sponsored by the university even if the FIU Administrator knows that a report to DCF has already been made by another individual or department (e.g., Police Department). Thus, if multiple FIU Administrators learn of the known or suspected child abuse, abandonment, or neglect at the same time, it is advisable for all Administrators to submit one report to DCF via fax that includes the names of all Administrators with knowledge, or for all Administrators to be on the same telephone call with DCF. If a telephone call is made, the signatures of those present should be recorded for internal purposes. Circumstances may dictate that one method be used over the other.

If the child is in imminent danger or risk of harm and requires immediate protection, contact the FIU Police Department or 911 prior to contacting DCF.

Knowing and willful failure by any FIU Administrator or FIU Police Department personnel to report this information to DCF may lead the Florida Board of Governors to impose a \$1 million fine against FIU. A \$1 million fine may also be imposed by the Florida Board of Governors against FIU in any instance wherein an FIU Administrator knowingly and willfully prevents another person from making a report to DCF.

Violation of this policy may lead to appropriate disciplinary action, up to and including termination of employment.

REASON FOR POLICY

This policy provides guidance regarding mandatory reporting requirements for child abuse, abandonment, and neglect pursuant to Fla. Stat. Sections 39.201 and 39.205; procedures for reporting and consequences for failure to report. This law was revised during the 2012 regular session of the Florida Legislature in order to strengthen child abuse reporting obligations at colleges and universities, private and public alike, by including specific responsibilities for university Administrators and law enforcement agencies and providing fines for failing to meet the statutory requirements.

RELATED INFORMATION

Florida Statutes, Sections 39.201 and 39.205

Florida Board of Governors Regulation 3.002

DEFINITIONS

Abuse (Child): means any willful act or threatened act that results in any physical, mental, or sexual injury or harm that causes or is likely to cause the child's physical, mental, or emotional health to be significantly impaired. Abuse of a child includes acts or omissions.

Abandoned: means a situation in which the parent, legal custodian of a child, or the caregiver, while being able, has made no significant contribution to the child's care and maintenance or has failed to establish or maintain a substantial and positive relationship with the child.

Pending ratification by AFSCME-Local 79

Administrator: In accordance with the Florida Board of Governors Regulation 3.002, “administrator” means the following high level personnel who have been assigned the responsibilities of university-wide academic or administrative functions: university president, provost, senior/executive vice presidents, vice presidents, associate vice presidents, associate/vice provosts, deans, chief of police, equal opportunity programs director, intercollegiate athletics director, internal audit director, Title IX coordinator and university compliance officer.

Adult: means any natural person other than a child.

Alleged juvenile sexual offender: means a child 12 years of age or younger who is alleged to have committed a violation involving a sexual act or act of obscenity, or who is alleged to have committed a violation of law or delinquent act involving juvenile sexual abuse.

Child (Minor): means any unmarried person under the age of 18 years who has not been emancipated by order of the court.

DCF: means the Florida Department of Children and Families.

Harm: to a child’s health or welfare occurs when any person inflicts or allows to be inflicted upon the child physical, mental, or emotional injury.

Institutional child abuse: means situations of known or suspected child abuse in which the person allegedly perpetrating the child abuse is an employee of a private school, public or private day care center, institution, facility, or agency or any other person at such institution responsible for the child’s care.

Juvenile (Children) sexual abuse: means any sexual behavior committed by a juvenile against another juvenile that occurs without consent, without equality, or as a result of coercion.

Law enforcement agency: In accordance with the Florida Board of Governors regulation 3.002, law enforcement agency means the campus police department established by the university (University Police Department). The chief of police for the University Police Department is the reporting individual.

Mandatory Reporter: means any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected.

Neglect: occurs when a child is deprived of, or is allowed to be deprived of, necessary food, clothing, shelter, or medical treatment or a child is permitted to live where such deprivation occurs or in an environment that causes the child’s physical, mental, or emotional health to be significantly impaired or to be in danger of being significantly impaired.

Professionally Mandatory Reporter: means anyone who is legally required to provide his or her name to the DCF Abuse Hotline when reporting.

- Professionally Mandatory Reporters include, but are not limited to:

Pending ratification by AFSCME-Local 79

- Physician, osteopathic physician, medical examiner, chiropractic physician, nurse, or hospital personnel engaged in
- the admission, examination, care, or treatment of persons;
- Health or mental health professional;
- Practitioner who relies solely on spiritual means for healing;
- School teacher or other school official or personnel;
- Social worker, day care center worker, or other professional child care, foster care, residential/ institutional worker;
- Law enforcement officer; or
- Judge.

Victim: means any child who has sustained or is threatened with physical, mental, or emotional injury identified in a report involving child abuse, abandonment, or neglect, or child-on-child sexual abuse.

PROCEDURES

How to report suspected child abuse (including childhood sexual abuse), abandonment, or neglect:

1. All instances of known or suspected child abuse, abandonment, or neglect must be reported once you know or have reasonable cause to suspect that a child has been abused, abandoned or neglected, immediately and without delay, to DCF by:

- Telephone to the Florida Abuse Hotline: 1-800-96ABUSE or 1-800-962-2873 or TDD (Telephone Device for the Deaf): 1-800-453-5145
(The toll free numbers are available 24/7; DCF abuse hotline counselors will assist you);
- Facsimile: 1-800-914-0004 (Florida Abuse Hotline's fax reporting form is available from DCF at
Http: //www.dcf.state.fl.us/programs/abuse/docs/faxreport.pdf.); or
- Web reporting option at http://www.dcf.state.fl.us/abuse/report/ (Note: Web reporting should not be used for situations requiring immediate attention or if you wish to remain anonymous. Please contact the Hotline's toll free reporting number if you believe a child is at imminent risk of harm.)

2. If a child is in imminent danger and requires immediate protection, you must first contact law enforcement personnel.

- On-campus, contact the FIU Police Department at:
 - ☐ Modesto Maidique Campus (MMC): (305) 348-5911
 - ☐ Engineering Campus (EC): (305) 348-5911
 - ☐ Biscayne Bay Campus (BBC): (305) 919-5911
- All other campuses and off-campus locations: Dial 911

3. When making a report to DCF, the following is necessary to the extent it is available to the person making the report:

- Victim's name, possible responsible person, or alleged perpetrator's name(s).
- Complete addresses for subjects and/or directions to their location.
- Telephone numbers, including area code.
- Estimated or actual dates of birth.

Pending ratification by AFSCME-Local 79

- o A brief description of the abuse, neglect, abandonment, or exploitation, including physical, mental or sexual injuries, if any.
- o Names of other residents and their relationship to the victim(s), if available.
- o The relationship of the alleged perpetrator to the victim.

4. It is essential to maintain a record of your report to DCF. Reporting by facsimile or Web-based reporting ensures that you will have a written record of your report. If you call the Florida Abuse Hotline, you should make a note of the date and time of the call and the DCF abuse hotline counselor's first name and three-digit identification number, which are provided when the report is made. You should also record the names of those present during the telephone call with accompanying signatures. You will want to keep this documentation to demonstrate that you made the required report. As this report is confidential you must keep this documentation in a secure location.

5. Please note that a Mandatory Reporter (see definition) may remain anonymous when making a report to DCF whereas a Professionally Mandatory Reporter (see definition) must identify him/herself when reporting.

6. FIU faculty, staff, students and volunteers are encouraged to inform their supervisors that a report to DCF has been made if it is appropriate under the circumstances. This determination must be made by the reporter upon review of the specific circumstances leading to the report, including any guidance received from DCF. Respecting the privacy of the victim must be weighed against the need that the supervisor may have to take appropriate and immediate action. In addition, FIU faculty, staff, students and volunteers are encouraged to notify the FIU Police Department even in those instances in which the child does not need immediate protection (see paragraph 2 above). Notifying the University Police will help the University remain compliant with its crime statistics reporting obligations under the Clery Act and other applicable federal and state laws.

7. As it relates to sponsored research projects, FIU personnel working on these projects are reminded that the award documentation and/or contractual agreements with the sponsor may require notification not only to DCF, but also to the project sponsor. In the event FIU personnel have any questions regarding their reporting obligations

Non-Retaliation:

1. No employee of the university may be subjected to retaliation because of good faith reporting of child abuse. Under Florida law, a person who makes a child abuse, abandonment, or neglect report shall have a civil cause of action for compensatory and punitive damages against any person who causes detrimental changes in the employment status of such reporting person by reason of his or her making such report.
2. Any person, official, or institution reporting in good faith any instance of child abuse to the DCF or any law enforcement agency is immune, by law, from any civil or criminal liability.

Failure to report:

Pending ratification by AFSCME-Local 79

1. A person who is required to report known or suspected child abuse, abandonment, or neglect and who knowingly and willfully fails to do so, or who knowingly and willfully prevents another person from doing so, commits a felony of the 3rd degree punishable by up to 5 years imprisonment and a \$5,000.00 fine.
2. A person who knowingly and willfully makes a false report of child abuse, abandonment, or neglect, or who advises another to make a false report, is guilty of a felony of the 3rd degree, punishable as provided above.
3. A fine of \$1 million shall be assessed against a university in the event the Florida Board of Governors determines that a university administrator knowingly and willfully failed to make a required report to DCF, or knowingly and willfully prevented another person from doing so.
4. A fine of \$1 million shall be assessed against a university in the event the Florida Board of Governors determines that the university law enforcement agency knowingly and willfully failed to make a required report to DCF.

Training:

- o In order to better foster a thorough understanding of the obligation to report child abuse, abandonment, or neglect, training will be required for:
- o All FIU Administrators, as defined by this policy
- o All FIU University Police Department personnel

- o In addition, appropriate training will be strongly recommended for:
- o All FIU faculty, staff, students and volunteers whose work or services on behalf of FIU require frequent contact with minors
- o Department heads of units that sponsor events, programs or activities on or off campus that anticipate the participation of minors, as well as the employees and volunteers in their units
- o This provision does not replace or supersede existing education and training requirements in the area of child abuse prevention and reporting that are in place at FIU due to licensure, educational, or other professional/occupational requirement.

Military Leave

Purpose:

~~To establish a policy that defines the leave specifications for Military Leave~~

To define the leave specifications and reemployment of employees on Military Leave.

Policy:

An employee, except an employee in a temporary position, who ~~is drafted, volunteers for active military service, or who is ordered to active duty~~ performs voluntary or involuntary duty in the uniformed services shall be eligible for military leave and re-employment rights consistent with federal and state laws.

Pending ratification by AFSCME-Local 79

Employees are entitled to leaves of absence from their respective duties, without loss of vacation leave, pay, time, or efficiency rating, on all days during which they are engaged in training ordered under the provisions of the United States Military.

Military Leave of Absence granted under this policy and the applicable Florida law shall not exceed 17 working days in any one annual period for active or inactive training.

An employee shall receive their full pay in addition to their military pay for the first thirty (30) days of active duty. After the initial 30 days, the law allows those on active duty to receive the necessary pay to fill any gap between their military basic ~~pay~~ and civilian pay and continue their existing benefits. Leave payment of this type shall be made only upon military authority that thirty (30) days of military service have been completed.
~~receipt of proof of military orders by Human Resources.~~

Upon separation from the military service, the employee shall be eligible to return to the position that the employee would have held but for military leave, or a position of like seniority, status and pay, provided that the employee is qualified to perform the job duties. If the employee cannot qualify for the new position, the employee shall be eligible to be reemployed in the former pre-service position or a position of like seniority, status and pay. The employee will be eligible for reemployment by meeting the following criteria:

1. The employee provided advance written or verbal notice of the employee's service unless the giving of such notice was precluded by military necessity or the giving of such notice was otherwise impossible or unreasonable;
2. The employee has five years or less of cumulative service in the uniformed services in his or her employment relationship with the University;
3. The employee returns to work or applies for reemployment within the statutory guidelines provided below; and,
4. The employee has not been separated from service with a disqualifying discharge or under other than honorable conditions.

<u>Period of time in military service</u>	<u>Timeline to return to the University</u>
<u>Less than 31 days</u>	<u>By the beginning of the first regularly scheduled work period after the end of the calendar day of duty, plus time required to return home safely and an eight hour rest period. If this is impossible or unreasonable, then as soon as possible.</u>
<u>31 days - 180 days</u>	<u>The employee must apply for reemployment no later than 14 days after completion of military service. If this is impossible or unreasonable through no fault of the employee, then as soon as possible</u>

Pending ratification by AFSCME-Local 79

<u>181 days or more</u>	<u>The employee must apply for reemployment no later than 90 days after completion of military service.</u>
<u>Service-connected injury or illness</u>	<u>Reporting or application deadlines are extended for up to two years for persons who are hospitalized or convalescing.</u>

Employees who have been rated by the United States Department of Veterans Affairs or its predecessor to have incurred a military service connected disability and has been scheduled by the United States Department of Veterans Affairs to be reexamined or treated for the disability shall be granted administrative leave for such reexamination or treatment without loss of pay or benefits. Such paid leave may not exceed 48 hours per calendar year.

DEFINITIONS

“USERRA” Uniformed Services Employment and Reemployment Rights Act of 1994 is a federal law that establishes rights and responsibilities for uniformed service members and their civilian employers. “Service Connected Disability” refers to (1) a veteran who is entitled to compensation under laws administered by the Department of Veterans’ Affairs, or (2) an individual who was discharged or released from active duty because of a service-connected disability (38 U.S.C. 4211 (3); 29 U.S.C., Chapter 19, section 1503 (27)(C)

RELATED INFORMATION (O*)

USERRA – The Uniformed Services employment and Reemployment Rights Act
Florida Chapter 115.01 Leave of absences for military service
Florida Chapter 115.14 Employees
Florida Chapter 110.119 Administrative leave for military-service-connected disability

Neutral, Internal Resolution of Policy Disputes

Purpose:

To establish and maintain a process for resolving disputes concerning BOT-AFSCME Policies attached to the BOT-AFSCME Agreement and applicable University Policies that impact the terms and conditions of employment of the AFSCME unit members (the “Policies”). This policy covers any discipline involving a written reprimand, suspension, demotion, or involuntary termination.

Policy:

1. Policy/Informal Resolution.

The parties agree that all problems should be resolved, whenever possible, before the filing of a

Pending ratification by AFSCME-Local 79

complaint and encourage open communications between administrators and employees so that resort to the formal neutral, internal policy dispute resolution (the "Policy Dispute Resolution Process") will not normally be necessary. The parties further encourage the informal resolution of complaints whenever possible. At each step in the Policy Dispute Resolution Process, participants are encouraged to pursue appropriate modes of conflict resolution. The purpose of this Policy is to promote a prompt and efficient procedure for the investigation and resolution of complaints relating to the Policies. The procedures set forth shall be the sole and exclusive method for resolving the complaints of employees as defined herein.

2. Resort to Other Procedures and Election of Remedy.

The commencement of legal proceedings against University in a court of law or equity, or before the Public Employee Relations Commission, for misapplication or misinterpretation of the terms of any Policy, shall be deemed an election of remedy and shall be a waiver by the party commencing the proceeding of its/their right to resort to the Policy Dispute Resolution Process and any complaint that has already been filed over the same subject will be dismissed. The filing of a complaint under this Policy constitutes a waiver of any rights to judicial review of agency action pursuant to Chapter 120, Florida Statutes, or to the review of such actions under other University procedures available to address such matters. The commencement of proceedings pursuant to Section 120.57, Florida Statutes, for misapplication or misinterpretation of the terms of any Policy shall be deemed an election of remedy and shall be a waiver by the party commencing the proceeding of its/their right to resort to the Policy Dispute Resolution Process and any complaint that has already been filed over the same subject will be dismissed. Except as otherwise specifically provided, the Policy Dispute Resolution Process is the sole remedy for any alleged violations of any Policy.

In the event that the complaint involves an act or omission which could be handled by either this Policy or the Grievance and Arbitration Procedure set forth in the collective bargaining agreement, the filing of a complaint under this Policy constitutes a waiver of the filing of a grievance under the Article.

3. Definitions and Forms as used in this Policy:

(a) Complaint. The term "complaint" shall mean a dispute concerning the interpretation or application of a specific term or provision of a Policy, subject to those exclusions appearing in the Policy. A complaint shall be filed on the applicable Complaint Form, attached to this Policy.

(b) Complainant. The term "complainant" shall mean an employee or group of employees who has/have filed a complaint in a dispute over a provision of a Policy that confers rights upon the employee(s). AFSCME may file a complaint in a dispute over a provision of a Policy that confers rights upon a group of employees or upon AFSCME.

(c) Complaint Forms. The "complaint forms" constitute the Complaint (the "Step 1 form"), Request for Step 2 Review (the "Step 2 form"), and Notice of Demand for Internal Policy

Pending ratification by AFSCME-Local 79

Dispute Resolution by a Panel (the "Step 3 form"). The parties may agree to consolidate complaints of a similar nature to expedite the review process. In a consolidated complaint, one appropriate Form may be attached, bearing the signatures of the complainants

(d) Days. The term "days" shall mean business days.

(e) The end of the day. The term "end of the day" shall mean 5 P.M.

(f) University Representative. The term "University Representative" means the Director of Employee Labor Relations or designee.

4. Burden of Proof. In all complaints, except disciplinary complaints in accordance with the BOT-AFSCME Policy on Disciplinary Actions, the burden of proof shall be on the complainant. In disciplinary complaints, the burden of proof shall be on the University.

5. Representation. AFSCME shall have the exclusive right to represent any employee in a complaint filed hereunder unless an employee elects self-representation or to be represented by legal counsel. If an employee elects not to be represented by AFSCME, the University shall promptly inform AFSCME in writing of the complaint. No resolution of any individually processed complaint shall be inconsistent with the terms of any applicable Policy, and for this purpose, AFSCME shall have the right to have an observer present at all meetings called for the purpose of discussing such complaint and shall be sent copies of all decisions at the same time as they are sent to the other parties.

6. Complaint Representatives. AFSCME shall annually furnish to the University a list of all persons authorized to act as complaint representatives and shall update the list as needed. AFSCME complaint representative shall have the responsibility to meet all duties and responsibilities incidental to the assigned workload. Some of these activities are scheduled to be performed at particular times. Such representative shall have the right during times outside of those hours scheduled for these activities to investigate, consult, and prepare complaint presentations and attend complaint hearings and meetings. However, such investigations and consultations will not interfere with the normal operations of the University. Should any complaint hearings or meetings necessitate the rescheduling of assigned duties, the representative may, with the approval of their supervisor, arrange for the fulfillment of such duties. Such approval shall not be unreasonably withheld.

7. Appearances.

(a) When a complainant and/or complaint representative participates in one of the steps in the Policy Dispute Resolution Process during scheduled hours or in a meeting among the complainant, the complainant representative, complainant's counsel or AFSCME representative and the University, the complainant and/or complaint representative's compensation shall neither be reduced nor increased for time spent in those activities.

(b) Prior to participation in any such proceedings, conferences, or meetings, the

Pending ratification by AFSCME-Local 79

complainant and/or complaint representative shall make arrangements acceptable to the applicable supervisor for the performance of the employee's duties. Approval of such arrangements shall not be unreasonably withheld. Time spent in such activities outside scheduled hours shall not be counted as time worked.

8. Time Limits; Date of Receipt.

All time limits in this Policy may be extended by mutual agreement of the parties in writing. For the purpose of determining deadlines for actions as set forth in this Policy, the parties agree that, if said deadline falls on a weekend or University recognized holiday, the deadline for said action shall be on the following business day. Mutual agreement may be evidenced by email exchanges. Upon the failure of the complainant or AFSCME, where appropriate, to file an appeal within the time limits provided in this Policy, the complaint shall be deemed to have been resolved at the prior step.

The date of receipt shall not be included in the count of days. All complaint forms shall be dated when the complaint is received by the applicable University official described below depending on the step. Compliance with any time limit under this Policy shall be determined by the date-stamped receipt executed by the office receiving the complaint or the person receiving the decision. If there is difficulty in meeting any time limit in Step 1 or Step 2, the AFSCME representative may sign such documents for the complainant, however, complainant's signature shall be provided prior to the Step 2 meeting.

9. Copy of Personnel File

Copies of the personnel file may be furnished upon request at a cost of \$0.15 per page. However, in the event an employee files a complaint under the Internal Resolution Process Policy, the employee has the right to one (1) copy of his or her personnel records at no cost.

Procedures:

1. ~~Step 1. An employee having a complaint about the application of Policy provision shall file a fully executed Step form 1 form with his/her supervisor within seven (7) days of the act or omission giving rise to the complaint or the date on which the employee knew or reasonably should have known of such act or omission if that date is later. The Step 1 form (attached) must be submitted in writing and shall be signed by the complainant(s). Discussions will be informal for the purpose of settling differences in the simplest and most effective manner. The supervisor shall communicate a decision in writing to the complainant and/or complainant's representative within ten (10) days from the date the complaint was presented to him/her. Failure of the supervisor to timely respond shall be considered a denial of the complaint and shall entitle the complaint to appeal to Step 2.~~

INFORMAL RESOLUTION. The parties strongly encourage the informal resolution of issues that may be complaints. The complainant may (but is not required to) attempt to resolve his/her complaint with his/her supervisor. Discussions will be informal for the purpose of settling differences in the simplest and most effective manner. Should the complainant wish to pursue an informal resolution of a complaint, he/she must request a meeting with the

Pending ratification by AFSCME-Local 79

supervisor within five (5) days from the act or omission giving rise to the complainant or the date on which the complainant knew or should reasonably have known of such act or omission if that date is later. The supervisor will respond with a meeting date and time within five (5) days of the request. If the supervisor determines that the Department action should be changed, the supervisor will offer the change to the complaint. If the complainant accepts the change, the matter will be considered resolved and there will be no further review. If the supervisor determines that the Department action was appropriate or the complainant does not accept the modification offer, the complainant will be informed that he/she can choose to use the Step 1 review process; the Department action will be unchanged. If the complainant chooses to appeal the Department action by initiating the Step 1 process, all parties agree that no one will mention any details about the informal resolution process at Step 1 or Step 2.

2. Step ~~1~~².

(a) Filing. If the complaint has not been satisfactorily resolved ~~at the Step 1 through the informal resolution process or if the supervisor has failed to respond within the Step 1 deadlines, if the complainant has chosen not to use the informal resolution process but wants to file a complaint,~~ the complainant or AFSCME (upon request of the complainant) may proceed to Step ~~2~~¹ by filing a fully executed Step ~~2~~¹ form (attached). The Step ~~2~~ form must be filed the Vice President of Human Resources or designee within seven (7) days after receipt of the Step 1 decision by the complainant and/or complainant's representative or when the answer was due in the Step 1 process.

(b) Meeting. The Vice President for Human Resources or designee shall investigate the alleged complaint and shall, within fifteen (15) days or other mutually agreeable date of receipt of the written complaint, conduct a meeting between the Vice President for Human Resources or designee, other University representatives as necessary, the complainant and/or the complainant's Union representative. At the Step 2 meeting, the complainant shall have the right to present any evidence in support of the complaint. The parties present at the Step 2 meeting shall discuss the complaint. Any party bringing legal counsel to the Step 2 meeting shall provide at least five (5) days' advance written notice to all other parties. The complainant may bring an interpreter to the Step 2 meeting at his or her own cost.

(1) Documents. In advance of the Step 2 meeting, the complainant shall have the right, upon written request to the Vice President of Human Resources or designee, to a copy of any identifiable documents relevant to the complaint.

(2) Decision. The Vice President for Human Resources or designee shall notify the complainant of a decision in writing no later than seven (7) days following the meeting. A copy of the decision shall be sent to the complainant, the complainant's representative, and AFSCME (if complainant elected self-representation

or representation by legal counsel). Failure of the Vice President for Human Resources or designee to timely respond shall be considered a denial of the complaint and shall entitle the complainant to appeal to Step 3. If the University fails to provide a Step 2 decision within the time limits provided in this Policy due to a University-caused delay, the University shall pay all costs of the Step 3 process should the employee or AFSCME elect to take the complaint to that

Pending ratification by AFSCME-Local 79

step.

3. Step 3. Neutral, Internal Resolution of Policy Disputes by a Panel

(a) Filing.

If the complaint has not been satisfactorily resolved at Step 2 or the Vice President of Human Resources or designee has failed to respond within the Step 2 deadlines, the complainant or AFSCME (upon the request of the complainant) may proceed to Step 3 by filing a fully executed Step 3 form (attached). The Step 3 form must be filed with the Vice President of Human Resources or designee within seven (7) days after receipt of the Step 2 decision by the complainant and/or complainant's representative or when the answer was due in the Step 2 process. The complaint may be withdrawn by the complainant or by the AFSCME representative at any point prior to issuance of the Panel's decision by providing written notification to the Vice President of Human Resources or designee.

(b) Selection of the Panel Members.

Within seven (7) days after receipt of the Step 3 form, representatives of the University and AFSCME shall designate their representatives to the Panel using the method described below.

(1) The Vice President of Human Resources or designee shall appoint one member of the Panel who shall be a current or former University employee or University alumni.

(2) The AFSCME President or designee shall appoint one member of the Panel who shall be a current or former University employee or University alumni.

(3) The third member of the Panel shall be a professional labor mediator. Each party shall provide the other party with a list of five (5) potential members for the third member of the Panel. Each party shall alternatively strike a potential Panel member from the list until one remains with a coin toss used to determine which party strikes first. No person involved in any business, employment or other relationship with the University that could reasonably be presumed to create a conflict of interest with that person's obligations as a neutral mediator of disputes involving the University shall be eligible for inclusion as the third member of the Panel.

(c) All persons designated to be members of the Panel shall be able to serve on short notice. In addition, the University and AFSCME shall jointly provide all Panel members with orientation and training in the Policies including this Neutral, Internal Resolution of Policy Disputes procedure. The costs of such training will be shared equally by the University and AFSCME.

(d) The third member shall serve as the Chair of the Panel. The Panel shall be governed by the Code of Professional Responsibility for Arbitrators of Labor-Management Disputes of the National Academy of Arbitrators, the American Arbitration Association, and the

Pending ratification by AFSCME-Local 79

Federal Mediation and Conciliation Service.

(e) Authority of the Panel.

(1) Only complaints based on events or occurrences which occur after the date of the execution of the current collective bargaining agreement with the parties (the "Agreement") can be processed under this Policy. After the expiration of the current Agreement, there is no duty upon the University to process any complaint unless the facts upon which the complaint is based occurred prior to the expiration of the Agreement. The Panel shall not receive into evidence nor rely upon any past practices that occurred after the date of the execution of the current Agreement.

(2) Unless the parties agree in writing to the contrary, only one complaint may be submitted to the Panel at any one hearing.

(3) The Panel shall not add to, subtract from, modify, ignore, or alter the terms or provisions of any Policy, or the provisions of applicable law, rules, or regulations having the force and effect of law. Neutral, Internal Resolution of Policy Disputes by a Panel shall be confined solely to the application and/or interpretation of Policies and the precise issue(s) submitted for Neutral, Internal Resolution of Disputes. In rendering its decision, the Panel shall refrain from issuing any statements of opinion or conclusions not essential to the determination of whether the act or event giving rise to the complaint violated applicable University regulation or policy.

(4) Where a University official has made a judgment involving the exercise of discretion, the Panel shall not substitute its judgment for that of the University official. Nor shall the Panel review such decision except for the purpose of determining whether the decision has violated a Policy.

(5) If the Panel determines that a Policy has been violated, the Panel shall direct the University to take appropriate action. The Panel may award back salary where the Panel determines that the employee is not receiving the appropriate salary from the University, but the Panel may not award other monetary damages or penalties. The Panel's award may be retroactive based on the equities each case may demand, but in no case shall an award be retroactive to a date earlier than thirty (30) days prior to the date the complaint was originally filed under this Policy.

(f) Conduct of Hearing.

The Panel shall hold the hearing in Miami-Dade County unless otherwise agreed by the parties in writing. The hearing shall commence within sixty (60) days of all Panel members' acceptance of selection, or as soon thereafter as is practicable. The parties shall stipulate to the issue(s) prior to the hearing before the Panel. If the parties are unable to stipulate to the issue(s) prior to such hearing, the parties shall proceed to a hearing on applicability of this procedure based on either procedural or substantive concerns ("applicability"). Issues of applicability shall be bifurcated from the substantive issues and, whenever possible, determined by means of a hearing conducted by conference call. The Panel shall have ten (10)

Pending ratification by AFSCME-Local 79

days from the hearing on applicability to render a decision on the applicability issues. If the process is judged to be applicable to the complaint, the Panel shall then proceed to hear the substantive issue(s) in accordance with the provisions of this Policy.

The Panel shall issue the decision within thirty (30) days of the close of the hearing on the substantive issue(s) or the submission of briefs, whichever is later, unless additional time is agreed to by the parties in writing. The decision shall be in writing and shall set forth findings of fact, reasoning, and conclusions on the issues submitted. Except as expressly specified in this Policy, the provisions of the Florida Arbitration Code, Chapter 682, Florida Statutes, shall not apply. Except as modified by the provisions of this Policy, Neutral, Internal Resolution of Policy Disputes by a Panel, proceedings shall be conducted in accordance with the Labor Arbitration Rules and Procedures of the American Arbitration Association.

(g) Effect of Decision. The decision or award of the Panel shall be final and binding upon the University, AFSCME, and the complainant ~~provided that if~~ either party may appeal to an appropriate court of law a decision that was rendered by a Panel acting outside of or beyond the Panel's jurisdiction pursuant to Florida law concerning the right of appeal of a similar decision rendered in an arbitration.

(h) Venue. For purposes of venue in any judicial review of a Panel's decision issued under this Policy, the parties agree that such an appeal shall be filed in the courts in Miami-Dade County, Florida unless both parties specifically agree otherwise in a particular instance. In an action commenced in Miami-Dade County, neither the University nor AFSCME will move for a change of venue based upon the defendant's residence in fact if other than Miami-Dade County.

(i) Fees and Expenses. All fees and expenses of the Neutral, Internal Resolution of Policy Disputes by a Panel shall be divided equally between the parties unless mutually agreed otherwise in writing. Each party shall bear the cost of preparing and presenting its own case. However, in the event the complaint is withdrawn after the selection of the Panel, the party withdrawing the complaint shall be responsible for the full cost of the Panel's fee (if any) unless otherwise mutually agreed by the parties in writing. The expense of obtaining a hearing room, if any, shall be equally divided between the parties. The cost of the written transcript, if requested by both parties, will be shared by both parties.

(j) The complainant or AFSCME may abandon or settle a complaint.

(k) The complainant or AFSCME shall have only one opportunity to amend or supplement the complaint. No complaint can be amended or supplemented after Step 2.

4. Provisions Applicability to the Policy.

(a) Filings and Notification. All documents required or permitted to be issued or filed pursuant to this Policy may be transmitted by fax, United States mail by certified mail with return receipt requested, or any other recognized delivery service that provides documentation of delivery to the recipient. An email is not an acceptable form of delivery unless otherwise

Pending ratification by AFSCME-Local 79

noted in this Policy.

(b) Precedent. No complaint informally resolved or by using this Policy Dispute Resolution Process shall constitute a precedent for any purpose unless agreed to in writing by the University Vice President of Human Resources or designee, the complainant, and AFSCME.

(c) Reprisal. No reprisal of any kind will be made by the University or AFSCME against any complainant, any witness, any AFSCME representative, or any other participant in the Policy Dispute Resolution Process by reason of such participation.

(d) Records. All written materials pertinent to a complaint shall be maintained separately from the evaluation file of the complainant or witnesses, except (1) at the request of the complainant or witness that specific materials be included in his or her own evaluation file, or (2) where the terms of the decision or a settlement direct that a copy of the decision or settlement agreement be placed in the evaluation file of a complainant or witness. All decisions or settlement agreements resulting from complaints processed pursuant to this Policy shall specify whether or not a copy of the decision or settlement agreement is to be placed in the evaluation file(s) of any complainant or witness.

5. Expedited Dispute Resolution Procedure for An Alleged Violation of the Conflict of Interest/Outside Activity Policy.

(a) The period for informal resolution of a dispute alleging a violation of the provisions of the Policy on Conflict of Interest and Outside Activity shall be five (5) days from the date the complaint is filed. If not resolved by the supervisor by that date, the dispute shall be heard at Step 2 by the Vice President of Human Resources or designee no more than seven (7) days after a request for a Step 2 review has been filed. The Vice President of Human Resources or designee shall issue a Step 2 decision no more than three (3) days after the Step 2 meeting. A request for resolution by the Step 3 Panel shall be filed with the Vice President of Human Resources or designee within seven (7) days after receipt of the Step 2 decision or if the supervisor has failed to respond within the Step 1 deadlines. The Step 3 Panel shall be selected using the same process as for Step 3 no more than seven (7) days after a request for a resolution by a Neutral Panelist is received. The Step 3 Panel will hold a hearing within seven (7) days after being selected. The Step 3 Panel shall issue a memorandum of decision

within seven (7) days following the conclusion of the Step 3 hearing to be followed by a written opinion and award in accordance with the provisions of this Policy.

(c) All other provisions of this Policy shall apply to these complaints except as noted above.

On-Call Pay

Reason for Policy: —

Pending ratification by AFSCME-Local 79

~~To provide compensation to non-exempt employees who maintain their availability during off-duty hours to come back to work to perform emergency and/or necessary work assignments based on operational needs.~~

Policy Statement:

"On-call" assignment shall be defined as any time when an employee is instructed in writing by management to remain available to work during an off-duty period. An employee who is so instructed shall be required to leave work where the employee may be reached by telephone or by other electronic signal device ~~in order~~ to be available to return to a work location on short notice to perform assigned duties.

Exempt employees will not be eligible to receive on call pay.

In an emergency or other unforeseen circumstances, a university may verbally instruct an employee to be on-call for a period of not more than twenty-four (24) consecutive hours. The employee shall not be eligible for on-call payments ~~in excess of more than~~ the period for which verbal instructions are appropriate.

~~In order to~~ To receive on-call pay, an employee must be instructed in writing to be available for work outside their regular work schedule, be at a fixed location, and be ready to be back at the work station when needed.

When approved as provided herein, an employee who is required to be on-call shall be compensated by payment of a fee in an amount of three dollars (\$3.00) per hour for each hour such employee is required to be on-call.

Carrying an electronic signaling device during off-regular work hours does not automatically qualify an employee to receive on-call pay.

On-call pay is not compensable for purposes of computing overtime.

If an on-call period is less than one (1) hour, the employee shall be paid for one hour.

Reason for Policy:

~~To provide compensation to non-exempt employees who maintain their availability during off-duty hours to come back to work to perform emergency and/or necessary work assignments based on operational needs.~~

Operating Hours, Rest, and Meal Periods

Purpose: —

~~To define rest and meal periods within the University's standard working hours of 8:00 am to 5:00 pm.~~

Policy Statement:

Pending ratification by AFSCME-Local 79

Rest Period Breaks:

- The University supports rest periods even though it is not required by the Fair Labor Standards Act (FLSA).
- A rest period of 15 minutes in the middle of each four-hour work period is considered compensable time. Rest periods may not be used (1) to offset late arrival or early departure from work or (2) to accumulate paid time off from one day to the next.
- Rest period breaks that are longer than 30 minutes are not compensable.
- An employee must be released of all their duties and responsibilities during the break period.

Meal Periods:

- A meal period lasting 30 minutes or longer is not considered compensable time, according to the FLSA. A meal period of less than 30 minutes and approved by the respective supervisor is considered time worked, and therefore, compensable.
- If work is being performed and the employee is not relieved of his/her duties during a meal period, then the time would be considered compensable.
- An employee must be released of all their duties and responsibilities during the meal period.

Reason for Policy:

To define rest and meal periods within the University's standard working hours of 8:00 am to 5:00 pm.

Overtime Pay and Compensatory Time

Purpose:

~~To establish a policy for overtime pay and compensatory time for non-exempt employees.~~

Policy Statement:

Non-exempt employees are entitled to overtime pay at one and one-half times their hourly rate for all hours actually worked in excess of 40 hours in a work week.

The overtime rate calculation is based on the regular rate of pay, which includes the hourly pay and all additives.

All overtime hours ~~must be~~ may only be authorized by the immediate supervisor prior to the employee working the overtime. Any employee working overtime without prior authorization will be subject to discipline.

At the discretion of the supervisor/department head, Compensatory time may be earned by non-exempt employees in lieu of overtime pay for all hours actually worked in excess of 40 hours. Compensatory time is credited at the rate of one and one-half times the number of hours in excess of 40 hours worked in a workweek.

Pending ratification by AFSCME-Local 79

Non-exempt employees must use accrued compensatory time within ~~thirty (30)~~ 180 (one hundred eighty) days of its accrual, provided that to do so would not unduly disrupt the operations of the University. If the accrued compensatory time is not used within ~~30~~ 180 (one hundred eighty) days, the University shall make cash payment to the employee for the overtime hours worked.

Special compensatory time may be earned on an hour-for-hour basis by an employee occupying a non-exempt position when:

- the employee observed a holiday and worked 40 hours the week during which the holiday occurred;
- the holiday falls on the employee's regularly scheduled day off;
- the employee is required to work the holiday;
- the employee is required to perform essential duties during an emergency closing for the hours worked during the closing.

Exempt employees are not entitled to compensatory time or overtime pay for hours worked in excess of 40 hours per week.

When an employee is changed from a non-exempt to an exempt position, all accrued compensatory time will be paid before the change takes place.

When an employee is transferred to a new department, all accrued compensatory time may either be paid or transferred, at the discretion of both departments involved in the transfer.

Any employee with accrued compensatory hours on record with Human Resources on December 24, 2011 is excluded from having to use or be paid the accrued hours within the ~~30~~ 180 (one hundred eighty) day period.

The normal workweek for each full-time employee shall be forty (40) hours. The University retains the right to schedule its employees; however, the University will make a good faith effort, whenever practical, to provide employees with consecutive hours in the workday and consecutive days in the workweek.

Upon agreement of the employee and the University, non-exempt employees shall receive either compensatory leave or cash payment for overtime. If agreement cannot be reached, the University shall make cash payment for overtime worked.

The university will maintain an online leave status of the compensatory time for each employee as part of the online leave balance system.

Reason for Policy:

To establish a policy for overtime pay and compensatory time for non-exempt employees.

Procedure:

A Rotation Overtime List shall be created for each department to fairly distribute any overtime and will be updated as needed and posted on the last day of the workweek. The selection of

Pending ratification by AFSCME-Local 79

overtime shall come from a rotation list that is based on seniority. The list will start with the most senior to the least senior employee in the department. The University will go to the first person on the list and work its way down. If that person cannot work the overtime, then he/she is placed at the bottom of this list. If that person cannot be reached, then the University skips him/her and goes to the next employee; however, he/she remains where he/she is at on the list for the next time (he/she is not placed at the end of the list).

Performance Excellence Process (PEP)

Purpose/Reason for Policy:

To establish a Performance Excellence Process, (PEP), aligned with organizational objectives that provide consistent criteria for enhancing and assessing employee performance on an annual basis.

Policy Statement:

PEP provides individual employees with an opportunity for the development of their potential, continued learning and career development.

In preparing the Performance Discussion Document, the supervisor/ manager may solicit feedback on the employee's performance from a variety of sources: peers/colleagues, direct reports, students and other constituents.

PEP is a year-round process which shall culminate in the annual Performance Discussion. Supervisors will be evaluated on whether the Performance Excellence Process was conducted annually for their subordinates.

Both supervisors and employees must attend mandatory training on the Performance Excellence Process. Employees will be annually evaluated using FIU's values core competencies and job specific competencies identified based on the functions of each individual position. An employee shall ordinarily be evaluated by his/her immediate supervisor in consultation with the second level supervisor. The immediate supervisor shall be held accountable for such evaluation. The immediate supervisor shall be the person regularly assigned to direct the work of the employee, or, if unavailable, the person appointed by the Department Head. The supervisor is responsible for the timely evaluation of the employee.

The employee shall be provided with information regarding the basis of the evaluation and shall, upon written request, be provided a copy of any documents which were considered and submitted to Human Resources in completing the evaluation.

The evaluation shall be discussed with the employee. The employee may prepare a written response which shall be attached to the evaluation and placed in the employee's personnel file.

Where an employee does not meet performance standards, the university may develop a performance improvement plan intended to correct performance deficiencies. Such employee

Pending ratification by AFSCME-Local 79

shall be granted, upon written request, an opportunity to discuss with an administrator at the next higher level concerns regarding the evaluation.

An employee who is involuntarily demoted or dismissed for an evaluation of not meeting performance standards may seek review under the Internal Resolution Process. The review shall be solely to determine whether the performance evaluation was done in an arbitrary or capricious manner. The neutral reviewer shall not substitute his/her judgments regarding an employee's performance for that of the evaluator.

Personal Leave of Absence without Pay

Purpose:

~~To establish a policy that defines eligibility, duration and return from leave requirements for granting a Leave of Absence without Pay (LOA).~~

Policy Statement:

An employee may be granted a LOA, for up to three months for personal reasons subject to approval by the department head. The request for the LOA must be in writing and should be examined carefully by the department head to determine whether the interest of the employee and the University would best be served by granting this leave.

All accrued vacation leave must be used before a LOA without Pay may be approved.

An employee does not accrue leave during the LOA without Pay portion of the leave. An employee shall not receive pay for holidays that fall within the period of the LOA.

Employees on a LOA are eligible for benefits pursuant to limitations of the program.

Upon completion of an approved LOA without pay, the employee is to be returned to the position formerly occupied, or to a position with equivalent status, pay, benefits and other employment conditions. ~~Failure to return to work on the scheduled date will constitute job abandonment.~~

Reason for Policy:

To establish a policy that defines eligibility, duration and return from leave requirements for granting a Leave of Absence without Pay (LOA).

Professional Development Leave

PurposeReason for Policy:

To provide exempt employees with leave opportunities to advance job-related skills and knowledge.

Policy Statement:

Pending ratification by AFSCME-Local 79

Professional Development Leave is granted to increase an exempt employee's value to the University as well as to the employee's position and/or professional expertise. These opportunities should include enhanced opportunities for professional renewal, educational travel, study, field observations, research, writing, or professional development. This leave is in part to be granted to allow the employee to further his/her education.

Employees must have been employed by the University for at least six (6) years of full-time continuous service and must meet the following criteria:

- The employee's work performance is rated often/far exceeds on the Performance Excellence Process (PEP) superior.
- The University deems that there are acceptable resources and adequate coverage available during the employee's absence. Eligible employees may be asked to time their professional development leave in accordance with program needs and the ability of the department to finance the leave.
- The employee provides a detailed description and documentation of the professional development opportunity as well as a report once the leave is completed
- Professional development leave could be at half pay for a full academic year or at full pay for one semester.
- The employee must guarantee that at the end of the leave, he/she will return to employment at the University for at least one (1) year following the leave. An employee who does not return to the University shall reimburse the University for the salary received during the professional development leave.
- If the employee receives outside income as a result of the professional development experience, he/she must report such income to the University. University compensation will normally be reduced by the amount necessary to bring the total income for that period to a level comparable with the employee's normal position.
- Once the time period for the professional development leave is agreed upon in writing, it cannot be extended. If it is shortened, prior notice to the supervisor is required.
- The employee and supervisor agree to and understand that the position will remain open and available when the employee returns.
- An employee may request only one Professional Development Leave every six years.

Both the University and the employee will contribute to retirement, social security, insurance programs and other employee benefits during the leave. Eligible employees will continue to accrue sick leave and vacation leave on a full-time basis during the professional development leave.

Promotions, Demotions & Transfers

The following career-pathing opportunities encompass the methods by which employees may move from one position to another:

Promotion

Pending ratification by AFSCME-Local 79

The upward mobility of an employee from one position to another position having a greater degree of responsibility and a higher salary range maximum.

A promotion can be within the same division/department or from one division/department to another.

An employee being promoted will have his/her salary set in accordance with FIU's Compensation Guidelines.

Demotion

Demotion occurs when higher functioning duties are permanently removed resulting in a lower level position and a reduction in pay.

A demotion can be voluntary or involuntary within the same division/department or from one division/department to another.

An employee being demoted will have his/her salary adjusted in accordance with FIU's Compensation /Guidelines.

Transfer

The lateral movement of an employee from a position in one class, to a different position within the same class or in a different class, having the same degree of responsibility and the same salary range maximum. A transfer can be voluntary or involuntary.

An employee being transferred usually maintains their current salary.

RECRUITMENT & SELECTION

Policy Statement:

Florida International University shall recruit external and internal employees through competitive searches and internal marketing and promotional processes. Recruitment & Selection processes must be guided by the University's commitment to diversity. Internal recruitment will be utilized to support career mobility of qualified existing employees, consistent with the University's commitment to diversity. The recruitment and selection of new hires and internal promotions and transfers must be approved by the Division of Human Resources.

Reason for Policy:

The purpose of this policy is to ensure that Florida International University will attract and retain diverse and the most highly qualified workforce available to effectuate its academic research, and service mission. It is our intention to make public, any information about employment opportunities at the University to as many people as necessary to ensure compliance with the EEO and other applicable laws. To do so, it is essential to conduct effective external recruitment searches and also support current employees in their career goals by providing fair and equitable internal transfer and promotional processes.

Pending ratification by AFSCME-Local 79

This policy is specifically concerned with the recruitment phase of the selection process and addresses the behavior expected from all persons in the University community who have a role in conducting specific recruitment activities when an employment opportunity exists.

Commitment to EEO/AA and Diversity

It is required by law that Florida International University provides equal employment opportunity to all, without regard to race, color, religion, age, disability, sex, sexual orientation, national origin, marital status, and veteran status. It is further required by law that the University ensures that its policies and practices are non-discriminatory. As a federal contractor, goals have been established to address any underutilization of women and/or minorities.

The Equal Opportunity Program & Diversity department annually updates its written plan for Women and Minorities. Upon completion, the University analyzes the participation of women and minorities in each job group. The University must be able to document that it made good faith efforts to meet any established goals, which means that the appropriate steps will be taken to ensure that persons of the underutilized group, whether women or minorities or both, as well as all others, are considered in the selection process.

Separations of Employment

Purpose:

~~To administer a uniform process for employee separations.~~

Policy Statement:

University employment is presumed to be voluntary and indefinite for both the employee and the University. The employee-employer relationship may be terminated at any time for any valid reason.

Separations from University employment may include the following:

Termination - Occurs when an employee is permanently separated from University employment with or without cause. Termination may be preceded by corrective action. Unsatisfactory performance or misconduct may warrant immediate dismissal.

Resignation - Occurs when an employee initiates a termination by notifying the immediate supervisor of his/her intention to resign.

Job Abandonment - Occurs when an employee is absent without approved leave for three (3) or more consecutive scheduled workdays. Such action represents an abandonment of position, and the employee will be automatically terminated. If the employee's absence is for reasons beyond the control of the employee and the employee notifies the University as soon as

Pending ratification by AFSCME-Local 79

practicable, the University will review the circumstances surrounding the absence on an individual basis to determine if it is to be considered abandonment of position.

Any separation of employment shall be in consultation and with the approval of the Vice President for Human Resources or his/her designee.

If an employee is separated from employment for any reason other than misconduct, the employee shall be given a notice period of four (4) weeks after one year of employment, plus two (2) weeks for every year thereafter, up to a maximum of twelve (12) weeks.

The notice period for terminations of employment without misconduct for employees who were in established positions prior to July 1, 2005 and had a minimum of 10 consecutive years of employment with the University as of June 30, 2005, shall be six (6) months notification, prior to terminating their employment relationship.

Upon notice of termination without cause, the University shall decide at its sole option, whether to:

- Allow the employee to continue to work at the University during the notification period in the same position or in a different position;
- Place the employee on leave with pay during the notification period
- Pay the amount due to the employee in salary during the notification

period as a lump sum payment and cease employment of the employee immediately; or

- Take a course of action that is a combination of any of the above.

Terminations based on discriminatory reasons are prohibited.

Employees will give two weeks written notice of resignation. A resignation may not be rescinded by the employee without concurrence of the University.

Reason for Policy:

To administer a uniform process for employee separations.

Shift Differential Pay

Purpose:

~~To set criteria for payment of premium shift differential for employees who work shifts other than the regular day shift to meet the needs of the University.~~

Policy Statement:

Employees are eligible to be paid a shift differential salary additive for the entire shift when assigned to work an evening or a night shift as follows:

Pending ratification by AFSCME-Local 79

Evening: A differential of 35% is paid for shifts where the majority of the hours fall after 6:00 P.M.

Night: A differential of 68% is paid for shifts where the majority of the hours fall after midnight.

The shift differential additive is included in the calculation of an employee's regular rate of pay for purposes of computing overtime pay.

Reason for Policy:

To set criteria for payment of premium shift differential for employees who work shifts other than the regular day shift to meet the needs of the University.

Sick Leave

Purpose:

~~To administer the accrual and appropriate use of sick leave.~~

Definition:

~~**Illness/Injury**—any physical or mental impairment of health, including such an impairment proximately resulting from pregnancy, which does not allow an employee to fully and properly perform the duties of the employee's position. When an employee's illness/injury may be covered by the American with Disabilities Act, the provisions of Public Law 101-336 shall apply.~~

~~**Employee's Immediate Family**—defined as spouse, children (including foster or stepchildren), parents (including stepparents), brother and sister (including stepbrother and stepsister), grandparents, and grandchildren and same-sex domestic partner.~~

Policy Statement:

An employee shall accrue sick leave in accordance with the table contained in this policy.

An employee may carry over sick leave hours from year to year. Sick leave will not be paid out upon separation. Any employee with a minimum of 10 years of service at the University as of July 1, 2005 will be grandfathered under the previous sick leave policy for purposes of receiving payment for accumulated sick leave hours upon separation of employment from the University. Only sick leave hours accumulated prior to the above stated effective date will be paid out, in accordance with the established maximum amounts as indicated on the previous policy.

Use of sick leave shall not be authorized prior to the time it is earned and credited to the employee and shall only be used with the approval of the immediate supervisor.

The use of sick leave shall be authorized for the following:

- Illness or injury of the employee or a member of the immediate family.
- Medical, dental or other recognized practitioner appointment of the employee or a member of the employee's immediate family.

Pending ratification by AFSCME-Local 79

- When, through exposure to a contagious disease, the presence of the employee at the job would jeopardize the health of others.
- Personal illness shall include disability caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery thereafter.

During leave of absence with pay, an employee shall continue to earn sick leave credits.

When possible, employees are expected to schedule planned medical appointments in a manner that minimizes disruption of the workflow.

Employees must use sick leave for its intended purpose. Supervisors will monitor employee use of sick leave for patterns of abuse. Abuse of paid sick leave will result in disciplinary action up to and including dismissal.

Upon return from sick leave due to illness or injury, an employee may be required to submit a Fitness for Duty form to establish whether the employee is fully recovered and capable of returning to his/her duties.

FLORIDA INTERNATIONAL UNIVERSITY SICK LEAVE ACCRUAL

Length of Service	Hours Accrual Per Pay Period
Full-time employees	4 Hours
Part-time employees	Accrue sick leave at a rate directly proportionate to the percent of time employed (FTE).

Reason for Policy:

To administer the accrual and appropriate use of sick leave.

Definition:

Illness/Injury - any physical or mental impairment of health, including such an impairment proximately resulting from pregnancy, which does not allow an employee to fully and properly perform the duties of the employee's position. When an employee's illness/injury may be covered by the American with Disabilities Act, the provisions of Public Law 101-336 shall apply.

Employee's Immediate Family – defined as spouse, children (including foster or stepchildren), parents (including stepparents), brother and sister (including stepbrother and stepsister), grandparents, and grandchildren.

Pending ratification by AFSCME-Local 79

Sick Leave Pool

Purpose:

~~To allow eligible regular employees to donate sick and vacation leave hours to the Sick Leave Pool. A participating member, upon depletion of the employees' sick, vacation and compensatory leave credits and after approval of the Sick Leave Pool Committee, may draw hours from the Pool for their personal major illness, accident or injury.~~

Policy Statement:

Participation in the Sick Leave Pool (SLP) shall be voluntary on the part of eligible employees.

Eligibility in the ~~Pool~~SLP is extended to employees after completion of six months of employment with the University, provided that a minimum of forty (40) hours of sick and/or vacation leave has been accrued by full-time employees, or ~~twenty (20) hours by part-time employees~~at a rate directly proportionate to the full equivalency (FTE); or join during the annual open enrollment period provided the employee meets the same criteria.

Full-time employees contribute eight (8) hours of leave and part-time employees contribute at a rate directly proportionate to the full equivalency (FTE). ~~four (4) hours of leave to the Pool.~~ Such hours will be deducted from the employee's sick ~~and/or vacation~~ leave account.

Participating employees may terminate their membership ~~in to~~ the ~~Pool~~SLP at any time by notifying the Administrator in writing.

Participating employees who retire, terminate, or are terminated from the University will be terminated from the ~~Pool~~SLP.

Any sick leave contributed to the SLP by a participating employee shall be forfeited upon the employee's cancellation of membership, retirement, or termination from University employment.

To maintain the ~~Pool~~SLP with sufficient hours and maintain membership status all full-time members will, on an annual basis, donate four (4) hours leave, and part-time employees will ~~donate two (2) hours leave~~at a rate directly proportionate to the full equivalency (FTE).

When the total credits available in the ~~Pool~~SLP amount to four hundred eighty (480) hours or less, the ~~Pool~~SLP shall be considered depleted. Upon depletion, the ~~Pool~~SLP members will be notified that eight (8) hours for full-time employees and/or ~~four (4) hours~~ at a rate directly proportionate to the full equivalency (FTE) for part-time employees of leave credits will be deducted from their accounts unless they inform the Sick Leave ~~Pool~~SLP Administrator of their intention to withdraw membership from the ~~pool~~SLP.

The inability of a participating employee to contribute to the ~~Pool~~SLP at the time the ~~Pool~~SLP is depleted shall not exclude the employee from continued membership in the ~~Pool~~SLP. Employee will be required to donate when the eight (8) hours is accrued at a later time.

Pending ratification by AFSCME-Local 79

~~Any sick leave contributed to the Pool by a participating employee shall be forfeited upon the employee's cancellation of membership, retirement, or termination from University employment.~~

Participating employees may not apply any conditions or restrictions on any leave hours they contribute to the ~~Pool~~SLP. Participation in the ~~Pool~~SLP does not guarantee hours may be withdrawn from the ~~Pool~~SLP.

Leave hours from the ~~Pool~~SLP shall be granted, upon review and approval of the SLP Committee and only for the employee's personal illness, injury, accident, or exposure to a contagious disease. Personal illness shall include, but not limited to disabilities which are the result of or contributed to by medical conditions (including those complications related to pregnancy or childbirth), surgery and recovery.

Participating employees must have depleted all their accrued leave ~~credits~~hours before leave ~~credits~~hours from the ~~Pool~~SLP will be granted.

A participating full-time (1.0 FTE) employee may withdraw a maximum of 480 hours from the ~~Pool~~SLP during any twelve (12) month period. Part-time employees may withdraw a maximum of ~~240 hours the rate directly proportionate to the FTE~~ from the ~~Pool~~SLP during any twelve (12) month period.

Sick leave hours withdrawn from the ~~Pool~~SLP by a participating employee are not required to be replaced. Hours granted by the ~~Pool~~SLP but not used by the employee will be returned to the ~~Pool~~SLP.

Reason for Policy:

To allow eligible regular employees to donate sick and vacation leave hours to the SLP. A participating member, upon depletion of the employees' sick, vacation and compensatory leave hours and after approval of the SLP Committee, may draw hours from the SLP for their personal major illness, accident or injury.

Temporary or Permanent Lateral Reassignments

Purpose:

~~To provide a means for management to address operational needs.~~

Definition:

~~A lateral reassignment is defined as a lateral move from one job to another in the same or similar classification having the same degree of responsibility and the same salary range. Voluntary lateral reassignments may provide employees with opportunities to develop and diversify their skills, obtain a location or position that they prefer and meet other needs.~~

Policy Statement:

Reassignment

Pending ratification by AFSCME-Local 79

The University has the right to determine the allocation of staffing resources based on operational needs through the use of temporary and permanent change in lateral reassignments. Whenever possible, an employee in the bargaining unit will be given ten (10) working days written notice prior to the effective date of the change in assignment. Employees who are reassigned under the provisions of this Policy shall not ordinarily suffer a loss of pay as a result of such reassignment. When making a decision regarding the granting of a request for reassignment and upon the availability of a position, the University shall consider appropriate factors, including, but not limited to, the applicants length of continuous university service, performance evaluations, work-related awards and achievements, relevant work experience, and education/training.

Reason for Policy:

To provide a means for management to address operational needs.

Definition:

A lateral reassignment is defined as a lateral move from one job to another in the same or similar classification having the same degree of responsibility and the same salary range.

Voluntary lateral reassignments may provide employees with opportunities to develop and diversify their skills, obtain a location or position that they prefer and meet other needs.

Tuition Waiver Program

Purpose:

~~To provide eligible employees an opportunity to enhance their education by attending classes at the University with the intent of receiving a college degree or attend classes that are related to their job assignment. Also, in the event that an employee does not enroll for 7 credits hours in a given semester, to allow a member(s) of the employee's immediate family the opportunity to enhance their education by attending classes at the University with the intent of receiving an undergraduate degree.~~

Policy:

Full time employees at the University are eligible to participate in the Tuition Waiver Program on a space available basis. Employees on leave status are not eligible for a tuition waiver except when the leave is granted as part of an educational program or professional development leave; however, employees' eligible family members will be permitted to apply for the tuition waiver during the period the employee is on an approved leave. The employee is responsible for any tax liability arising from the use of this Tuition Waiver as per the Internal Revenue Service Code § 127 – Educational Assistance Program.

Eligible employees and their qualifying family members, may enroll for up to a combined maximum of ten (10) credit hours of FIU instruction per term (Fall, Spring, or Summer) with eligible employees enrolling in no more than six (6) credit hours of the total ten (10) credit hours per term, without payment of the in-state portion of tuition, tuition differential, or the following per credit fees: financial aid fees, capital improvement trust fund fees, athletic fees, technology fees and activity and service fees. Normal term fees charged to students,

Pending ratification by AFSCME-Local 79

specifically health, athletic, photo ID, and parking will also be waived for eligible employees. Any special laboratory, distance learning or any other fee must be paid by the employee and/or family member.

Employees may enroll either as degree seeking students or as non-degree seeking students (special students). Employees enrolled as special students may be allowed to participate in the Tuition Waiver Program for courses that are specifically related to their job assignment and have been approved by their supervisor to register for the specific course. Family members must be enrolled as a degree seeking student and the employee must provide a verification letter of the relationship.

Employees and/or family members may receive tuition waivers for regular lecture, on-line and laboratory courses, thesis, directed individual study, directed research courses, and internships. College of Law, College of Medicine, and non-credit courses are excluded. Family members are excluded from market rate and self-supporting programs offered through University College. However employees enrolled in market rate and self-supporting programs offered through University College may receive a partial tuition waiver equivalent to the tuition waiver amount provided in a regular, state funded course specified in FIU Regulation 1101 (4)(a) or (b).

Employees and family members will be covered a maximum of thirty (30) credits for dissertation courses (7980-7989) and nine (9) credits for thesis courses (6970-6979).

An employee or family member enrolled in an "A-F" graded course must receive a grade of "C" or better in any undergraduate level course or a grade of "B or better in any graduate level course. An employee or family member enrolled in a "P/F" graded course must receive a "P". Receipt of a lower grade will result in the employee being charged for the course. When taking more than the credit hours covered under this policy, the passing grade requirement will be applied toward the credit hours receiving the minimum passing grade.

An employee is to discuss with their supervisor their intent to take classes and should schedule classes during off-duty hours whenever possible to ensure there is no conflict with assigned responsibilities. When a desired class cannot be scheduled during off-duty hours, the supervisor may adjust the employee's work schedule, or allow the employee to use vacation leave, accumulated compensatory time, or leave with/without pay based on the department's business needs. The same is applicable if the employee is attending classes for Professional Development that is related to their job assignment.

Employees will be responsible for paying tuition for any courses dropped (except for courses dropped on an emergency basis) by the employee or employees' family members after the official Drop/Add period during the first week of classes. If the employee and/or family member withdraws from the university before the end of the last day to withdraw from the University with a 25% refund of tuition, the employee or family member will be responsible for paying that portion of tuition and fees that is not subject to refund.

Reason for Policy:

Pending ratification by AFSCME-Local 79

To provide eligible employees an opportunity to enhance their education by attending classes at the University with the intent of receiving a college degree or attend classes that are related to their job assignment. Also, in the event that an employee does not enroll for six (6) credits hours in a given semester, to allow a member(s) of the employee's immediate family the opportunity to enhance their education by attending classes at the University with the intent of receiving an undergraduate degree.

~~Full time employees at the University are eligible to participate in the Tuition Waiver Program. Employees on leave are not eligible for tuition waiver except when the leave is granted as part of an educational program; however, employee's eligible family members will still be permitted to obtain the tuition waiver.~~

~~Eligible employees, employees' spouse, employee's same-sex domestic partner, or employees' dependent children under the age of twenty five (25) may enroll for up to a combined maximum of seven (7) credit hours of FIU on-campus instruction each semester without payment of the registration fee. Only in-state tuition is covered.~~

~~Employees must be admitted as a degree seeking undergraduate or graduate students. If approved by their supervisor, the employee may enroll as a special student and take courses that are specifically related to their job assignment.~~

~~Employees may register in regular lecture and laboratory courses, thesis, directed individual study, directed research courses, and internships. College of Law, College of Medicine, undergraduate limited access programs, and CAPS Professional Development offerings (continuing education courses) are excluded.~~

~~The program will cover up to six (6) credit hours per semester for employees admitted to doctoral programs to pay for dissertation courses (7980 – 7989). A maximum of thirty (30) credits will be covered.~~

~~For employees admitted to thesis master's programs who have reached the thesis stage, the program will pay tuition for up to three (3) credit hours per semester for thesis courses (6970-6979). A maximum of nine (9) thesis credits will be covered.~~

~~Special laboratory or other required student fees must be paid by the individual.~~

~~An employee attending classes with the intent of attaining an undergraduate or graduate degree must receive a grade of not less than a "B" in an "A-F" graded course or a "P" in a "P/F" graded course; a lower grade will result in the employee being charged for the course(s). For an employee taking more than seven (7) credit hours, the "B" or "P" grade eligibility will be applied to any seven (7) hours receiving a minimum of a "B" or "P" grade.~~

~~Employees are to discuss with their supervisor their intent to take classes and should schedule classes during off-duty hours whenever possible. When a desired class cannot be scheduled during off-duty hours, the supervisor may adjust the employee's work schedule, or allow the employee to use annual leave, accumulated compensatory time, or leave without pay based on~~

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~~the department's business necessity. The same rule applies if the employee is attending classes for Professional Development that are related to their job assignment.~~

~~In the event that the eligible employee does not enroll for seven (7) credit hours in a given semester, the employee's eligible family members may enroll for the credit hours not being used by the employee, not to exceed a combined total of seven (7) credit hours in state tuition each semester for employee and family members.~~

~~Eligible family members must be admitted to FIU as degree-seeking undergraduate or graduate student(s). A verification letter from the Registrar's Office must be provided at the time of application for the Tuition Waiver Program.~~

~~Family members may register in regular lecture and laboratory courses, thesis, directed individual study, directed research courses, and internships. College of Law, College of Medicine, undergraduate limited access programs, and CAPS Professional Development offerings (continuing education courses) are excluded.~~

~~Special laboratory or other required students fees must be paid by the individual.~~

~~A family member must receive a grade of not less than a "B" in an "A-F" graded course or a "P" in a "P/F" graded course; a lower grade will result in the employee being charged for the course(s). For a family member taking more than seven (7) credit hours, the "B" or "P" grade eligibility will be applied to any seven (7) hours receiving a minimum of a "B" or "P" grade for the individual family member.~~

~~Employees will be responsible for paying tuition for any courses dropped by the employee or the employee's family member after the official Drop/Add period during the first week of classes.~~

Eligibility will be established by the Division of Human Resources.

DEFINITION

"Internal Revenue Service Code § 127 – Educational Assistance Program" – tuition waiver for undergraduate level program is excluded from gross income; tuition waiver for graduate level education is cap to income exclusion of \$5,250 for those graduate assistants employee not involved in teaching or research activities.

"Family member" - full time employees' spouse or dependent children.

"Dependent child" is your child who through the end of the calendar year turns age 24, your biological child, legally adopted child or child placed in the home for the purpose of adoption.

"Space available basis" employee may register for classes provided there is space available during their registration period.

"Degree-seeking student – this classification applies to matriculated students.

"Non-seeking degree student (special student)" – this classification applies to students who are not, at the time of registration, working toward a degree at the University,

"Emergency" a sudden, urgent, unexpected occurrence or occasion (such as medical, death in the immediate family and/or involuntary call to active military duty) requiring immediate action and prevents student to

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continue with coursework.

“Market rate programs” are degree programs that are offered through continuing education. A complete listing is available at <http://universitycollege.fiu.edu/programs/marketrate>

Self-supporting programs” are degree programs, certificates or courses that are offered through continuing education. A complete listing is available at <http://universitycollege.fiu.edu/programs/selfsupporting>

Vacation Leave

Purpose:

~~To administer a uniform procedure of accruing and utilizing vacation leave.~~

Definitions:

~~**Seniority**—continuous service in a job classification. This definition applies to Law Enforcement Personnel, is only for the purpose of this policy, and does not apply to layoffs.~~

Policy:

Employees shall accrue vacation leave in accordance with the table included in this policy.

Vacation leave earned during any pay period shall be credited to the employee on the last day of that pay period. During leaves of absence, with pay, an employee shall continue to earn vacation leave credits.

An employee may carry over vacation leave from year to year up to the maximum amount reflected in the table. An employee cannot be paid for or accrue vacation leave in excess of the maximum vacation accrual rate.

Vacation leave must be approved by the supervisor prior to the employee taking the time off from work. The University’s operational needs shall be the basis for approving leave.

Vacation leave should be used to schedule sufficient time off for relaxation to promote good physical mental health; however, earned vacation leave may be used for any other purpose.

Regular part-time employees shall earn vacation leave in proportion to ~~the~~their FTE. hours paid during the pay period.

Once vacation leave has started, illness or injury that occurs during this time may not be transferred to sick leave unless the employee is hospitalized. Medical ~~certification~~ documentation must be provided to support the leave transfer.

After one (1) year of continuous employment, an employee who separates from the University shall be paid for all unused vacation leave not to exceed the maximum accrual amount.

FLORIDA INTERNATIONAL UNIVERSITY VACATION ACCRUAL SCHEDULE

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Non-Exempt Personnel

Length of Service	Hours Accrued Per Pay Period	Maximum Accrual and Payout Hours
Less than 5 years	5 Hours	
More than 5 years but less than 10 years	6 Hours	
More than 10 years	7 Hours	
		250

Exempt Personnel

Length of Service	Hours Accrued Per Pay Period	Maximum Accrual and Payout Hours
N/A	7	352

Reason for Policy:

To administer a uniform procedure of accruing and utilizing vacation leave.

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APPENDIX A

AFSCME LOCAL _____
STEP _____



OFFICIAL GRIEVANCE FORM

NAME OF EMPLOYEE _____ DEPARTMENT _____
CLASSIFICATION _____
WORK LOCATION _____ IMMEDIATE SUPERVISOR _____
TITLE _____

STATEMENT OF GRIEVANCE:

List applicable violation: _____

Adjustment required: _____

I authorize the A.F.S.C.M.E. Local _____ as my representative to act for me in the disposition of this grievance

Date _____ Signature of Employee _____

Signature of Union Representative _____ Title _____

Date Presented to Management Representative _____

Signature _____ Title _____

Disposition of Grievance: _____

THIS STATEMENT OF GRIEVANCE IS TO BE MADE OUT IN TRIPPLICATE. ALL THREE ARE TO BE SIGNED BY THE EMPLOYEE AND/OR THE AFSCME REPRESENTATIVE HANDLING THE CASE.

ORIGINAL TO _____

COPY _____

COPY: LOCAL UNION GRIEVANCE FILE

NOTE: ONE COPY OF THIS GRIEVANCE AND ITS DISPOSITION TO BE KEPT IN GRIEVANCE FILE OF LOCAL UNION.



THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES

F29

Internal Resolution Process
FIU Board of Trustees & AFSCME
Step 1: Informal Remedy

Employee Complaint Sheet: Date Received by: _____

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Received by: _____
_____ Print Name/Title _____ Signature _____

Employee Information

Employee

Name: _____ Department: _____

Date _____

Submitted: _____ Division: _____

E-Mail _____ Phone/Extension: _____

Address: _____ n: _____

~~I will be represented in this complaint by (check one. Note that your representative must sign and print his or her name on the appropriate line):~~

☐ ~~AFSCME~~ _____

☐ ~~Myself~~ _____

☐ ~~Other~~ _____

Statement of Complaint

~~Complete the form and submit it to your immediate supervisor within seven (7) business days of the occurrence or the date that you knew or reasonably should have known the act or omission. Discussions will be informal for the purpose of settling differences. A written response will be provided to the employee within ten (10) business days from the date that the complaint was presented to the supervisor. In the complaint, you must cite the specific policy and sections allegedly violated and the specific acts or omissions giving rise to the allegations.~~

~~**Exception to Step 1 Deadline:** If the complaint is in reference to a violation of the provisions of the Conflict of Interest and Outside Activity Policy, the period for informal resolution of a dispute alleging a violation shall be 5 business days from the date that the complaint was filed.~~

~~**Note:** An extension may be requested due to extenuating circumstances. The University and the complainant must mutually agree in writing to the extension.~~

~~**Indicate your complaint in the space provided below (attach additional sheets, including supporting documentation, if needed):**~~

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Indicate remedy sought:

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Internal Resolution Process

FIU Board of Trustees & AFSCME

Step 2: Request of a Review of a Step 1 Decision

Employee Complaint Sheet: Date Received: _____

Received by: _____

_____ Print Name/Title _____ Signature _____

Employee Information

Employee
Name: _____ Department: _____
Date
Submitted: _____ Division: _____
E-Mail
Address: _____ Phone/Extension: _____

I will be represented in this complaint by (check one — representative must sign and print name on the appropriate line):

☐ AFSCME _____

☐ Myself _____

☐ Other _____

Summary of Step 1 Completion

If the complaint is not satisfactorily resolved at the first step or if the supervisor has failed to respond within the Step 1 deadlines, the complainant, within seven (7) business days of the answer in Step 1, or if no answer was received under Step 1 when the answer was due, may appeal in writing to the Vice President for Human Resources or designee. All complaints will be addressed within fifteen (15) business days of the appeal request.

Date of Step 1 Decision: _____. Please attach the Supervisor's decision, if any.

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~~Exception to the Step 2:~~ If the complaint is in reference to a violation of the provision of the Conflict of Interest and Outside Activity Policy, the dispute will be heard by the Vice President or designee no more than 7 business days after a request for a Step 2 review has been filed. The Vice President of Human Resources or designee shall issue a Step 2 decision no more than 3 business days after the Step 2 meeting.

Statement of Complaint

~~In the complaint, you must cite the specific policy and sections allegedly violated and the specific acts or omissions giving rise to the allegations.~~

~~Indicate your complaint in the space provided below (attach additional sheets, including supporting documentation, if needed):~~

~~Indicate remedy sought:~~

~~I have read and understand the Internal Resolution Process Policy. I have read and understand the Internal Resolution Process Policy. I understand that the filing of a complaint constitutes a waiver of any of my rights to judicial or administrative review, pursuant to Chapter 120, Florida Statutes, or to the review of such actions under other University procedures available to~~

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~~address such matters. This form is in accordance with the Internal Resolution of Policy Disputes of the FIU BOT/AFSCME Bargaining Agreement.~~

~~This notice should be sent to:
Florida International University
Division of Human Resources
Employee & Labor Relations
11200 SW 8th Street, PC 236
Miami, FL 33199~~

NOTE: The complaint will not be processed unless signed by the complainant(s).

f

Signature of Complainant(s)

Date

~~As the AFSCME representative, I have the authority to sign this complaint on behalf of the complainant.~~

~~Signature of AFSCME Representative on behalf of the Complainant Date~~

~~Attachments: 1. Original Complaint form provided to supervisor
2. Written Response of the Step 1 Decision, if any
3. All Attachments~~

~~This notice should be sent to:
Florida International University
Division of Human Resources
Employee & Labor Relations
11200 SW 8th Street, PC 236
Miami, FL 33199~~

Note: ~~In the event that any language contained in this form conflicts with the FIU BOT/AFSCME and/or University policies, the FIU BOT/AFSCME and/or University policy language controls.~~

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Appendix B

Internal Resolution Process

FIU Board of Trustees & AFSCME

Step ~~32~~: ~~Notice of Arbitration~~ Neutral Panel

Employee Complaint Sheet: Date Received: _____

Received by: _____

Print Name/Title

Signature

Employee Information

Employee

Name: _____ Department: _____

Date _____

Submitted: _____ Division: _____

E-Mail _____ Phone/Extension: _____

Address: _____

I will be represented in this complaint by (check one. Note that your representative must sign and print his or her name on the appropriate line):

☐ AFSMCE _____

☐ Myself _____

☐ Other _____

REQUEST FOR NEUTRAL PARTY REVIEW

If the employee is in disagreement with the decision rendered in Step 2, the employee(s) may appeal in writing to the Vice President for Human Resources or designee a review by a Neutral Panel within seven (7) business days of receipt of the Step 2 decision or when the decision was due. The Neutral Panel will review all information and documentation gathered during Step 1 and Step 2 and will render a **final and binding** decision within thirty (30) business days following the hearing which will be held sixty (60) business days after all the Panel members have accepted their appointments. The decision or award of the Neutral Panel shall be **final and binding** upon the University, AFSCME, and the complainant.

Exception to Step 3: If the complaint is in reference to a violation of the provisions of the Conflict of Interest and Outside Activity Policy, the Step 3 Panel will hold a hearing within seven (7) business days after being selected and will issue a decision seven (7) business days thereafter.

Note: An extension may be requested due to extenuating circumstances. The University and the complainant must mutually agree to the extension.

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I have read and understand the Internal Resolution Process Policy. I understand that the filing of a complaint constitutes a waiver of any of my rights to judicial or administrative review, pursuant to Chapter 120, Florida Statutes, or to the review of such actions under other University procedures available to address such matters. This form is in accordance with the Internal Resolution of Policy Disputes of the FIU BOT/AFSMCE Bargaining Agreement.

/

Signature of Complainant(s)

Date

As the AFSMCE representative, I have the authority to sign this complaint on behalf of the complainant.

Signature of AFSMCE Representative on behalf of the Complainant Date

NOTE: The complaint will not be processed unless signed by the complainant(s).

Attach all supporting documentation.

1. Original complaint form provided to management
2. Written Response of the Step 1 Decision, if any
3. All attachments to Step 1 Decision
4. Complaint provided to Human Resources (Step 2 Form)
5. Written Response of the Step 2 Decision, if any
6. All attachments to Step 2 Decision

This notice should be sent to:
Florida International University
Division of Human Resources
Employee & Labor Relations
11200 SW 8th Street, PC 236
Miami, FL 33199

Note: In the event that any language contained in this form conflicts with the FIU-BOT/AFSMCE and/or University policies, the FIU-BOT/AFSMCE and/or University policy language controls.

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**The Florida International University
Board of Trustees**

And

**The American Federation of State,
County and Municipal Employees
AFL-CIO**

Policies

2017-2020

Pending ratification by AFSCME-Local 79

Table of Contents

Background Check Requirements	
Bereavement Leave	
Bonus Policy	
Call Back Pay	
Catastrophic Pool	
Classification Review	
Compressed Work Schedule	
Compulsory Leave	
Disciplinary Actions	
Employee Wellness Program	
External Volunteers	
Flexible Work Schedule (Flextime)	
FMLA, Parental, and Medical Leave	
Holidays	
Internal Recruitment, Promotions, Demotions & Transfers (replace with Recruitment & Selection	
Lead Worker Pay	
Learning Opportunities	
Leave Pending Investigation	
Mandatory Leave Policy	
Mandatory Reporting of Child Abuse, Abandonment and Neglect	
Military Leave	
Neutral, Internal Resolution of Policy Disputes	
On Call Pay	
Operating Hours, Rest and Meal Periods	
Overtime Pay and Compensatory Time	
Performance Excellence Process	
Personal Leave of Absence without Pay	
Professional Development Leave	
Promotions, Demotions & Transfers	

Pending ratification by AFSCME-Local 79

Recruitment & Selection

Separations of Employment

Shift Differential Pay

Sick Leave

Sick Leave Pool

Temporary or Permanent Lateral Reassignments

Tuition Waiver Program

Vacation Leave

Appendix A – AFSCME

Appendix B – Internal Resolution Process

Pending ratification by AFSCME-Local 79

Background Check Requirements

Florida International University strives to provide a safe learning and working environment for all students, faculty, staff, volunteers, and visitors. FIU is a unique environment due to its public nature which generally provides open access for people to learn and work, housing for students, various types of research, and maintains its own police force. Background checks address concerns about providing a safe environment through minimizing negligent hiring risks (e.g., avoid hiring individuals with a proven tendency to defraud or steal from their employers, who engage in workplace or criminal violence, or who otherwise appear to be untrustworthy and unreliable) and/or reducing time wasted in recruiting and training the wrong candidate. Background investigations will be conducted based on the job-related requirements and consistent with **business necessity**.

This policy applies to the following groups:

- **New hire;**
- Rehired after a **break in service;**
- Current **administrative** or **staff** employees being promoted or transferred into a position with required background checks, unless said employee has successfully passed the position-related background checks within the past five (5) years.

Student assistant, Federal Work Study, and volunteer positions will not be subject to this policy unless their job responsibilities include handling cash, checks, cash transactions, gift cards, debit/credit cards, or cash equivalent; information technology; those working in the Athletics Department who travel with students to events; working directly with and/or residing with minors and or vulnerable persons, including Housing and Residential Life employees; museum employees, or performing other assigned duties that require said investigations. In that case, these employees/volunteers must adhere to the same background check requirements as other employees.

The background checks will not be conducted unless the person is the **finalist** for a position. The finalist will have to successfully pass the minimum background checks as well as any position-required background checks set forth below. The successful passing of all applicable background checks is a condition of employment.

The minimum background checks include those listed below:

1. **Level I criminal background investigation;**
2. Sex offender;
3. **Sanctions screens;**
4. Education verification

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5. Employment verification;
6. Reference checks;
7. Social security search
8. Any other background check required by law.

The position-required background checks are based on the job requirements, and include, but are not limited to, those listed below:

1. **Level II criminal background investigation** for positions with unrestricted access to a Great Grand Master Key; handling or managing cash, cash transaction, gift cards, debit/credit cards, and/or cash equivalent; information technology; those working in the Athletics Department who travel with students to events; working directly with and/or residing with minors and or vulnerable persons, including Housing and Residential Life employees; museum employees; Chief Financial Officer, Assistant Vice President/FIU Foundation, Treasurer, Controller, Director of Tax Compliance, and any position managing major investments and/or donor portfolios. If a current employee is promoted or transferred into any of these positions, the employee will also be required to undergo sanctions screening;
2. Level II criminal background investigation if the position involves working with any Florida K-12 school as required by Florida Law;
3. Sanctions screenings for any current employee who is applying for or has been issued an FIU Pro-Card;
4. **Internal reference checks** for current promoted/transferred employees;
5. Credit history for the following positions: Chief Financial Officer, Assistant Vice President/FIU Foundation, Treasurer, Controller, and Director of Tax Compliance;
6. Motor vehicle record as required by the position or when an FIU employee is assigned to drive a University vehicle (including a University golf cart) as a key part of their job assignment;
7. Educational verification for promoted/transferred employees;
8. Credentialing by academic department for evaluation and approval by Academic Affairs and/or University Graduate School for all faculty including adjunct and visiting instructors and lecturers;
9. Oral English language proficiency for all faculty members (except those who teach courses that are conducted primarily in a foreign language) as required by Florida Statute Section 1012.93;
10. License and/or certifications verification for those positions in which a license and/or certification is required or preferred;

Pending ratification by AFSCME-Local 79

11. International and national database searches of foreign national hired into positions subject to export control laws conducted by the Office of University Compliance and Integrity;
12. Sanctions Screening, Level II criminal background investigation, and the Pacer database if the position involves the administration of Title IV funds;
13. List of Excluded Individuals and Entities maintained by the Office of Inspector General (OIG) screen for all employees working at the Herbert Wertheim College of Medicine (HWCOW), FIU Health (HCNET), the Center for Children and Families (CCF), Dietetics and Nutrition and/or the School of Social Work;
14. Employees of the FIU Police Department will be subject to the background screening process as set forth in FIUPD SOP_6-29 Selection Process;
15. E-verify for current promoted or transferred to positions under a federal contract;
16. Any other background check required by the position or as determined by the Vice President, Human Resources Division or designee based on job-related factors and consistent with **business necessity**; and/or
17. Any other background check required by law.

BACKGROUND CHECKS REQUIRING PERIODIC RE-SCREENING

1. Level II criminal background investigations will be repeated every (5) years if the employee has direct contact with minors and/or vulnerable persons, including House and Residential Life employees, or as required by law.
2. Sanction screens will be conducted annually for any employee who is required to have a ProCard issued to them and/or has responsibility for a merchant account.
3. List of Excluded Individuals and Entities maintained by the Office of Inspector General screen will be repeated monthly if the employee works for HWCOW, HCNET, CCF, Dietetics and Nutrition and/or the School of Social Work.
4. Motor vehicle record will be conducted at least once every two (2) years, or when there is a report or observation indicating that a University employee is not operating a University vehicle safely.

INDIVIDUALIZED ASSESSMENT

The University complies with the Federal **Fair Credit Reporting Act (FCRA)** when conducting background checks. FIU will disclose to all finalists its plan to obtain background checks and that the information will be used solely for employment purposes. FIU will obtain written authorization from the finalists. For any discovered discrepancy in an applicant or employee's

Pending ratification by AFSCME-Local 79

background, the Division of Human Resources will conduct an ***individualized assessment*** which provides the individual with an opportunity to demonstrate that the discrepancy does not properly apply to him or her and/or to present relevant additional information regarding the discrepancy. The assessment will be based on job-related factors and business necessity.

ADVERSE ACTION

If the University determines it will be taking an adverse action based on the individualized assessment, the University will comply with the FCRA.

THE UNIVERSITY'S AUTHORITY REGARDING EMPLOYMENT OFFERS

The University reserves the right to make and/or rescind any offer of employment in its sole discretion. There is no appeal process if the University exercises its discretion.

POLICY USE/APPLICATION (R*)

Confidentiality of the Information. Although most information at FIU may be considered a public record, the University recognizes the sensitive nature of such information and will maintain all background investigation records as confidential within the Division of Human Resources (DHR) and/or the Human Resources Department of HWCOR, to the extent permitted by law. Investigation results and any additional information will be reviewed by DHR, the HWCOR HR (as applicable), the office of the General Counsel (as necessary), and any individual responsible for the final hiring decision (such as the Assistant Vice President of Human Resources). DHR will maintain responsibility for the facilitation, processing, review and recordkeeping for all background investigations set forth in this policy.

Compliance with Applicable Laws. This policy complies with the provisions of the **FCRA**, the various anti-discrimination laws, and any other applicable law governing the use of backgrounds screens.

DEFINITIONS:

Adverse Action. A decision by the University not to proceed with the hiring process when a **finalist** does not successfully pass any of the required background checks that are governed by the **FCRA**. **Break in Service.** A separation of employment from the University. For purposes of this policy only, for a non-faculty position, a break in service is a separation of one (1) year or longer based from the date that the last applicable background check was conducted; for a faculty position, a break in service is a separation of three (3) consecutive semesters.

Business Necessity: Those factors which are necessary for safe and efficient job performance.

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Fair Credit Report Act: A United States federal law (codified at 15 U.S.C. §168 ET SEQ.) That regulates the collection, dissemination, and use of the consumer information, including consumer credit information.

Federal Work Study Student: An individual who is a full-time or part-time student enrolled at FIU that has been awarded Federal Work Study funds as part of their Financial Aid Award package. The student must be enrolled for a minimum of six (6) credit hours in a course of study leading to a degree or a Financial Aid eligible certificate.

Finalist: An individual who is being recommended for hire and who must successfully pass the required background checks as a condition of employment.

Great Grand Master Key: This is a master key for the entire campus.

Individualized Assessment: The steps taken when a finalist has a discrepancy on any background check which include notice to the individual about the findings, an opportunity for the individual to demonstrate that an exclusion should not be applied to him or her, and consideration by FIU as to whether any additional information provided by the individual warrants an exception to be made.

Internal Reference Checks: This involves reviewing the most current Performance Excellence Process (PEP) form for the finalist, and requesting relevant information from the most recent supervisor.

Level I Criminal Background Investigation: A background screening search for any criminal information at the federal, state and county levels on an individual within the last seven (7) years.

Level II Criminal Background Investigation: A background screening consisting of a Level I search for any criminal information at the federal, state and county levels on an individual within the last seven (7) years. The Level II criminal background investigation requires fingerprinting that searches the Florida Department of Law Enforcement and the Federal Bureau of Investigation databases in addition to the Level I search.

New Hire: An individual who has never had an employee-employer relationship with the University.

Sanctions Screens: This background check screens international and national databases including the Office of Foreign Assets Control (OFAC)

Student Assistant: An individual who is a full-time or part-time student enrolled at FIU and registered for a minimum six (6) credit hours as an undergraduate or three (3) credit hours as a graduate student.

Visual Compliance: A web-based tool used to conduct searches for persons or entities on lists maintained against sanctioned individuals or entities (Restricted Party and Specially Designated National Screening). This is a requirement of export control laws.

Pending ratification by AFSCME-Local 79

Vulnerable Person: A person 18 years of age or older whose ability to perform the normal activities of daily living or to provide for his or her own care or protection is impaired due to a mental, emotional, sensory, long-term physical, or developmental disability or dysfunction, or brain damage, or the infirmities of aging.

Bereavement Leave

Policy Statement:

An employee shall be granted three (3) days of leave with pay for a death in the immediate family. In addition to bereavement leave, the employee may request approval to use reasonable amounts of accumulated sick leave, vacation leave or unpaid leave in the event of a death in the family.

Reason for Policy:

To administer a Bereavement Leave Policy which provides uniform guidelines to grant paid time off to employees for absences related to the death of immediate family members.

Definition:

Immediate Family – defined as spouse, domestic partner, children (including foster or stepchildren), parents (including stepparents), brother and sister (including stepbrother and stepsister), grandparents, and grandchildren of the employee, or the spouse.

Bonus Policy

Policy Statement

The University shall consider providing incentive bonuses to employees to meet recruitment and retention needs and to encourage and reward exceptional performance and services to the University.

Reason for Policy

To provide incentive bonuses and rewards to recruit, reward and retain quality employees.

Definitions

Bonus: A one-time monetary award given to an employee in addition to the employee's regular compensation.

Educational Incentive Award: To encourage professional development and reward employees who acquire a degree, a professional license or professional certification from an accredited institution or professional organization.

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Performance-Based Bonus: To recognize an employee that has sustained exceptional performance over an extended period of time and has clearly demonstrated the acquisition of new competencies.

Project Based Bonus: To recognize an employee upon the successful completion of a special project or assignment of significance that is in addition to the employees regularly assigned duties.

Retention Bonus:

A retention bonus is typically used to provide financial incentive in retaining an employee with unique skills and abilities, and whose contributions are critical to the success of the unit, college, or department. Retention bonuses are typically extended to those employees having an overall performance rating of 4 or above.

Sign-on Bonus: As a recruitment incentive, a sign-on bonus may be awarded to a new, highly qualified employee hired into a position considered critical to the University's operations and strategic mission and/or deemed difficult to fill.

Spot Award: To provide employees with positive feedback, foster continued improvement and reinforce good observable performance after an event or task has been completed, usually without pre-determined goals or performance levels.

Variable Compensation Plan: To reward employees based on a pre-approved plan based on employee's contribution, departmental objectives, revenue generated, targets achieved, and payout schedules.

Procedures

I. Educational Incentive Award

Employees may be granted an Educational Incentive Award upon completion of a program of study, degree and/or certification from an accredited institution or professional organization. Course of study should be relevant to the position and/or departmental needs. Participation by the employee should be pre-approved by the Department Head with endorsement by the Vice President of Human Resources or designee. Upon completion of program/degree/certification, employee submits written confirmation of the completed coursework/license/certification to supervisor.

The Educational Incentive Awards are paid as a bonus upon submission of proof of completion. Only one degree at one time (does not include a second degree obtained simultaneously with the first degree by obtaining 30 or more credits hours):

Associate Degree \$ 500
Baccalaureate Degree \$ 1,000
Master's Degree \$1,500
Doctorate Degree/Juris Doctor \$2,000
Apprenticeship \$ 500

Pending ratification by AFSCME-Local 79

Journeyman \$ 750

Professional Registration or License \$1,000

Professional Certification \$ 500 excluding programs sponsored by the Division of Human Resources (e.g. HR Certification and LDI Certification)

II. Operational Excellence Award

The Operational Excellence Award is recommended for employees who exceed the expectations set forth of their position, have demonstrated continuous outstanding performance, have made significant contributions to the department's mission or strategic plan and/or have provided consistent support to the department's objectives. The OEA process will be directed by the University President and CFO including determining availability of funds and distribution. The final process will be monitored and approved by the Divisional Vice Presidents or Provost in conjunction with the Division of Human Resources.

III. Performance-Based Bonus

A pay increase up to 5% will be considered when an employee's contributions have been so exceptional that a pay increase is warranted. A business case must be presented to the appropriate unit head for concurrence and submitted to Compensation Administration for review. Requests for salary increases larger than 5% may require approval from the CFO or Academic Affairs

IV. Retention Bonus - Upon written request for a retention bonus, Compensation

Administration will review the individual's time in grade and position and make a recommendation regarding an appropriate pay adjustment to the *individual* employee's pay rate. Retention bonuses to the *individual* employee's pay rate will be determined in consultation with the department, the unit head and, if appropriate, the CFO and/or Academic Affairs.

In cases where the employee has received a documented offer of higher salary for employment with another organization, the department may counter offer as follows:

- i. Match the salary offer.
- ii. Decline to match the salary offer.
- iii. Increase salary by less than the salary offer.

The University administration does not encourage counter offers above the salary offer, or when the offer is internal to the university. Consideration will be given to the impact of a salary increase on other people in the same or similar classification and working in the same unit and department. All such requests will require prior approval from the unit head, the CFO and/or Academic Affairs.

IV> Project-based Pay

Project-based pay is a lump sum amount payable upon the successful completion of a special project or assignment of significance that is in addition to the employee's regularly assigned duties.

Pending ratification by AFSCME-Local 79

The following criteria will apply to project based pay requirements:

- The amount of the project-based pay may not exceed \$5,000 or 10% of the employee's salary.
- Project must have a beginning and ending date along with a list of deliverables.
- Decision regarding the amount of the lump sum payment should be dependent upon the nature and complexity of the project.
- Recommendation for the amount is to be requested by the respective department with approval by Human Resources.

V> Sign-on Bonus

To facilitate recruitment of employees considered critical to the University's operations and strategic mission and/or deemed difficult to fill. The following criteria should be followed when offering a Sign-on Bonus:

- The size of the bonus must be approved by the next level supervisor.
- The employee must agree to work for the university for at least one year. The minimum term of service will be determined based on significance of the position and size of the sign-on bonus offered.
- The employee must meet all pre-employment requirements and start working before receiving the sign-on bonus.
- A written agreement outlining the key objectives for the employee, the performance requirements, and pay back terms if agreement is not met must be executed.
- The agreement must be approved by the Vice President of Human Resources or designee in conjunction with the Divisional Vice President.

VI> Spot Award

Spot awards are immediate recognition to reward employees for exceptional performance beyond the prescribed expectation of the employee's job. (Ex: employee exemplifies service excellence while performing the duties and expectations set forth in their position). Spot awards are given after the event has been completed, usually without pre-determined goals or set performance levels. Spot awards provide positive feedback, foster continued improvement, and reinforce good observable performance.

Spot awards may be:

- A lump sum dollar amount not to exceed a maximum of \$2,500 in a 12-month period.
- Non-cash (University merchandise, lunch tickets, game tickets, etc.).
- Certificates, plaques, etc.
- Spot Awards are recommended and approved at the department level in conjunction with the Vice President of Human Resources or designee.

VII> Variable Compensation Plan

A lump sum bonus payment awarded as part of a Variable Compensation Plan (VCP). VCPs are pre-approved for individual departments that place a strong value on employee's contribution,

Pending ratification by AFSCME-Local 79

ability to impact performance, departmental objectives and revenues generated. The department dean or director must develop specific targets to be achieved, specific goals, pre-established criteria and payout schedule prior to the establishment of the VCP. The VCP must be approved by the Divisional Vice Presidents, CFO, Vice President of Human Resources or designee and University Presidents. Payments for non-exempt employees must be included as part of the employee's regular pay when calculating overtime pay.

Bonus payments for non-exempt employees must be included as part of the employee's regular pay when calculating overtime pay.

Call Back Pay

Policy Statement:

Regular and Interim non-exempt employees are entitled to call back pay when an employee is called back to the work location outside their regularly scheduled hours.

The employee shall be credited with the greater of the actual time worked, including time to and from the employee's home to the assigned work location, or two hours.

If while on-call, an employee is called back to work, said employee will be reimbursed for travel expenses and mileage at standard rates as specified in Florida Statutes. Reimbursement will be made for travel from the employee's home to the work location and vice versa.

Call back pay will be considered worked time and will be recorded as such on the time record of the employee.

When an employee is called back to work, the call back pay will be paid at the employee's regular rate of pay or at his/her overtime rate for any time over 40 hours in a work week.

Employees will not receive on-call pay for time worked.

Reason for Policy:

To provide compensation to non-exempt employees who are called back to work to perform emergency and/or needed work assignments based on operational needs during off-duty hours.

Catastrophic Pool

Policy Statement:

Hours may be donated, on a voluntary basis, from one employee to another employee who has exhausted their leave balances including sick, vacation, and compensatory time and must have approval of the Business Unit Head.

Pending ratification by AFSCME-Local 79

Hours may be donated in increments of eight (8) hours and must not exceed 80 hours in 36-month period. The donating employees' remaining balance cannot fall below 80 hours. The total maximum amount of hours that an employee can receive is 480 in a 12-month period or at a rate proportionate to their FTE.

Reason for Policy:

To establish guidelines for the purpose of allowing the donation of sick leave hours from one employee to another in catastrophic circumstances that affects the employee or the employee's immediate family members. For the purpose of this policy, catastrophic is defined as any major illness or injury that does not allow the employee to return to work for an extended period of time as documented by a physician.

Employee's Immediate Family – defined as spouse, children (including foster or stepchildren), parents (including stepparents), and grandparents.

CLASSIFICATION REVIEW

Policy Statement:

Classification Review:

When the University determines that a revision of a class specification for bargaining unit positions is needed, and such revision affects the collective bargaining unit designation, it shall notify AFSCME in writing of the proposed change. AFSCME shall notify the Vice President for Human Resources or designee, in writing, within fifteen (15) days of receipt of the proposed changes, of any comments it has concerning the proposed changes or of its desire to discuss the proposed changes. If following such discussion, AFSCME disagrees with the designation it may request the Florida Public Employment Relations Commission (PERC) to resolve the dispute through unit classification proceedings.

Work in a Higher Classification:

An employee who is designated by the appropriate supervisor to perform temporarily a major portion of duties of a position in a higher classification than the employee's current classification shall be eligible for a pay increase for the period of time such duties are assigned, provided that such duties are performed for a period of more than twenty-two (22) working days within any six (6) consecutive months.

Reason for Policy:

To provide a means for management to address changes in a position classification

Pending ratification by AFSCME-Local 79

Compressed Work Schedule

Policy Statement:

A compressed workweek is one in which employees work their assigned number of hours but in fewer than 5 days in one week or fewer than 10 days in one pay period. Compressed work schedules will be granted in situations where job and business-related needs can continue to be met even under a compressed schedule.

All full-time employees must work a 40-hour week (or 80-hours each pay period).

Eligible employees must complete form and obtain permission from their respective supervisor and final approval from Human Resources.

Operational requirements must be met.

Service to the customer must be maintained or improved.

Costs to the university will not be increased.

Each office or operation must be covered during normal or core business hours;

Compressed work schedules must not diminish the ability of the department to assign responsibility and accountability to individual employees for the provision of services and performance of their duties.

Compressed workweek schedules must be set (not varying from pay period to pay period), but may be any of the following for a two week pay period:

- Four ten-hour days each week, with a work day off each week
- Four nine-hour days and one four-hour work day off each week (one afternoon or morning off each week)

When a paid holiday falls on an employee's regularly scheduled day off, the following may occur:

- the employee will be granted another day off during that pay period; paid leave is allocated by the hour and not the day;
- the employee may have the option of reverting back to the regular schedule during that pay period in which the holiday falls

Exempt employees, by definition, will continue to receive the same salary from week to week regardless of the schedule worked. The pre-approved compressed work schedule agreement may be terminated at any time based on business necessity.

Reason for Policy:

To promote alternative work schedules for employees consistent with the University's efforts toward work/life balance.

Pending ratification by AFSCME-Local 79

Compulsory Leave

Policy Statement

When an employee is unable to perform assigned duties due to illness/injury, the President or designee may require the employee to submit to a medical examination by a mutually acceptable health care provider paid by the university. Upon a signed release by the employee, the results of the medical examination, certifying in detail the employee's condition, shall be released solely to the President or designee and any other entity identified by the employee on the release. If the medical examination confirms that the employee is unable to perform assigned duties, the President or designee shall place the employee on compulsory leave.

Reason for Policy

To establish a policy on granting compulsory leave to employees.

Definitions

"Compulsory leave" is defined as approved leave with or without pay, or a combination of such leave, not to exceed the duration of the illness/injury or one year, whichever is less.

Disciplinary Actions

Policy Statement:

The University is committed to the theory of progressive discipline and as such a PreDisciplinary Review (PDR) must be conducted with Human Resources and the supervisor before severe disciplinary action is imposed. The PDR shall provide a level of review for severe disciplinary actions recommended by supervisors. Based on the severity and the frequency of the offense or occurrence, disciplinary actions may take the form of reprimands, demotions, suspensions and/or dismissals.

Human Resources will ensure that all pertinent information is obtained so that employee behavior which necessitates disciplinary action shall be determined by the employee's supervisor in consultation and with the approval of the Vice President for Human Resources or his/her designee.

Based on the severity of the offense, the University reserves the right to impose discipline at any level, including immediate termination.

Appeal:

Suspensions, demotions with reduction in pay, and dismissals administered to employees are subject to the Neutral, Internal Resolution of Policy Disputes Policy.

Oral reprimands shall not be appealed under the provisions of this policy. Records of oral reprimands shall not be used as the basis for progressive discipline in later disciplinary actions

Pending ratification by AFSCME-Local 79

against an employee if the employee has maintained a discipline-free record for at least one (1) year.

Written reprimands shall be subject to the Neutral, Internal Resolution of Policy Disputes Policy but only through Step 1. Written reprimands shall not be used as the basis for progressive discipline in later disciplinary actions against an employee if the employee has maintained a discipline-free work record for at least two (2) consecutive years.

Notwithstanding the limitations expressed on the use of oral and written reprimands in the progressive disciplinary process, they may be considered as part of the employees overall work history when severe discipline (i.e., suspension, demotion with reduction in pay, and separation of employment) is considered. Further, when the University is considering whether to dismiss an employee, the University shall have the ability to review and consider the individual's entire employment history.

AFSCME REPRESENTATION

The employee, upon request, may have AFSCME representation during investigatory questioning that may reasonably result in disciplinary action. The employee shall be given two days' notice, when applicable, and a reason for such meeting, except in cases deemed to be an emergency.

DISCIPLINARY ENTERED IN EMPLOYEE FILES

An employee shall be furnished with a copy of disciplinary entries placed in the official employee file and shall be permitted to respond in writing and a copy of response shall be placed in the employee's official file.

Reason for Policy:

To establish a policy and provide guidelines for the application of disciplinary actions for University employees.

Definitions:

Severe Disciplinary Actions – defined as suspensions, demotions and involuntary terminations.

Suspension - occurs when an employee is taken off duty for a day or more with or without pay.

Involuntary Demotion - occurs when an employee is involuntarily subjected to a reduction in pay and higher functioning duties are permanently removed resulting in a lower level position.

Involuntary Termination - occurs when an employee is permanently separated from University employment.

Pending ratification by AFSCME-Local 79

Employee Wellness Program

Policy Statement

The Employee Wellness Program provides wellness resources to all employees of the University in four primary areas concerning healthy lifestyle: healthy eating, physical activity, tobacco cessation, and stress management. Wellness activities are open to all employees. While employee participation is encouraged, it is completely voluntary. If an activity is offered during regular working hours (outside of lunch period), employee must obtain approval to attend. Because the program is intended to improve the health and well-being of all employees, employee needs and interests will be considered in the planning and design of wellness activities.

Florida International University will provide a healthy workplace by:

1. Providing a healthy and ergonomic work environment;
2. Facilitating employees' own efforts to make improvements in their health practices
3. Providing an environment supportive of employees' well-being;
4. Developing the personal resources (knowledge, skill, and ability) of employees to help them cope and deal with the social and work aspects of their lives;
5. Reducing and managing stress; and
6. Enhancing employees' sense of influence over their work and their lives.

Reason for Policy

To provide guidance on increased awareness of positive health behaviors, to motivate employees to voluntarily adopt healthier behaviors and to provide opportunities and a supportive environment consistent with the University's efforts toward work/life balance in keeping with the best practices in the area of Wellness programs as well as meet the high standards of the Wellness council of America and the Florida Department of Health. The program is also in accordance with FIU BeyondPossible2020 Strategic Priorities of service excellence for all staff, and to foster a campus cultures where innovation thrives and contributes to real-world solutions for real-world issues.

External Volunteers

Policy Statement

As Florida International University (FIU) engages volunteers, FIU will comply with the Florida Statutes Chapter, Part IV, 110.501-04 and shall provide a receptive environment for volunteers. The department which engages the volunteers' services is responsible for the development of meaning opportunities for volunteers involved in programs administered by Florida International University. This policy is intended for internal management guidance only and does not constitute, either implicitly or explicitly, a binding contract with the volunteer.

This policy address volunteers who are adults as well as minors; however, minors under the age of fourteen (14) may not serve as a volunteer. This policy does not apply to situations in which a minor is a student in a dual enrollment program. Volunteers may not work in capacities requiring access to confidential information or serve in positions which require systems access,

Pending ratification by AFSCME-Local 79

entry access or a Panther ID to perform duties assigned by the department. Nor does this policy apply when an adult or a minor is on campus as part of camp or other enrichment activity. Regular and temporary faculty and staff should consult with their chair/supervisor prior to engaging in volunteer activities for FIU events.

Reason for Policy

To specify methods and responsibilities involved in utilizing the services of external volunteers to assist in programs administered by Florida International University.

Related Information

Florida Statute Sections 110.501 and 768.1355
State Workers' Compensation

Definitions

Volunteers: Uncompensated individuals who perform services directly related to the business of the University. If the service is required for coursework at FIU, the person is considered a student and not a volunteer. Volunteers are classified as either a "regular-service volunteer" or an "occasional-service volunteer." Solely for purpose of this policy, guest speakers, members of alumni or advisory boards for colleges and schools, and University Board of Trustees are not included in the definition of volunteer.

Regular-Service Volunteers: "Regular-service volunteer" means any person engaged in specific voluntary service activities on an on-going or continuous basis. Examples of regular service volunteers include, but not limited to, athletic team volunteers, student organization volunteer advisors, and library program volunteer counselors.

Occasional-Service Volunteers: "Occasional-service volunteer" means any person who offers to provide a one-time or occasional voluntary service. Examples of occasional service volunteers include but are not limited to Parent Association volunteers, student move-in day volunteers, and fundraising volunteers. Most volunteers whose services are limited to one day will be considered occasional-service volunteers.

Camps-on Campus: An organization set of activities that are mainly designed to provide enrichment to the participants and not as a direct benefit to FIU. For example, a group of high school students interested in art history may participate in a camp at one of FIU's museums. While there may be an indirect benefit to FIU from more people learning about the museum and ticket sales, the main purpose of the event is to enrich the participants.

Flexible Work Schedule (Flextime)

Policy Statement:

Flexible work hours may be instituted both to assist employees in their personal planning and to maintain productivity.

Pending ratification by AFSCME-Local 79

Flextime may occur up to two hours before and two hours after the employee's regular schedule.

Flexible schedules must be recommended by the supervisor, planned in accordance with the work functions and service objectives of the department and the University operations, and approved by Human Resources.

The supervisor must establish a core period of time when all employees are in attendance.

The pre-approved flexible work schedule agreement may be terminated at any time based on business necessity.

Reason for Policy:

To administer the use of a flexible work schedule consistent with the University's efforts toward work/life balance.

FMLA, Maternity/Paternity, and Medical Leave

Policy Statement:

FAMILY MEDICAL LEAVE ACT (FMLA) (Applies to all Employees)

The Family and Medical Leave Act of 1993 (FMLA) entitles employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:

- Twelve workweeks of leave in a 12-month period for:
 - the birth of a child and to care for the newborn child within one year of birth;
 - the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
 - to care for the employee's spouse, child, or parent who has a serious health condition;
- The serious health condition that makes the employee unable to perform the essential functions of his or her job;
- Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or
- Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service members' spouse, son, daughter, parent, or next of kin (military caregiver leave).

Eligible employees:

- Have worked for the employer at least 12 months; and
- Have worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave or fall under other specific FMLA regulations related to break in service.

Pending ratification by AFSCME-Local 79

PARENTAL LEAVE (Excludes Temporary and Student Workers)

The University will grant the 12-week period under FMLA to eligible employees for the four reasons stated above and additional leave not to exceed a total of 6 months for the following three reasons:

- The birth of a child and in order to care for that child (parental leave);
- The placement of a child for adoption or foster care, and to care for the newly placed child (parental leave); or
- The serious health condition of the employee (medical leave).

For parental leave, documentation must be provided by the employee's doctor or spouse's doctor of the expected due date or date of placement for adoption, if applicable. Parental leave may begin no more than two weeks prior to the delivery date or date of placement for adoption.

Parental leave of absence requests shall be in writing, when possible, with at least 30 days' notice. If it is not possible to give 30 days' notice, the employee must give as much notice as is practicable. The request must indicate the period of leave to be granted and the date the employee will return to work.

PARENTAL LEAVE (Excludes Temporary and Student Workers)

The University will grant the 12-week period under FMLA to eligible employees for the four reasons stated above and additional leave not to exceed a total of 6 months for the following three reasons:

- The birth of a child and in order to care for that child (parental leave);
- The placement of a child for adoption or foster care, and to care for the newly placed child (parental leave); or
- The serious health condition of the employee (medical leave).

For parental leave, documentation must be provided by the employee's doctor or spouse's doctor of the expected due date or date of placement for adoption, if applicable. Parental leave may begin no more than two weeks prior to the delivery date or date of placement for adoption.

Parental leave of absence requests shall be in writing, when possible, with at least 30 days' notice. If it is not possible to give 30 days' notice, the employee must give as much notice as is practicable. The request must indicate the period of leave to be granted and the date the employee will return to work.

MEDICAL LEAVE (Excludes Temporary and Student Workers)

Medical leave applies to an employee who does not meet the initial eligibility requirements for FMLA or who has exhausted their FMLA coverage and who is absent four or more days due to his/her serious health condition or to care for an immediate family member.

Medical leave of absence requests shall be in writing, when possible, with at least 30 days' notice. If it is not possible to give 30 days' notice, the employee must give as much notice as is

Pending ratification by AFSCME-Local 79

practicable. A doctor's note must accompany the request indicating reason and period of absence.

Leave Entitlement for FMLA/Parental/Medical

- Leave may be taken on a continuous, intermittent, reduced workday/workweek basis or a combination thereof.
- For the birth or placement of a child, leave entitlement expires at the end of the twelve (12) month period beginning on the date of the birth and/or placement of a child.
- Spouses who are both employed by the University may be limited to a:
 - Combined total of twelve (12) weeks of leave during a twelve (12) month period if the leave is taken to care for the employee's immediate family member with a serious health condition or for the birth or placement of a child; or
 - Combined total of twenty-six (26) weeks of leave during a single twelve (12) month period to care for a covered military service member with a serious injury or illness.
-

While an employee is on leave, the University will continue paying the matching portion of the employee's health and basic State life insurance premiums in accordance with State Regulations.

If the employee has accrued or earned paid leave, the employee must use paid leave first (compensatory leave, if applicable; sick, and then vacation) and take the remainder of the leave period as unpaid leave. Leave may also be used intermittently or under certain circumstances, the employee may use the leave to reduce the workweek or workday, resulting in a reduced work schedule.

An employee who takes leave under this policy, will be able to return to the same position or a position with equivalent status, pay, benefits and other employment conditions.

Reason for Policy:

To administer the federally-mandated Family and Medical Leave Act (FMLA) in accordance with University guidelines.

DEFINITIONS

"Child" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis who is either under 18 years of age or is 18 years of age or older and "incapable of self-care because of a mental or physical disability" at the time FMLA leave is to commence.

"Covered active duty" means (a) in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and (b) in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code.

Pending ratification by AFSCME-Local 79

“Covered Service Member” means (a) a member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness: or (b) a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

“Immediate Family” means spouse, parent (not parent-in-law), son or daughter (under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability).

“Next of kin” means nearest blood relative other than the current servicemen’s spouse, parent, and child.

“Parent” means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a child. This term does not include parents “in law”.

“Qualifying exigencies” may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

“Rolling twelve (12) month period” means a period measured backward from the date an employee uses any FMLA leave.

“Spouse” means a husband or wife as defined or recognized in the State where the individual was married and includes individuals in a same-sex marriage or common marriage.

Holidays

Policy Statement:

The University observes eleven (11) paid holidays a year that allow the University to close offices and discontinue operations that will not affect the academic calendar or those services necessary to the University community and to the public.

The approved Holidays are:

- New Year’s Day
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran’s Day
- Thanksgiving Day

Pending ratification by AFSCME-Local 79

- Friday after Thanksgiving
- Christmas Day
- Two Winter Break Days

Holidays falling on Saturday are observed the preceding Friday. Holidays falling on Sunday are observed on the following Monday.

Any employee who is in non-pay status for the entire day before a holiday shall not be eligible to receive payment for the holiday.

Certain critical staff may be required to work on a holiday due to increased workload or emergency conditions.

The University President will designate two days towards a Winter Break between the end of the fall semester and the beginning of the spring semester of each year. The two days will be designated based on University needs and schedules. Eligible employees who are required to work during the Winter Break will be granted the same number of days as those of the approved Winter Break to be taken before June 30th of that fiscal year.

Reason for Policy:

To establish holidays observed by the University.

REPLACED AND SEPARATED INTO TWO SEPARATE POLICIES – “RECRUITMENT & SELECTION”; and “PROMOTIONS, DEMOTIONS & TRANSFERS” Lead Worker Pay

Policy Statement:

A non-exempt employee may be designated as Lead Worker if:

- The employee occupies one of at least three positions in the same class and in the same work unit.
- The employee is assigned limited coordinative duties in addition to the normal duties associated with the position.
- The Lead Worker designation cannot be used to create an intermediate level of supervision.
- The employee works in a geographically separate location from the main work unit.
- A five percent (5%) pay adjustment will be provided for the Lead Worker assignment.

Reason for Policy:

To establish a policy for non-exempt employees who serve as Lead Workers.

Pending ratification by AFSCME-Local 79

Learning Opportunities

Policy Statement:

The Board and AFSCME recognize the importance of employee career development in order to provide for employee training which will improve productivity. All employees shall participate in a minimum of twenty (20) hours of professional development per calendar year. This development occurs during regularly scheduled work time, and must be approved by the Dean, Director, or Department Head. Exceptions to this requirement may be requested by the employee, recommended by the supervisor and approved by Human Resources.

All employees are expected to have a Learning Goal established in their annual performance discussion with their immediate supervisor.

FIU will make reasonable efforts to continue existing training and development programs and to develop new programs where such programs are considered to be necessary.

Professional Development can take the form of attendance in in-house learning programs provided by the Division of Human Resources participating in external workshops, conferences, and vocational training programs, University courses or other department-specific training.

FIU will consider the effect on current employees when contemplating changing technology or equipment. The university will make reasonable efforts to provide training to current employees in the use of new technology or equipment when such changes are made. Nothing herein obligates the university to maintain current classifications, positions, or employees.

FIU and AFSCME understand that nothing in this policy precludes or in any way limits or restricts the university's right to develop, implement, or otherwise manage training or apprenticeship of its employees.

Included in the expected 20 hours of professional development are any programs that may be required by the University, such as the New Employee Experience, Sexual Harassment Awareness & Prevention, Performance Excellence Process (PEP), Supervisory Excellence, and others. Attendance in programs for professional certifications, licensures, etc. will also count towards the 20 hours of professional development.

Reason for Policy:

To establish a learning culture in which all employees are encouraged to develop their professional skills and enhance their performance, both in their current position and for future University career opportunities and promotions.

Leave Pending Investigation

Policy Statement:

When the President or designee has reason to believe that the presence of an employee on university property presents a threat to the health or safety of the employee or anyone in the

Pending ratification by AFSCME-Local 79

university community, or represents a threat of substantial disruption or interference with the normal operations of the university community, the President or designee may place the employee on paid or unpaid leave pending investigation of the occurrence. The President or designee may also direct that the employee be removed from university property until the investigation is completed.

Reason for Policy:

To establish a policy on granting leave pending an investigation.

Definition:

“Leave pending investigation” is approved leave with or without pay and/or with no reduction of personal accrued leave.

Mandatory Leave Policy

Policy Statement:

Mandatory Leave. At least once per fiscal year, employees are required to take at least five (5) consecutive work days of leave. During this leave period, employees are prohibited from performing any work, including responding to or checking University emails, or otherwise communicating with any University employee regarding work related matters. Access to the University systems will be temporarily suspended during this leave period.

University holidays and weekends are not counted toward the five (5) consecutive work day requirement. If a holiday falls during the leave period, the employee must extend the time off so that a total of five (5) consecutive work days of leave is taken.

Employees may use any form of approved leave (or a combination of various leaves) in order to comply with this policy, provided that the use of the leave is planned and approved by the supervisor at least two (2) weeks in advance. Approved leave includes accrued sick leave, vacation leave, and compensatory leave, as well as a leave of absence without pay.

New Employees. Individuals who have been employed by the University for less than one year are not required to comply with the above policy. Compliance is required after the one year anniversary of the employee’s date of hire. If the employee’s one year anniversary is after March 31, compliance is required in the next fiscal year.

Alternate, Temporary Assignment In Lieu of Leave. In lieu of taking leave to comply with this policy, employees may request to be temporarily assigned to a position or task that is not covered by this policy for a period of five (5) consecutive work days. The request must be made and approved by the Controller at least two (2) weeks in advance of the beginning date of the temporary assignment. The Controller will provide employees with specific information about the tasks they are to perform during the five (5) day period. Employees who request and are approved to work in a non-covered role for a period of five (5) consecutive work days will receive their normal pay for hours worked during the temporary assignment. However, access to the University systems will still be temporarily suspended during this period and during the

Pending ratification by AFSCME-Local 79

temporary assignment employees are prohibited from performing any work that they performed in their permanent role.

Employees are expected to work with their supervisors and the Controller to ensure their compliance with this policy. If an employee fails to request and take leave in compliance with this policy, the University may force the employee to take five (5) consecutive work days of leave in compliance with the policy.

Reason for Policy:

It is a common internal control that employees working in positions that deal heavily with financial records, cash, accounts payable, have a mandatory black-out period during which they are not permitted to perform work. The purpose of this period is to create an opportunity to uncover fraudulent or improper activities which might otherwise remained undetected. This Mandatory Leave Policy is maintained as an internal control to assist with effectively detecting any fraudulent activity. This policy applies to employees who work in the Office of the Controller.

Mandatory Reporting of Child Abuse, Abandonment and Neglect

POLICY STATEMENT

General Child Abuse, Abandonment and Neglect Reporting Obligations

The provisions of this policy apply to all Florida International University (FIU) faculty, staff, students and volunteers. This policy implements the mandatory reporting obligations in Florida law regarding child abuse, abandonment and neglect.

In the State of Florida, any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned or neglected must immediately report this information to the Florida Department of Children and Families (DCF) in order that no harm comes to the child.

In the course of their employment, research, service and/or academic endeavors, all FIU faculty, staff, students and volunteers are expected to report instances of child abuse, abandonment and neglect which they know of or have reasonable cause to suspect. FIU strives to create an environment where anyone who knows of, or has reasonable cause to suspect, child abuse, abandonment or neglect feels empowered to report it without any fear of retaliation.

Additionally, any person who knows, or has reasonable cause to suspect, that a child is the victim of childhood sexual abuse or the victim of a known or suspected juvenile sexual offender must immediately report the information to the DCF.

The means to contact DCF are set forth below in the Procedures section.

Special Rules for FIU Administrators and FIU Police Department Personnel

Pending ratification by AFSCME-Local 79

Each FIU Administrator (as defined in this policy) or FIU Police Department personnel who receives information from a FIU faculty, staff or other employee of known or suspected child abuse, abandonment, or neglect committed on the property of the university or during an event or function sponsored by the university is required to report such information immediately to DCF. Reporting to DCF by FIU Police Department personnel shall be in accordance with their established procedures.

A report must be made by the FIU Administrator to DCF in every instance in which he or she learns of known or suspected child abuse abandonment, or neglect committed on the property of the university or during an event or function sponsored by the university even if the FIU Administrator knows that a report to DCF has already been made by another individual or department (e.g., Police Department). Thus, if multiple FIU Administrators learn of the known or suspected child abuse, abandonment, or neglect at the same time, it is advisable for all Administrators to submit one report to DCF via fax that includes the names of all Administrators with knowledge, or for all Administrators to be on the same telephone call with DCF. If a telephone call is made, the signatures of those present should be recorded for internal purposes. Circumstances may dictate that one method be used over the other.

If the child is in imminent danger or risk of harm and requires immediate protection, contact the FIU Police Department or 911 prior to contacting DCF.

Knowing and willful failure by any FIU Administrator or FIU Police Department personnel to report this information to DCF may lead the Florida Board of Governors to impose a \$1 million fine against FIU. A \$1 million fine may also be imposed by the Florida Board of Governors against FIU in any instance wherein an FIU Administrator knowingly and willfully prevents another person from making a report to DCF.

Violation of this policy may lead to appropriate disciplinary action, up to and including termination of employment.

REASON FOR POLICY

This policy provides guidance regarding mandatory reporting requirements for child abuse, abandonment, and neglect pursuant to Fla. Stat. Sections 39.201 and 39.205; procedures for reporting and consequences for failure to report. This law was revised during the 2012 regular session of the Florida Legislature in order to strengthen child abuse reporting obligations at colleges and universities, private and public alike, by including specific responsibilities for university Administrators and law enforcement agencies and providing fines for failing to meet the statutory requirements.

RELATED INFORMATION

Florida Statutes, Sections 39.201 and 39.205
Florida Board of Governors Regulation 3.002

Pending ratification by AFSCME-Local 79

DEFINITIONS

Abuse (Child): means any willful act or threatened act that results in any physical, mental, or sexual injury or harm that causes or is likely to cause the child's physical, mental, or emotional health to be significantly impaired. Abuse of a child includes acts or omissions.

Abandoned: means a situation in which the parent, legal custodian of a child, or the caregiver, while being able, has made no significant contribution to the child's care and maintenance or has failed to establish or maintain a substantial and positive relationship with the child.

Administrator: In accordance with the Florida Board of Governors Regulation 3.002, "administrator" means the following high level personnel who have been assigned the responsibilities of university-wide academic or administrative functions: university president, provost, senior/executive vice presidents, vice presidents, associate vice presidents, associate/vice provosts, deans, chief of police, equal opportunity programs director, intercollegiate athletics director, internal audit director, Title IX coordinator and university compliance officer.

Adult: means any natural person other than a child.

Alleged juvenile sexual offender: means a child 12 years of age or younger who is alleged to have committed a violation involving a sexual act or act of obscenity, or who is alleged to have committed a violation of law or delinquent act involving juvenile sexual abuse.

Child (Minor): means any unmarried person under the age of 18 years who has not been emancipated by order of the court.

DCF: means the Florida Department of Children and Families.

Harm: to a child's health or welfare occurs when any person inflicts or allows to be inflicted upon the child physical, mental, or emotional injury.

Institutional child abuse: means situations of known or suspected child abuse in which the person allegedly perpetrating the child abuse is an employee of a private school, public or private day care center, institution, facility, or agency or any other person at such institution responsible for the child's care.

Juvenile (Children) sexual abuse: means any sexual behavior committed by a juvenile against another juvenile that occurs without consent, without equality, or as a result of coercion.

Law enforcement agency: In accordance with the Florida Board of Governors regulation 3.002, law enforcement agency means the campus police department established by the university (University Police Department). The chief of police for the University Police Department is the reporting individual.

Mandatory Reporter: means any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected.

Pending ratification by AFSCME-Local 79

Neglect: occurs when a child is deprived of, or is allowed to be deprived of, necessary food, clothing, shelter, or medical treatment or a child is permitted to live where such deprivation occurs or in an environment that causes the child's physical, mental, or emotional health to be significantly impaired or to be in danger of being significantly impaired.

Professionally Mandatory Reporter: means anyone who is legally required to provide his or her name to the DCF Abuse Hotline when reporting.

- Professionally Mandatory Reporters include, but are not limited to:
 - Physician, osteopathic physician, medical examiner, chiropractic physician, nurse, or hospital personnel engaged in
 - the admission, examination, care, or treatment of persons;
 - Health or mental health professional;
 - Practitioner who relies solely on spiritual means for healing;
 - School teacher or other school official or personnel;
 - Social worker, day care center worker, or other professional child care, foster care, residential/ institutional worker;
 - Law enforcement officer; or
 - Judge.

Victim: means any child who has sustained or is threatened with physical, mental, or emotional injury identified in a report involving child abuse, abandonment, or neglect, or child-on-child sexual abuse.

PROCEDURES

How to report suspected child abuse (including childhood sexual abuse), abandonment, or neglect:

1. All instances of known or suspected child abuse, abandonment, or neglect must be reported once you know or have reasonable cause to suspect that a child has been abused, abandoned or neglected, immediately and without delay, to DCF by:

- Telephone to the Florida Abuse Hotline: 1-800-96ABUSE or 1-800-962-2873 or TDD (Telephone Device for the Deaf): 1-800-453-5145 (The toll free numbers are available 24/7; DCF abuse hotline counselors will assist you);
- Facsimile: 1-800-914-0004 (Florida Abuse Hotline's fax reporting form is available from DCF at [Http: //www.dcf.state.fl.us/programs/abuse/docs/faxreport.pdf](http://www.dcf.state.fl.us/programs/abuse/docs/faxreport.pdf).); or
- Web reporting option at <http://www.dcf.state.fl.us/abuse/report/> (Note: Web reporting should not be used for situations requiring immediate attention or if you wish to remain anonymous. Please contact the Hotline's toll free reporting number if you believe a child is at imminent risk of harm.)

2. If a child is in imminent danger and requires immediate protection, you must first contact law enforcement personnel.

- On-campus, contact the FIU Police Department at:
 - ☐ Modesto Maidique Campus (MMC): (305) 348-5911
 - ☐ Engineering Campus (EC): (305) 348-5911

Pending ratification by AFSCME-Local 79

☐ Biscayne Bay Campus (BBC): (305) 919-5911

o All other campuses and off-campus locations: Dial 911

3. When making a report to DCF, the following is necessary to the extent it is available to the person making the report:

- o Victim's name, possible responsible person, or alleged perpetrator's name(s).
- o Complete addresses for subjects and/or directions to their location.
- o Telephone numbers, including area code.
- o Estimated or actual dates of birth.
- o A brief description of the abuse, neglect, abandonment, or exploitation, including physical, mental or sexual injuries, if any.
- o Names of other residents and their relationship to the victim(s), if available.
- o The relationship of the alleged perpetrator to the victim.

4. It is essential to maintain a record of your report to DCF. Reporting by facsimile or Web-based reporting ensures that you will have a written record of your report. If you call the Florida Abuse Hotline, you should make a note of the date and time of the call and the DCF abuse hotline counselor's first name and three-digit identification number, which are provided when the report is made. You should also record the names of those present during the telephone call with accompanying signatures. You will want to keep this documentation to demonstrate that you made the required report. As this report is confidential you must keep this documentation in a secure location.

5. Please note that a Mandatory Reporter (see definition) may remain anonymous when making a report to DCF whereas a Professionally Mandatory Reporter (see definition) must identify him/herself when reporting.

6. FIU faculty, staff, students and volunteers are encouraged to inform their supervisors that a report to DCF has been made if it is appropriate under the circumstances. This determination must be made by the reporter upon review of the specific circumstances leading to the report, including any guidance received from DCF. Respecting the privacy of the victim must be weighed against the need that the supervisor may have to take appropriate and immediate action. In addition, FIU faculty, staff, students and volunteers are encouraged to notify the FIU Police Department even in those instances in which the child does not need immediate protection (see paragraph 2 above). Notifying the University Police will help the University remain compliant with its crime statistics reporting obligations under the Clery Act and other applicable federal and state laws.

7. As it relates to sponsored research projects, FIU personnel working on these projects are reminded that the award documentation and/or contractual agreements with the sponsor may require notification not only to DCF, but also to the project sponsor. In the event FIU personnel have any questions regarding their reporting obligations

Non-Retaliation:

1. No employee of the university may be subjected to retaliation because of good faith reporting of child abuse. Under Florida law, a person who makes a child abuse, abandonment, or neglect report shall have a civil cause of action for compensatory and

Pending ratification by AFSCME-Local 79

punitive damages against any person who causes detrimental changes in the employment status of such reporting person by reason of his or her making such report.

2. Any person, official, or institution reporting in good faith any instance of child abuse to the DCF or any law enforcement agency is immune, by law, from any civil or criminal liability.

Failure to report:

1. A person who is required to report known or suspected child abuse, abandonment, or neglect and who knowingly and willfully fails to do so, or who knowingly and willfully prevents another person from doing so, commits a felony of the 3rd degree punishable by up to 5 years imprisonment and a \$5,000.00 fine.
2. A person who knowingly and willfully makes a false report of child abuse, abandonment, or neglect, or who advises another to make a false report, is guilty of a felony of the 3rd degree, punishable as provided above.
3. A fine of \$1 million shall be assessed against a university in the event the Florida Board of Governors determines that a university administrator knowingly and willfully failed to make a required report to DCF, or knowingly and willfully prevented another person from doing so.
4. A fine of \$1 million shall be assessed against a university in the event the Florida Board of Governors determines that the university law enforcement agency knowingly and willfully failed to make a required report to DCF.

Training:

- In order to better foster a thorough understanding of the obligation to report child abuse, abandonment, or neglect, training will be required for:
 - All FIU Administrators, as defined by this policy
 - All FIU University Police Department personnel
- In addition, appropriate training will be strongly recommended for:
 - All FIU faculty, staff, students and volunteers whose work or services on behalf of FIU require frequent contact with minors
 - Department heads of units that sponsor events, programs or activities on or off campus that anticipate the participation of minors, as well as the employees and volunteers in their units
 - This provision does not replace or supersede existing education and training requirements in the area of child abuse prevention and reporting that are in place at FIU due to licensure, educational, or other professional/occupational requirement.

Military Leave

Policy Statement:

An employee, except an employee in a temporary position, who performs voluntary or involuntary duty in the uniformed services shall be eligible for military leave and re-employment rights consistent with federal and state laws.

Pending ratification by AFSCME-Local 79

Employees are entitled to leaves of absence from their respective duties, without loss of vacation leave, pay, time, or efficiency rating, on all days during which they are engaged in training ordered under the provisions of the United States Military.

Military Leave of Absence granted under this policy and the applicable Florida law shall not exceed 17 working days in any one annual period for active or inactive training.

An employee shall receive their full pay in addition to their military pay for the first thirty (30) days of active duty. After the initial 30 days, the law allows those on active duty to receive the necessary pay to fill any gap between their military basic and civilian pay and continue their existing benefits. Leave payment of this type shall be made only upon military authority that thirty (30) days of military service have been completed.

Upon separation from the military service, the employee shall be eligible to return to the position that the employee would have held but for military leave, or a position of like seniority, status and pay, provided that the employee is qualified to perform the job duties. If the employee cannot qualify for the new position, the employee shall be eligible to be reemployed in the former pre-service position or a position of like seniority, status and pay. The employee will be eligible for reemployment by meeting the following criteria:

1. The employee provided advance written or verbal notice of the employee's service unless the giving of such notice was precluded by military necessity or the giving of such notice was otherwise impossible or unreasonable;
2. The employee has five years or less of cumulative service in the uniformed services in his or her employment relationship with the University;
3. The employee returns to work or applies for reemployment within the statutory guidelines provided below; and,
4. The employee has not been separated from service with a disqualifying discharge or under other than honorable conditions.

Period of time in military service	Timeline to return to the University
Less than 31 days	By the beginning of the first regularly scheduled work period after the end of the calendar day of duty, plus time required to return home safely and an eight hour rest period. If this is impossible or unreasonable, then as soon as possible.
31 days - 180 days	The employee must apply for reemployment no later than 14 days after completion of military service. If this is impossible or unreasonable through no fault of the employee, then as soon as possible

Pending ratification by AFSCME-Local 79

181 days or more	The employee must apply for reemployment no later than 90 days after completion of military service.
Service-connected injury or illness	Reporting or application deadlines are extended for up to two years for persons who are hospitalized or convalescing.

Employees who have been rated by the United States Department of Veterans Affairs or its predecessor to have incurred a military service connected disability and has been scheduled by the United States Department of Veterans Affairs to be reexamined or treated for the disability shall be granted administrative leave for such reexamination or treatment without loss of pay or benefits. Such paid leave may not exceed 48 hours per calendar year.

Purpose:

To define the leave specifications and reemployment of employees on Military Leave.

DEFINITIONS

“USERRA” Uniformed Services Employment and Reemployment Rights Act of 1994 is a federal law that establishes rights and responsibilities for uniformed service members and their civilian employers. **“Service Connected Disability”** refers to (1) a veteran who is entitled to compensation under laws administered by the Department of Veterans’ Affairs, or (2) an individual who was discharged or released from active duty because of a service-connected disability (38 U.S.C. 4211 (3); 29 U.S.C., Chapter 19, section 1503 (27)(C))

RELATED INFORMATION (O*)

USERRA – The Uniformed Services employment and Reemployment Rights Act
Florida Chapter 115.01 Leave of absences for military service
Florida Chapter 115.14 Employees
Florida Chapter 110.119 Administrative leave for military-service-connected disability

Neutral, Internal Resolution of Policy Disputes

Purpose:

To establish and maintain a process for resolving disputes concerning BOT-AFSCME Policies attached to the BOT-AFSCME Agreement and applicable University Policies that impact the terms and conditions of employment of the AFSCME unit members (the “Policies”). This policy covers any discipline involving a written reprimand, suspension, demotion, or involuntary termination.

Pending ratification by AFSCME-Local 79

Policy:

1. Policy/Informal Resolution.

The parties agree that all problems should be resolved, whenever possible, before the filing of a complaint and encourage open communications between administrators and employees so that resort to the formal neutral, internal policy dispute resolution (the "Policy Dispute Resolution Process") will not normally be necessary. The parties further encourage the informal resolution of complaints whenever possible. At each step in the Policy Dispute Resolution Process, participants are encouraged to pursue appropriate modes of conflict resolution. The purpose of this Policy is to promote a prompt and efficient procedure for the investigation and resolution of complaints relating to the Policies. The procedures set forth shall be the sole and exclusive method for resolving the complaints of employees as defined herein.

2. Resort to Other Procedures and Election of Remedy.

The commencement of legal proceedings against University in a court of law or equity, or before the Public Employee Relations Commission, for misapplication or misinterpretation of the terms of any Policy, shall be deemed an election of remedy and shall be a waiver by the party commencing the proceeding of its/their right to resort to the Policy Dispute Resolution Process and any complaint that has already been filed over the same subject will be dismissed. The filing of a complaint under this Policy constitutes a waiver of any rights to judicial review of agency action pursuant to Chapter 120, Florida Statutes, or to the review of such actions under other University procedures available to address such matters. The commencement of proceedings pursuant to Section 120.57, Florida Statutes, for misapplication or misinterpretation of the terms of any Policy shall be deemed an election of remedy and shall be a waiver by the party commencing the proceeding of its/their right to resort to the Policy Dispute Resolution Process and any complaint that has already been filed over the same subject will be dismissed. Except as otherwise specifically provided, the Policy Dispute Resolution Process is the sole remedy for any alleged violations of any Policy.

In the event that the complaint involves an act or omission which could be handled by either this Policy or the Grievance and Arbitration Procedure set forth in the collective bargaining agreement, the filing of a complaint under this Policy constitutes a waiver of the filing of a grievance under the Article.

3. Definitions and Forms as used in this Policy:

(a) **Complaint.** The term "complaint" shall mean a dispute concerning the interpretation or application of a specific term or provision of a Policy, subject to those exclusions appearing in the Policy. A complaint shall be filed on the applicable Complaint Form, attached to this Policy.

(b) **Complainant.** The term "complainant" shall mean an employee or group of employees who has/have filed a complaint in a dispute over a provision of a Policy that confers rights upon the employee(s). AFSCME may file a complaint in a dispute over a provision of a

Pending ratification by AFSCME-Local 79

Policy that confers rights upon a group of employees or upon AFSCME.

(c) Complaint Forms. The "complaint forms" constitute the Complaint (the "Step 1 form"), Request for Step 2 Review (the "Step 2 form"), and Notice of Demand for Internal Policy Dispute Resolution by a Panel (the "Step 3 form"). The parties may agree to consolidate complaints of a similar nature to expedite the review process. In a consolidated complaint, one appropriate Form may be attached, bearing the signatures of the complainants

(d) Days. The term "days" shall mean business days.

(e) The end of the day. The term "end of the day" shall mean 5 P.M.

(f) University Representative. The term "University Representative" means the Director of Employee Labor Relations or designee.

4. Burden of Proof. In all complaints, except disciplinary complaints in accordance with the BOT-AFSCME Policy on Disciplinary Actions, the burden of proof shall be on the complainant. In disciplinary complaints, the burden of proof shall be on the University.

5. Representation. AFSCME shall have the exclusive right to represent any employee in a complaint filed hereunder unless an employee elects self-representation or to be represented by legal counsel. If an employee elects not to be represented by AFSCME, the University shall promptly inform AFSCME in writing of the complaint. No resolution of any individually processed complaint shall be inconsistent with the terms of any applicable Policy, and for this purpose, AFSCME shall have the right to have an observer present at all meetings called for the purpose of discussing such complaint and shall be sent copies of all decisions at the same time as they are sent to the other parties.

6. Complaint Representatives. AFSCME shall annually furnish to the University a list of all persons authorized to act as complaint representatives and shall update the list as needed. AFSCME complaint representative shall have the responsibility to meet all duties and responsibilities incidental to the assigned workload. Some of these activities are scheduled to be performed at particular times. Such representative shall have the right during times outside of those hours scheduled for these activities to investigate, consult, and prepare complaint presentations and attend complaint hearings and meetings. However, such investigations and consultations will not interfere with the normal operations of the University. Should any complaint hearings or meetings necessitate the rescheduling of assigned duties, the representative may, with the approval of their supervisor, arrange for the fulfillment of such duties. Such approval shall not be unreasonably withheld.

7. Appearances.

(a) When a complainant and/or complaint representative participates in one of the steps in the Policy Dispute Resolution Process during scheduled hours or in a meeting among the complainant, the complainant representative, complainant's counsel or AFSCME representative and the University, the complainant and/or complaint representative's compensation shall neither be reduced nor increased for time spent in those activities.

Pending ratification by AFSCME-Local 79

(b) Prior to participation in any such proceedings, conferences, or meetings, the complainant and/or complaint representative shall make arrangements acceptable to the applicable supervisor for the performance of the employee's duties. Approval of such arrangements shall not be unreasonably withheld. Time spent in such activities outside scheduled hours shall not be counted as time worked.

8. Time Limits; Date of Receipt.

All time limits in this Policy may be extended by mutual agreement of the parties in writing. For the purpose of determining deadlines for actions as set forth in this Policy, the parties agree that, if said deadline falls on a weekend or University recognized holiday, the deadline for said action shall be on the following business day. Mutual agreement may be evidenced by email exchanges. Upon the failure of the complainant or AFSCME, where appropriate, to file an appeal within the time limits provided in this Policy, the complaint shall be deemed to have been resolved at the prior step.

The date of receipt shall not be included in the count of days. All complaint forms shall be dated when the complaint is received by the applicable University official described below depending on the step. Compliance with any time limit under this Policy shall be determined by the date-stamped receipt executed by the office receiving the complaint or the person receiving the decision. If there is difficulty in meeting any time limit in Step 1 or Step 2, the AFSCME representative may sign such documents for the complainant, however, complainant's signature shall be provided prior to the Step 2 meeting.

9. Copy of Personnel File

Copies of the personnel file may be furnished upon request at a cost of \$0.15 per page.

However, in the event an employee files a complaint under the Internal Resolution Process Policy, the employee has the right to one (1) copy of his or her personnel records at no cost.

Procedures:

1. **INFORMAL RESOLUTION.** The parties strongly encourage the informal resolution of issues that may be complaints. The complainant may (but is not required to) attempt to resolve his/her complaint with his/her supervisor. Discussions will be informal for the purpose of settling differences in the simplest and most effective manner. Should the complainant wish to pursue an informal resolution of a complaint, he/she must request a meeting with the supervisor within five (5) days from the act or omission giving rise to the complaint or the date on which the complainant knew or should reasonably have known of such act or omission if that date is later. The supervisor will respond with a meeting date and time within five (5) days of the request. If the supervisor determines that the Department action should be changed, the supervisor will offer the change to the complaint. If the complainant accepts the change, the matter will be considered resolved and there will be no further review. If the supervisor determines that the Department action was appropriate or the complainant does not accept the modification offer, the complainant will be informed that he/she can choose to use the Step 1 review process; the Department action will be unchanged. If the complainant chooses to appeal the Department action by initiating the Step 1 process, all parties agree that

Pending ratification by AFSCME-Local 79

no one will mention any details about the informal resolution process at Step 1 or Step 2.

2. Step 1.

(a) Filing. If the complaint has not been satisfactorily resolved through the informal resolution process or, if the complainant has chosen not to use the informal resolution process but wants to file a complaint, the complainant or AFSCME (upon request of the complainant) may proceed to Step 1 by filing a fully executed Step 1 form (attached). The Step form must be filed with the Vice President of Human Resources or designee within seven (7) days after receipt of the Step 1 decision by the complainant and/or complainant's representative or when the answer was due in the Step 1 process.

(b) Meeting. The Vice President for Human Resources or designee shall investigate the alleged complaint and shall, within fifteen (15) days or other mutually agreeable date of receipt of the written complaint, conduct a meeting between the Vice President for Human Resources or designee, other University representatives as necessary, the complainant and/or the complainant's Union representative. At the Step 2 meeting, the complainant shall have the right to present any evidence in support of the complaint. The parties present at the Step 2 meeting shall discuss the complaint. Any party bringing legal counsel to the Step 2 meeting shall provide at least five (5) days' advance written notice to all other parties. The complainant may bring an interpreter to the Step 2 meeting at his or her own cost.

(1) Documents. In advance of the Step 2 meeting, the complainant shall have the right, upon written request to the Vice President of Human Resources or designee, to a copy of any identifiable documents relevant to the complaint.

(2) Decision. The Vice President for Human Resources or designee shall notify the complainant of a decision in writing no later than seven (7) days following the meeting. A copy of the decision shall be sent to the complainant, the complainant's representative, and AFSCME (if complainant elected self-representation

or representation by legal counsel). Failure of the Vice President for Human Resources or designee to timely respond shall be considered a denial of the complaint and shall entitle the complainant to appeal to Step 3. If the University fails to provide a Step 2 decision within the time limits provided in this Policy due to a University-caused delay, the University shall pay all costs of the Step 3 process should the employee or AFSCME elect to take the complaint to that step.

3. Step 3. Neutral, Internal Resolution of Policy Disputes by a Panel

(a) Filing.

If the complaint has not been satisfactorily resolved at Step 2 or the Vice President of Human Resources or designee has failed to respond within the Step 2 deadlines, the complainant or AFSCME (upon the request of the complainant) may proceed to Step 3 by filing a fully executed Step 3 form (attached). The Step 3 form must be filed with the Vice President of Human Resources or designee within seven (7) days after receipt of the Step 2 decision by the complainant and/or complainant's representative or when the answer was due in the Step

Pending ratification by AFSCME-Local 79

2 process. The complaint may be withdrawn by the complainant or by the AFSCME representative at any point prior to issuance of the Panel's decision by providing written notification to the Vice President of Human Resources or designee.

(b) Selection of the Panel Members.

Within seven (7) days after receipt of the Step 3 form, representatives of the University and AFSCME shall designate their representatives to the Panel using the method described below.

(1) The Vice President of Human Resources or designee shall appoint one member of the Panel who shall be a current or former University employee or University alumni.

(2) The AFSCME President or designee shall appoint one member of the Panel who shall be a current or former University employee or University alumni.

(3) The third member of the Panel shall be a professional labor mediator. Each party shall provide the other party with a list of five (5) potential members for the third member of the Panel. Each party shall alternatively strike a potential Panel member from the list until one remains with a coin toss used to determine which party strikes first. No person involved in any business, employment or other relationship with the University that could reasonably be presumed to create a conflict of interest with that person's obligations as a neutral mediator of disputes involving the University shall be eligible for inclusion as the third member of the Panel.

(c) All persons designated to be members of the Panel shall be able to serve on short notice. In addition, the University and AFSCME shall jointly provide all Panel members with orientation and training in the Policies including this Neutral, Internal Resolution of Policy Disputes procedure. The costs of such training will be shared equally by the University and AFSCME.

(d) The third member shall serve as the Chair of the Panel. The Panel shall be governed by the Code of Professional Responsibility for Arbitrators of Labor-Management Disputes of the National Academy of Arbitrators, the American Arbitration Association, and the Federal Mediation and Conciliation Service.

(e) Authority of the Panel.

(1) Only complaints based on events or occurrences which occur after the date of the execution of the current collective bargaining agreement with the parties (the "Agreement") can be processed under this Policy. After the expiration of the current Agreement, there is no duty upon the University to process any complaint unless the facts upon which the complaint is based occurred prior to the expiration of the Agreement. The Panel shall not receive into evidence nor rely upon any past practices that occurred after the date of the execution of the current Agreement.

Pending ratification by AFSCME-Local 79

(2) Unless the parties agree in writing to the contrary, only one complaint may be submitted to the Panel at any one hearing.

(3) The Panel shall not add to, subtract from, modify, ignore, or alter the terms or provisions of any Policy, or the provisions of applicable law, rules, or regulations having the force and effect of law. Neutral, Internal Resolution of Policy Disputes by a Panel shall be confined solely to the application and/or interpretation of Policies and the precise issue(s) submitted for Neutral, Internal Resolution of Disputes. In rendering its decision, the Panel shall refrain from issuing any statements of opinion or conclusions not essential to the determination of whether the act or event giving rise to the complaint violated applicable University regulation or policy.

(4) Where a University official has made a judgment involving the exercise of discretion, the Panel shall not substitute its judgment for that of the University official. Nor shall the Panel review such decision except for the purpose of determining whether the decision has violated a Policy.

(5) If the Panel determines that a Policy has been violated, the Panel shall direct the University to take appropriate action. The Panel may award back salary where the Panel determines that the employee is not receiving the appropriate salary from the University, but the Panel may not award other monetary damages or penalties. The Panel's award may be retroactive based on the equities each case may demand, but in no case shall an award be retroactive to a date earlier than thirty (30) days prior to the date the complaint was originally filed under this Policy.

(f) Conduct of Hearing.

The Panel shall hold the hearing in Miami-Dade County unless otherwise agreed by the parties in writing. The hearing shall commence within sixty (60) days of all Panel members' acceptance of selection, or as soon thereafter as is practicable. The parties shall stipulate to the issue(s) prior to the hearing before the Panel. If the parties are unable to stipulate to the issue(s) prior to such hearing, the parties shall proceed to a hearing on applicability of this procedure based on either procedural or substantive concerns ("applicability"). Issues of applicability shall be bifurcated from the substantive issues and, whenever possible, determined by means of a hearing conducted by conference call. The Panel shall have ten (10) days from the hearing on applicability to render a decision on the applicability issues. If the process is judged to be applicable to the complaint, the Panel shall then proceed to hear the substantive issue(s) in accordance with the provisions of this Policy.

The Panel shall issue the decision within thirty (30) days of the close of the hearing on the substantive issue(s) or the submission of briefs, whichever is later, unless additional time is agreed to by the parties in writing. The decision shall be in writing and shall set forth findings of fact, reasoning, and conclusions on the issues submitted. Except as expressly specified in this Policy, the provisions of the Florida Arbitration Code, Chapter 682, Florida Statutes, shall not apply. Except as modified by the provisions of this Policy, Neutral, Internal Resolution of Policy Disputes by a Panel, proceedings shall be conducted in accordance with the Labor Arbitration

Pending ratification by AFSCME-Local 79

Rules and Procedures of the American Arbitration Association.

(g) Effect of Decision. The decision or award of the Panel shall be final and binding upon the University, AFSCME, and the complainant if either party may appeal to an appropriate court of law a decision that was rendered by a Panel acting outside of or beyond the Panel's jurisdiction pursuant to Florida law concerning the right of appeal of a similar decision rendered in an arbitration.

(h) Venue. For purposes of venue in any judicial review of a Panel's decision issued under this Policy, the parties agree that such an appeal shall be filed in the courts in Miami-Dade County, Florida unless both parties specifically agree otherwise in a particular instance. In an action commenced in Miami-Dade County, neither the University nor AFSCME will move for a change of venue based upon the defendant's residence in fact if other than Miami-Dade County.

(i) Fees and Expenses. All fees and expenses of the Neutral, Internal Resolution of Policy Disputes by a Panel shall be divided equally between the parties unless mutually agreed otherwise in writing. Each party shall bear the cost of preparing and presenting its own case. However, in the event the complaint is withdrawn after the selection of the Panel, the party withdrawing the complaint shall be responsible for the full cost of the Panel's fee (if any) unless otherwise mutually agreed by the parties in writing. The expense of obtaining a hearing room, if any, shall be equally divided between the parties. The cost of the written transcript, if requested by both parties, will be shared by both parties.

(j) The complainant or AFSCME may abandon or settle a complaint.

(k) The complainant or AFSCME shall have only one opportunity to amend or supplement the complaint. No complaint can be amended or supplemented after Step 2.

4. Provisions Applicability to the Policy.

(a) Filings and Notification. All documents required or permitted to be issued or filed pursuant to this Policy may be transmitted by fax, United States mail by certified mail with return receipt requested, or any other recognized delivery service that provides documentation of delivery to the recipient. An email is not an acceptable form of delivery unless otherwise noted in this Policy.

(b) Precedent. No complaint informally resolved or by using this Policy Dispute Resolution Process shall constitute a precedent for any purpose unless agreed to in writing by the University Vice President of Human Resources or designee, the complainant, and AFSCME.

(c) Reprisal. No reprisal of any kind will be made by the University or AFSCME against any complainant, any witness, any AFSCME representative, or any other participant in the Policy Dispute Resolution Process by reason of such participation.

(d) Records. All written materials pertinent to a complaint shall be maintained

Pending ratification by AFSCME-Local 79

separately from the evaluation file of the complainant or witnesses, except (1) at the request of the complainant or witness that specific materials be included in his or her own evaluation file, or (2) where the terms of the decision or a settlement direct that a copy of the decision or settlement agreement be placed in the evaluation file of a complainant or witness. All decisions or settlement agreements resulting from complaints processed pursuant to this Policy shall specify whether or not a copy of the decision or settlement agreement is to be placed in the evaluation file(s) of any complainant or witness.

5. Expedited Dispute Resolution Procedure for An Alleged Violation of the Conflict of Interest/Outside Activity Policy.

(a) The period for informal resolution of a dispute alleging a violation of the provisions of the Policy on Conflict of Interest and Outside Activity shall be five (5) days from the date the complaint is filed. If not resolved by the supervisor by that date, the dispute shall be heard at Step 2 by the Vice President of Human Resources or designee no more than seven (7) days after a request for a Step 2 review has been filed. The Vice President of Human Resources or designee shall issue a Step 2 decision no more than three (3) days after the Step 2 meeting. A request for resolution by the Step 3 Panel shall be filed with the Vice President of Human Resources or designee within seven (7) days after receipt of the Step 2 decision or if the supervisor has failed to respond within the Step 1 deadlines. The Step 3 Panel shall be selected using the same process as for Step 3 no more than seven (7) days after a request for a resolution by a Neutral Panelist is received. The Step 3 Panel will hold a hearing within seven (7) days after being selected. The Step 3 Panel shall issue a memorandum of decision

within seven (7) days following the conclusion of the Step 3 hearing to be followed by a written opinion and award in accordance with the provisions of this Policy.

(c) All other provisions of this Policy shall apply to these complaints except as noted above.

On-Call Pay

Policy Statement:

“On-call” assignment shall be defined as any time when an employee is instructed in writing by management to remain available to work during an off-duty period. An employee who is so instructed shall be required to leave word where the employee may be reached by telephone or by other electronic signal device to be available to return to a work location on short notice to perform assigned duties.

Exempt employees will not be eligible to receive on call pay.

In an emergency or other unforeseen circumstances, a university may verbally instruct an employee to be on-call for a period of not more than twenty-four (24) consecutive hours. The employee shall not be eligible for on-call payments more than the period for which verbal instructions are appropriate.

Pending ratification by AFSCME-Local 79

To receive on-call pay, an employee must be instructed in writing to be available for work outside their regular work schedule, be at a fixed location, and be ready to be back at the work station when needed.

When approved as provided herein, an employee who is required to be on-call shall be compensated by payment of a fee in an amount of three dollars (\$3.00) per hour for each hour such employee is required to be on-call.

Carrying an electronic signaling device during off-regular work hours does not automatically qualify an employee to receive on-call pay.

On-call pay is not compensable for purposes of computing overtime.

If an on-call period is less than one (1) hour, the employee shall be paid for one hour.

Reason for Policy:

To provide compensation to non-exempt employees who maintain their availability during off-duty hours to come back to work to perform emergency and/or necessary work assignments based on operational needs.

Operating Hours, Rest, and Meal Periods

Policy Statement:

Rest Period Breaks:

- The University supports rest periods even though it is not required by the Fair Labor Standards Act (FLSA).
- A rest period of 15 minutes in the middle of each four-hour work period is considered compensable time. Rest periods may not be used (1) to offset late arrival or early departure from work or (2) to accumulate paid time off from one day to the next.
- Rest period breaks that are longer than 30 minutes are not compensable.
- An employee must be released of all their duties and responsibilities during the break period.

Meal Periods:

- A meal period lasting 30 minutes or longer is not considered compensable time, according to the FLSA. A meal period of less than 30 minutes and approved by the respective supervisor is considered time worked, and therefore, compensable.
- If work is being performed and the employee is not relieved of his/her duties during a meal period, then the time would be considered compensable.
- An employee must be released of all their duties and responsibilities during the meal period.

Pending ratification by AFSCME-Local 79

Reason for Policy:

To define rest and meal periods within the University's standard working hours of 8:00 am to 5:00 pm.

Overtime Pay and Compensatory Time

Policy Statement:

Non-exempt employees are entitled to overtime pay at one and one-half times their hourly rate for all hours actually worked in excess of 40 hours in a work week.

The overtime rate calculation is based on the regular rate of pay, which includes the hourly pay and all additives.

All overtime hours may only be authorized by the immediate supervisor prior to the employee working the overtime. Any employee working overtime without prior authorization will be subject to discipline.

At the discretion of the supervisor/department head, compensatory time may be earned by non-exempt employees in lieu of overtime pay for all hours actually worked in excess of 40 hours. Compensatory time is credited at the rate of one and one-half times the number of hours in excess of 40 hours worked in a workweek.

Non-exempt employees must use accrued compensatory time within 180 (one hundred eighty) days of its accrual, provided that to do so would not unduly disrupt the operations of the University. If the accrued compensatory time is not used within 180 (one hundred eighty) days, the University shall make cash payment to the employee for the overtime hours worked.

Special compensatory time may be earned on an hour-for-hour basis by an employee occupying a non-exempt position when:

- the employee observed a holiday and worked 40 hours the week during which the holiday occurred;
- the holiday falls on the employee's regularly scheduled day off;
- the employee is required to work the holiday;
- the employee is required to perform essential duties during an emergency closing for the hours worked during the closing.

Exempt employees are not entitled to compensatory time or overtime pay for hours worked in excess of 40 hours per week.

When an employee is changed from a non-exempt to an exempt position, all accrued compensatory time will be paid before the change takes place.

When an employee is transferred to a new department, all accrued compensatory time may either be paid or transferred, at the discretion of both departments involved in the transfer.

Pending ratification by AFSCME-Local 79

Any employee with accrued compensatory hours on record with Human Resources on December 24, 2011 is excluded from having to use or be paid the accrued hours within the 180 (one hundred eighty) day period.

The normal workweek for each full-time employee shall be forty (40) hours. The University retains the right to schedule its employees; however, the University will make a good faith effort, whenever practical, to provide employees with consecutive hours in the workday and consecutive days in the workweek.

Upon agreement of the employee and the University, non-exempt employees shall receive either compensatory leave or cash payment for overtime. If agreement cannot be reached, the University shall make cash payment for overtime worked.

The university will maintain an online leave status of the compensatory time for each employee as part of the online leave balance system.

Reason for Policy:

To establish a policy for overtime pay and compensatory time for non-exempt employees.

Procedure:

A Rotation Overtime List shall be created for each department to fairly distribute any overtime and will be updated as needed and posted on the last day of the workweek. The selection of overtime shall come from a rotation list that is based on seniority. The list will start with the most senior to the least senior employee in the department. The University will go to the first person on the list and work its way down. If that person cannot work the overtime, then he/she is placed at the bottom of this list. If that person cannot be reached, then the University skips him/her and goes to the next employee; however, he/she remains where he/she is at on the list for the next time (he/she is not placed at the end of the list).

Performance Excellence Process (PEP)

Policy Statement:

PEP provides individual employees with an opportunity for the development of their potential, continued learning and career development.

In preparing the Performance Discussion Document, the supervisor/ manager may solicit feedback on the employee's performance from a variety of sources: peers/colleagues, direct reports, students and other constituents.

PEP is a year-round process which shall culminate in the annual Performance Discussion. Supervisors will be evaluated on whether the Performance Excellence Process was conducted annually for their subordinates.

Pending ratification by AFSCME-Local 79

Both supervisors and employees must attend mandatory training on the Performance Excellence Process. Employees will be annually evaluated using FIU's values core competencies and job specific competencies identified based on the functions of each individual position. An employee shall ordinarily be evaluated by his/her immediate supervisor in consultation with the second level supervisor. The immediate supervisor shall be held accountable for such evaluation. The immediate supervisor shall be the person regularly assigned to direct the work of the employee, or, if unavailable, the person appointed by the Department Head. The supervisor is responsible for the timely evaluation of the employee.

The employee shall be provided with information regarding the basis of the evaluation and shall, upon written request, be provided a copy of any documents which were considered and submitted to Human Resources in completing the evaluation.

The evaluation shall be discussed with the employee. The employee may prepare a written response which shall be attached to the evaluation and placed in the employee's personnel file.

Where an employee does not meet performance standards, the university may develop a performance improvement plan intended to correct performance deficiencies. Such employee shall be granted, upon written request, an opportunity to discuss with an administrator at the next higher level concerns regarding the evaluation.

An employee who is involuntarily demoted or dismissed for an evaluation of not meeting performance standards may seek review under the Internal Resolution Process. The review shall be solely to determine whether the performance evaluation was done in an arbitrary or capricious manner. The neutral reviewer shall not substitute his/her judgments regarding an employee's performance for that of the evaluator.

Reason for Policy:

To establish a Performance Excellence Process, (PEP), aligned with organizational objectives that provide consistent criteria for enhancing and assessing employee performance on an annual basis.

Personal Leave of Absence without Pay

Policy Statement:

An employee may be granted a LOA, for up to three months for personal reasons subject to approval by the department head. The request for the LOA must be in writing and should be examined carefully by the department head to determine whether the interest of the employee and the University would best be served by granting this leave.

All accrued vacation leave must be used before a LOA without Pay may be approved.

An employee does not accrue leave during the LOA without Pay portion of the leave. An employee shall not receive pay for holidays that fall within the period of the LOA.

Employees on a LOA are eligible for benefits pursuant to limitations of the program.

Pending ratification by AFSCME-Local 79

Upon completion of an approved LOA without pay, the employee is to be returned to the position formerly occupied, or to a position with equivalent status, pay, benefits and other employment conditions.

Reason for Policy:

To establish a policy that defines eligibility, duration and return from leave requirements for granting a Leave of Absence without Pay (LOA).

Professional Development Leave

Reason for Policy:

To provide exempt employees with leave opportunities to advance job-related skills and knowledge.

Policy Statement:

Professional Development Leave is granted to increase an exempt employee's value to the University as well as to the employee's position and/or professional expertise. These opportunities should include enhanced opportunities for professional renewal, educational travel, study, field observations, research, writing, or professional development. This leave is in part to be granted to allow the employee to further his/her education.

Employees must have been employed by the University for at least six (6) years of full-time continuous service and must meet the following criteria:

- The employee's work performance is rated often/far exceeds on the Performance Excellence Process (PEP).
- The University deems that there are acceptable resources and adequate coverage available during the employee's absence. Eligible employees may be asked to time their professional development leave in accordance with program needs and the ability of the department to finance the leave.
- The employee provides a detailed description and documentation of the professional development opportunity as well as a report once the leave is completed
- Professional development leave could be at half pay for a full academic year or at full pay for one semester.
- The employee must guarantee that at the end of the leave, he/she will return to employment at the University for at least one (1) year following the leave. An employee who does not return to the University shall reimburse the University for the salary received during the professional development leave.
- If the employee receives outside income as a result of the professional development experience, he/she must report such income to the University. University compensation will normally be reduced by the amount necessary to bring the total income for that period to a level comparable with the employee's normal position.
- Once the time period for the professional development leave is agreed upon in writing, it cannot be extended. If it is shortened, prior notice to the supervisor is required.

Pending ratification by AFSCME-Local 79

- The employee and supervisor agree to and understand that the position will remain open and available when the employee returns.
- An employee may request only one Professional Development Leave every six years.

Both the University and the employee will contribute to retirement, social security, insurance programs and other employee benefits during the leave. Eligible employees will continue to accrue sick leave and vacation leave on a full-time basis during the professional development leave.

Promotions, Demotions & Transfers

The following career-pathing opportunities encompass the methods by which employees may move from one position to another:

Promotion

The upward mobility of an employee from one position to another position having a greater degree of responsibility and a higher salary range maximum.

A promotion can be within the same division/department or from one division/department to another.

An employee being promoted will have his/her salary set in accordance with FIU's Compensation Guidelines.

Demotion

Demotion occurs when higher functioning duties are permanently removed resulting in a lower level position and a reduction in pay.

A demotion can be voluntary or involuntary within the same division/department or from one division/department to another.

An employee being demoted will have his/her salary adjusted in accordance with FIU's Compensation /Guidelines.

Transfer

The lateral movement of an employee from a position in one class, to a different position within the same class or in a different class, having the same degree of responsibility and the same salary range maximum. A transfer can be voluntary or involuntary.

An employee being transferred usually maintains their current salary.

Pending ratification by AFSCME-Local 79

RECRUITMENT & SELECTION

Policy Statement:

Florida International University shall recruit external and internal employees through competitive searches and internal marketing and promotional processes. Recruitment & Selection processes must be guided by the University's commitment to diversity. Internal recruitment will be utilized to support career mobility of qualified existing employees, consistent with the University's commitment to diversity. The recruitment and selection of new hires and internal promotions and transfers must be approved by the Division of Human Resources.

Reason for Policy:

The purpose of this policy is to ensure that Florida International University will attract and retain diverse and the most highly qualified workforce available to effectuate its academic research, and service mission. It is our intention to make public, any information about employment opportunities at the University to as many people as necessary to ensure compliance with the EEO and other applicable laws. To do so, it is essential to conduct effective external recruitment searches and also support current employees in their career goals by providing fair and equitable internal transfer and promotional processes.

This policy is specifically concerned with the recruitment phase of the selection process and addresses the behavior expected from all persons in the University community who have a role in conducting specific recruitment activities when an employment opportunity exists.

Commitment to EEO/AA and Diversity

It is required by law that Florida International University provides equal employment opportunity to all, without regard to race, color, religion, age, disability, sex, sexual orientation, national origin, marital status, and veteran status. It is further required by law that the University ensures that its policies and practices are non-discriminatory. As a federal contractor, goals have been established to address any underutilization of women and/or minorities.

The Equal Opportunity Program & Diversity department annually updates its written plan for Women and Minorities. Upon completion, the University analyzes the participation of women and minorities in each job group. The University must be able to document that it made good faith efforts to meet any established goals, which means that the appropriate steps will be taken to ensure that persons of the underutilized group, whether women or minorities or both, as well as all others, are considered in the selection process.

Pending ratification by AFSCME-Local 79

Separations of Employment

Policy Statement:

University employment is presumed to be voluntary and indefinite for both the employee and the University. The employee-employer relationship may be terminated at any time for any valid reason.

Separations from University employment may include the following:

Termination - Occurs when an employee is permanently separated from University employment with or without cause. Termination may be preceded by corrective action. Unsatisfactory performance or misconduct may warrant immediate dismissal.

Resignation - Occurs when an employee initiates a termination by notifying the immediate supervisor of his/her intention to resign.

Job Abandonment - Occurs when an employee is absent without approved leave for three (3) or more consecutive scheduled workdays. Such action represents an abandonment of position, and the employee will be automatically terminated. If the employee's absence is for reasons beyond the control of the employee and the employee notifies the University as soon as practicable, the University will review the circumstances surrounding the absence on an individual basis to determine if it is to be considered abandonment of position.

Any separation of employment shall be in consultation and with the approval of the Vice President for Human Resources or his/her designee.

If an employee is separated from employment for any reason other than misconduct, the employee shall be given a notice period of four (4) weeks after one year of employment, plus two (2) weeks for every year thereafter, up to a maximum of twelve (12) weeks.

The notice period for terminations of employment without misconduct for employees who were in established positions prior to July 1, 2005 and had a minimum of 10 consecutive years of employment with the University as of June 30, 2005, shall be six (6) months notification, prior to terminating their employment relationship.

Upon notice of termination without cause, the University shall decide at its sole option, whether to:

- Allow the employee to continue to work at the University during the notification period in the same position or in a different position;
- Place the employee on leave with pay during the notification period
- Pay the amount due to the employee in salary during the notification

period as a lump sum payment and cease employment of the employee immediately; or

Pending ratification by AFSCME-Local 79

- Take a course of action that is a combination of any of the above.

Terminations based on discriminatory reasons are prohibited.

Employees will give two weeks written notice of resignation. A resignation may not be rescinded by the employee without concurrence of the University.

Reason for Policy:

To administer a uniform process for employee separations.

Shift Differential Pay

Policy Statement:

Employees are eligible to be paid a shift differential salary additive for the entire shift when assigned to work an evening or a night shift as follows:

Evening: A differential of 5% is paid for shifts where the majority of the hours fall after 6:00 P.M.

Night: A differential of 8% is paid for shifts where the majority of the hours fall after midnight.

The shift differential additive is included in the calculation of an employee's regular rate of pay for purposes of computing overtime pay.

Reason for Policy:

To set criteria for payment of premium shift differential for employees who work shifts other than the regular day shift to meet the needs of the University.

Sick Leave

Policy Statement:

An employee shall accrue sick leave in accordance with the table contained in this policy.

An employee may carry over sick leave hours from year to year. Sick leave will not be paid out upon separation. Any employee with a minimum of 10 years of service at the University as of July 1, 2005 will be grandfathered under the previous sick leave policy for purposes of receiving payment for accumulated sick leave hours upon separation of employment from the University. Only sick leave hours accumulated prior to the above stated effective date will be paid out, in accordance with the established maximum amounts as indicated on the previous policy.

Use of sick leave shall not be authorized prior to the time it is earned and credited to the employee and shall only be used with the approval of the immediate supervisor.

Pending ratification by AFSCME-Local 79

The use of sick leave shall be authorized for the following:

- Illness or injury of the employee or a member of the immediate family.
- Medical, dental or other recognized practitioner appointment of the employee or a member of the employee's immediate family.
- When, through exposure to a contagious disease, the presence of the employee at the job would jeopardize the health of others.
- Personal illness shall include disability caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery thereafter.

During leave of absence with pay, an employee shall continue to earn sick leave credits.

When possible, employees are expected to schedule planned medical appointments in a manner that minimizes disruption of the workflow.

Employees must use sick leave for its intended purpose. Supervisors will monitor employee use of sick leave for patterns of abuse. Abuse of paid sick leave will result in disciplinary action up to and including dismissal.

Upon return from sick leave due to illness or injury, an employee may be required to submit a Fitness for Duty form to establish whether the employee is fully recovered and capable of returning to his/her duties.

FLORIDA INTERNATIONAL UNIVERSITY SICK LEAVE ACCRUAL

Length of Service	Hours Accrual Per Pay Period
Full-time employees	4 Hours
Part-time employees	Accrue sick leave at a rate directly proportionate to the percent of time employed (FTE).

Reason for Policy:

To administer the accrual and appropriate use of sick leave.

Definition:

Illness/Injury - any physical or mental impairment of health, including such an impairment proximately resulting from pregnancy, which does not allow an employee to fully and properly perform the duties of the employee's position. When an employee's illness/injury may be covered by the American with Disabilities Act, the provisions of Public Law 101-336 shall apply.

Pending ratification by AFSCME-Local 79

Employee's Immediate Family – defined as spouse, children (including foster or stepchildren), parents (including stepparents), brother and sister (including stepbrother and stepsister), grandparents, and grandchildren.

Sick Leave Pool

Policy Statement:

Participation in the Sick Leave Pool (SLP) shall be voluntary on the part of eligible employees.

Eligibility in the SLP is extended to employees after completion of six months of employment with the University, provided that a minimum of forty (40) hours of sick and/or vacation leave has been accrued by full-time employees, or at a rate directly proportionate to the full equivalency (FTE); or join during the annual open enrollment period provided the employee meets the same criteria.

Full-time employees contribute eight (8) hours of leave and part-time employees contribute at a rate directly proportionate to the full equivalency (FTE). . Such hours will be deducted from the employee's sick leave account.

Participating employees may terminate their membership to the SLP at any time by notifying the Administrator in writing.

Participating employees who retire, terminate, or are terminated from the University will be terminated from the SLP.

Any sick leave contributed to the SLP by a participating employee shall be forfeited upon the employee's cancellation of membership, retirement, or termination from University employment.

To maintain the SLP with sufficient hours and maintain membership status all full-time members will, on an annual basis, donate four (4) hours leave, and part-time employees will at a rate directly proportionate to the full equivalency (FTE).

When the total credits available in the SLP amount to four hundred eighty (480) hours or less, the SLP shall be considered depleted. Upon depletion, the SLP members will be notified that eight (8) hours for full-time employees and/or hours at a rate directly proportionate to the full equivalency (FTE) for part-time employees of leave credits will be deducted from their accounts unless they inform the Sick Leave SLP Administrator of their intention to withdraw membership from the SLP.

The inability of a participating employee to contribute to the SLP at the time the SLP is depleted shall not exclude the employee from continued membership in the SLP. Employee will be required to donate when the eight (8) hours is accrued at a later time.

Pending ratification by AFSCME-Local 79

Participating employees may not apply any conditions or restrictions on any leave hours they contribute to the SLP. Participation in the SLP does not guarantee hours may be withdrawn from the SLP.

Leave hours from the SLP shall be granted, upon review and approval of the SLP Committee and only for the employee's personal illness, injury, accident, or exposure to a contagious disease. Personal illness shall include, but not limited to disabilities which are the result of or contributed to by medical conditions (including those complications related to pregnancy or childbirth), surgery and recovery.

Participating employees must have depleted all their accrued leave hours before leave hours from the SLP will be granted.

A participating full-time (1.0 FTE) employee may withdraw a maximum of 480 hours from the SLP during any twelve (12) month period. Part-time employees may withdraw a maximum of the rate directly proportionate to the FTE from the SLP during any twelve (12) month period.

Sick leave hours withdrawn from the SLP by a participating employee are not required to be replaced. Hours granted by the SLP but not used by the employee will be returned to the SLP.

Reason for Policy:

To allow eligible regular employees to donate sick and vacation leave hours to the SLP. A participating member, upon depletion of the employees' sick, vacation and compensatory leave hours and after approval of the SLP Committee, may draw hours from the SLP for their personal major illness, accident or injury.

Temporary or Permanent Lateral Reassignments

Policy Statement:

Reassignment

The University has the right to determine the allocation of staffing resources based on operational needs through the use of temporary and permanent change in lateral reassignments. Whenever possible, an employee in the bargaining unit will be given ten (10) working days written notice prior to the effective date of the change in assignment. Employees who are reassigned under the provisions of this Policy shall not ordinarily suffer a loss of pay as a result of such reassignment. When making a decision regarding the granting of a request for reassignment and upon the availability of a position, the University shall consider appropriate factors, including, but not limited to, the applicants length of continuous university service, performance evaluations, work-related awards and achievements, relevant work experience, and education/training.

Reason for Policy:

To provide a means for management to address operational needs.

Pending ratification by AFSCME-Local 79

Definition:

A lateral reassignment is defined as a lateral move from one job to another in the same or similar classification having the same degree of responsibility and the same salary range. Voluntary lateral reassignments may provide employees with opportunities to develop and diversify their skills, obtain a location or position that they prefer and meet other needs.

Tuition Waiver Program

Full time employees at the University are eligible to participate in the Tuition Waiver Program on a space available basis. Employees on leave status are not eligible for a tuition waiver except when the leave is granted as part of an educational program or professional development leave; however, employees' eligible family members will be permitted to apply for the tuition waiver during the period the employee is on an approved leave. The employee is responsible for any tax liability arising from the use of this Tuition Waiver as per the Internal Revenue Service Code § 127 – Educational Assistance Program.

Eligible employees and their qualifying family members, may enroll for up to a combined maximum of ten (10) credit hours of FIU instruction per term (Fall, Spring, or Summer) with eligible employees enrolling in no more than six (6) credit hours of the total ten (10) credit hours per term, without payment of the in-state portion of tuition, tuition differential, or the following per credit fees: financial aid fees, capital improvement trust fund fees, athletic fees, technology fees and activity and service fees. Normal term fees charged to students, specifically health, athletic, photo ID, and parking will also be waived for eligible employees. Any special laboratory, distance learning or any other fee must be paid by the employee and/or family member.

Employees may enroll either as degree seeking students or as non-degree seeking students (special students). Employees enrolled as special students may be allowed to participate in the Tuition Waiver Program for courses that are specifically related to their job assignment and have been approved by their supervisor to register for the specific course. Family members must be enrolled as a degree seeking student and the employee must provide a verification letter of the relationship.

Employees and/or family members may receive tuition waivers for regular lecture, on-line and laboratory courses, thesis, directed individual study, directed research courses, and internships. College of Law, College of Medicine, and non-credit courses are excluded. Family members are excluded from market rate and self-supporting programs offered through University College. However employees enrolled in market rate and self-supporting programs offered through University College may receive a partial tuition waiver equivalent to the tuition waiver amount provided in a regular, state funded course specified in FIU Regulation 1101 (4)(a) or (b).

Employees and family members will be covered a maximum of thirty (30) credits for dissertation courses (7980-7989) and nine (9) credits for thesis courses (6970-6979).

Pending ratification by AFSCME-Local 79

An employee or family member enrolled in an “A-F” graded course must receive a grade of “C” or better in any undergraduate level course or a grade of “B or better in any graduate level course. An employee or family member enrolled in a “P/F” graded course must receive a “P”. Receipt of a lower grade will result in the employee being charged for the course. When taking more than the credit hours covered under this policy, the passing grade requirement will be applied toward the credit hours receiving the minimum passing grade.

An employee is to discuss with their supervisor their intent to take classes and should schedule classes during off-duty hours whenever possible to ensure there is no conflict with assigned responsibilities. When a desired class cannot be scheduled during off-duty hours, the supervisor may adjust the employee’s work schedule, or allow the employee to use vacation leave, accumulated compensatory time, or leave with/without pay based on the department’s business needs. The same is applicable if the employee is attending classes for Professional Development that is related to their job assignment.

Employees will be responsible for paying tuition for any courses dropped (except for courses dropped on an emergency basis) by the employee or employees’ family members after the official Drop/Add period during the first week of classes. If the employee and/or family member withdraws from the university before the end of the last day to withdraw from the University with a 25% refund of tuition, the employee or family member will be responsible for paying that portion of tuition and fees that is not subject to refund.

Reason for Policy:

To provide eligible employees an opportunity to enhance their education by attending classes at the University with the intent of receiving a college degree or attend classes that are related to their job assignment. Also, in the event that an employee does not enroll for six (6) credits hours in a given semester, to allow a member(s) of the employee’s immediate family the opportunity to enhance their education by attending classes at the University with the intent of receiving an undergraduate degree.

Eligibility will be established by the Division of Human Resources.

DEFINITION

“Internal Revenue Service Code § 127 – Educational Assistance Program” – tuition waiver for undergraduate level program is excluded from gross income; tuition waiver for graduate level education is cap to income exclusion of \$5,250 for those graduate assistants employee not involved in teaching or research activities.

“Family member” - full time employees’ spouse or dependent children.

“Dependent child” is your child who through the end of the calendar year turns age 24, your biological child, legally adopted child or child placed in the home for the purpose of adoption.

“Space available basis” employee may register for classes provided there is space available during their registration period.

“Degree-seeking student – this classification applies to matriculated students.

“Non-seeking degree student (special student)” – this classification applies to students who are not, at the time of registration, working toward a degree at the University,

“Emergency” a sudden, urgent, unexpected occurrence or occasion (such as medical, death in the immediate

Pending ratification by AFSCME-Local 79

family and/or involuntary call to active military duty) requiring immediate action and prevents student to continue with coursework.

“Market rate programs” are degree programs that are offered through continuing education. A complete listing is available at <http://universitycollege.fiu.edu/programs/marketrates>

Self-supporting programs” are degree programs, certificates or courses that are offered through continuing education. A complete listing is available at <http://universitycollege.fiu.edu/programs/selfsupporting>

Vacation Leave

Policy Statement:

Employees shall accrue vacation leave in accordance with the table included in this policy.

Vacation leave earned during any pay period shall be credited to the employee on the last day of that pay period. During leaves of absence, with pay, an employee shall continue to earn vacation leave credits.

An employee may carry over vacation leave from year to year up to the maximum amount reflected in the table. An employee cannot be paid for or accrue vacation leave in excess of the maximum vacation accrual rate.

Vacation leave must be approved by the supervisor prior to the employee taking the time off from work. The University’s operational needs shall be the basis for approving leave.

Vacation leave should be used to schedule sufficient time off for relaxation to promote good physical mental health; however, earned vacation leave may be used for any other purpose.

Regular part-time employees shall earn vacation leave in proportion to their FTE.

Once vacation leave has started, illness or injury that occurs during this time may not be transferred to sick leave unless the employee is hospitalized. Medical documentation must be provided to support the leave transfer.

After one (1) year of continuous employment, an employee who separates from the University shall be paid for all unused vacation leave not to exceed the maximum accrual amount.

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FLORIDA INTERNATIONAL UNIVERSITY VACATION ACCRUAL SCHEDULE

Non-Exempt Personnel

Length of Service	Hours Accrued Per Pay Period	Maximum Accrual and Payout Hours
Less than 5 years	5 Hours	
More than 5 years but less than 10 years	6 Hours	
More than 10 years	7 Hours	
		250

Exempt Personnel

Length of Service	Hours Accrued Per Pay Period	Maximum Accrual and Payout Hours
N/A	7	352

Reason for Policy:

To administer a uniform procedure of accruing and utilizing vacation leave.

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APPENDIX A

AFSCME LOCAL _____
STEP _____



OFFICIAL GRIEVANCE FORM

NAME OF EMPLOYEE _____ DEPARTMENT _____
CLASSIFICATION _____
WORK LOCATION _____ IMMEDIATE SUPERVISOR _____
TITLE _____

STATEMENT OF GRIEVANCE:

List applicable violation: _____

Adjustment required: _____

I authorize the A.F.S.C.M.E. Local _____ as my representative to act for me in the disposition of this grievance

Date _____ Signature of Employee _____

Signature of Union Representative _____ Title _____

Date Presented to Management Representative _____

Signature _____ Title _____

Disposition of Grievance: _____

THIS STATEMENT OF GRIEVANCE IS TO BE MADE OUT IN TRIPPLICATE. ALL THREE ARE TO BE SIGNED BY THE EMPLOYEE AND/OR THE AFSCME REPRESENTATIVE HANDLING THE CASE.

ORIGINAL TO _____

COPY _____

COPY: LOCAL UNION GRIEVANCE FILE

NOTE: ONE COPY OF THIS GRIEVANCE AND ITS DISPOSITION TO BE KEPT IN GRIEVANCE FILE OF LOCAL UNION.



THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES

F29

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Appendix B

Internal Resolution Process

FIU Board of Trustees & AFSCME

Step2: Notice of Neutral Panel

Employee Complaint Sheet: Date Received: _____

Received by: _____

Print Name/Title

Signature

Employee Information

Employee

Name: _____ Department: _____

Date _____

Submitted: _____ Division: _____

E-Mail _____ Phone/Extension: _____

Address: _____

I will be represented in this complaint by (check one. Note that your representative must sign and print his or her name on the appropriate line):

☐ AFSCME _____

☐ Myself _____

☐ Other _____

REQUEST FOR NEUTRAL PARTY REVIEW

If the employee is in disagreement with the decision rendered in Step 2, the employee(s) may appeal in writing to the Vice President for Human Resources or designee a review by a Neutral Panel within seven (7) business days of receipt of the Step 2 decision or when the decision was due. The Neutral Panel will review all information and documentation gathered during Step 1 and Step 2 and will render a **final and binding** decision within thirty (30) business days following the hearing which will be held sixty (60) business days after all the Panel members have accepted their appointments. The decision or award of the Neutral Panel shall be **final and binding** upon the University, AFSCME, and the complainant.

Exception to Step 3: If the complaint is in reference to a violation of the provisions of the Conflict of Interest and Outside Activity Policy, the Step 3 Panel will hold a hearing within seven (7) business days after being selected and will issue a decision seven (7) business days thereafter.

Note: An extension may be requested due to extenuating circumstances. The University and the complainant must mutually agree to the extension.

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I have read and understand the Internal Resolution Process Policy. I understand that the filing of a complaint constitutes a waiver of any of my rights to judicial or administrative review, pursuant to Chapter 120, Florida Statutes, or to the review of such actions under other University procedures available to address such matters. This form is in accordance with the Internal Resolution of Policy Disputes of the FIU BOT/AFSMCE Bargaining Agreement.

/

Signature of Complainant(s)

Date

As the AFSMCE representative, I have the authority to sign this complaint on behalf of the complainant.

Signature of AFSMCE Representative on behalf of the Complainant Date

NOTE: The complaint will not be processed unless signed by the complainant(s).

Attach all supporting documentation.

1. Original complaint form provided to management
2. Written Response of the Step 1 Decision, if any
3. All attachments to Step 1 Decision
4. Complaint provided to Human Resources (Step 2 Form)
5. Written Response of the Step 2 Decision, if any
6. All attachments to Step 2 Decision

This notice should be sent to:
Florida International University
Division of Human Resources
Employee & Labor Relations
11200 SW 8th Street, PC 236
Miami, FL 33199

Note: In the event that any language contained in this form conflicts with the FIU-BOT/AFSMCE and/or University policies, the FIU-BOT/AFSMCE and/or University policy language controls.

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Agenda Item 3

G2

**THE FLORIDA INTERNATIONAL UNIVERSITY
BOARD OF TRUSTEES
Governance Committee
June 2, 2017**

Subject: 2017-18 University Work Plan

Proposed Committee Action:

Recommend to the Florida International University Board of Trustees the approval of the 2017-18 University Work Plan.

Background Information:

The Florida Board of Governors requires that all State University System institutions submit an annual work plan.

Florida Board of Governors Regulation 2.002(3), University Work Plans and Annual Reports, provides that each board of trustees shall prepare a work plan and submit updates on an annual basis for consideration by the Board of Governors. The work plan shall outline the university's top priorities, strategic directions, and specific actions and financial plans for achieving those priorities, as well as performance expectations and outcomes on institutional and System-wide goals.

Supporting Documentation: FIU's 2017-18 Work Plan

Facilitator/Presenter: Kenneth G. Furton

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FIU

2017 Work Plan



Florida International University

University Work Plan Presentation

for Board of Governors June 2017 Meeting

PENDING BOARD OF TRUSTEES APPROVAL 05-26-2017

STATE UNIVERSITY SYSTEM of FLORIDA | **Board of Governors**



INTRODUCTION

The State University System of Florida has developed three tools that aid in guiding the System's future.

- 1) The Board of Governors' 2025 System Strategic Plan is driven by prospective goals set future benchmarks for the System.*
- 2) The Board's Annual Accountability Report provides retrospective tracking with year-over-year and longer time periods for how the System is progressing toward its goals;*
- 3) Institutional Work Plans connect the two and create an opportunity for greater dialogue relative to how each institution contributes to the System's overall vision.*

These three documents assist the Board with strategic planning and with setting short-, mid- and long-term goals. They also enhance the System's commitment to accountability and driving improvements in three primary areas of focus: 1) academic quality, 2) operational efficiency, and 3) return on investment.

The Board will use these documents to help advocate for all System institutions and foster even greater coordination with the institutions and their Boards of Trustees.

Once a Work Plan is approved by each institution's respective Boards of Trustees, the Board of Governors will review and consider the plan for potential acceptance of the one-year metric goals components. Longer-term components will inform future agendas of the Board's Strategic Planning Committee. The Board's acceptance of a work plan does not constitute approval of any particular component, nor does it supersede any necessary approval processes that may be required for each component.



TABLE OF CONTENTS

1. STRATEGY

- a. Mission Statement
- b. Vision Statement
- c. Statement of Strategy
- d. Strengths and Opportunities
- e. Key Initiatives & Investments

2. PERFORMANCE BASED FUNDING METRICS

3. KEY PERFORMANCE INDICATORS

- a. Teaching & Learning
- b. Scholarship, Research and Innovation
- c. Institution Specific Goals

4. ENROLLMENT PLANNING

5. ACADEMIC PROGRAM COORDINATION

6. UNIVERSITY REVENUES

7. TUITION, FEES AND HOUSING PROJECTIONS

8. DEFINITIONS



MISSION STATEMENT (What is your purpose?)

Florida International University is an urban, multi-campus, public research university serving its students and the diverse population of South Florida. We are committed to high-quality teaching, state-of-the-art research and creative activity, and collaborative engagement with our local and global communities.

VISION STATEMENT (What do you aspire to?)

Florida International University will be a leading urban public research university focused on student learning, innovation, and collaboration.

STATEMENT OF STRATEGY (How will you get there?)

Given your mission, vision, strengths and available resources, provide a brief description of your market and your strategy for addressing and leading it.

As Miami's first and only public research university, offering bachelor's, master's, and doctoral degrees, FIU is worlds ahead in its service to the academic and local community. Designated as a top-tier R1 Highest Research Activity institution by the Carnegie Foundation, FIU emphasizes research as a major component in the University's mission.

We are a local and national solutions center, an engine of change for South Florida and beyond. For over four decades, FIU has served as an anchor institution dedicated to enriching the lives of the local and global community. By the year 2020, approximately a quarter of a million students will have graduated from FIU since its opening nearly 50 years ago. FIU has 196 bachelor's, master's, and doctoral programs and graduates more Hispanics than any other university in the nation.

As one of the five R1 Highest Research Activity universities in the SUS, FIU continues to be focused on achieving BOG Preeminence status. Progress toward this goal has been made. Below are data on several of the metrics:

- For Fall 2016, FIU reported to the National Science Foundation (NSF) 211 postdoctoral fellows.
- During the past three years FIU submitted 172 patent applications to the United States Patent and Trademark Office (USPTO) and in calendar year 2016, obtained 17 patents, the most in FIU's history in a single year.
- From the NSF 2016-17 Higher Education Research and Development (HERD) report, we expect that FIU will achieve five of eight NSF Science and Engineering (S&E) disciplines ranked in the top 100, and we expect to sustain this achievement.
- Number of research doctorates in 2015-16 were 151, and in 2016-17 we expect 205, a 36% increase. The number of doctorates (research and health-related) is expected to increase from 327 in 2015-16 to 379 in 2016-17, a 16% increase.
- Total research expenditures are up from \$163M in FY 2014-15 to \$171M in FY 2015-16.
- Total S&E research expenditures are up from \$125M in FY 2014-15 to \$134M in FY 2015-16.

As one of the largest employers in South Florida, FIU plays a leadership role in our community competing, succeeding, and leading in the 21st century economy. We are a catalyst for innovation and entrepreneurship. FIU takes its responsibility to our community seriously and has invested in efforts to be proactive and substantive in the support of student success and economic development.



STRENGTHS AND OPPORTUNITIES *(within 3 years)*

What are your core capabilities, opportunities and challenges for improvement?

As an urban public research university in the 21st century, FIU is committed to student success, scientific discoveries and innovation, and broader impacts within the community. FIU has cultivated committed professional staff and dedicated faculty who are leaders in their respective fields. We have a passion for bringing together leading experts in their fields to find solutions and we are conducting groundbreaking research that will pave the way for a brighter educational future for our students, their sons and daughters, and countless others who will follow them to FIU.

The Chronicle of Higher Education recognized FIU as a “Great College to Work For” in its 2016 annual report on The Academic Workplace. One of the largest and most respected workplace recognition programs in the country, it recognizes colleges and universities that earn top ratings from their employees on workforce practices and policies. This is the second workplace recognition we received in 2016 following on the heels of our Forbes “America’s Best Employer’s” recognition, where we were named as the second-best Florida employer, behind only Publix. FIU was the only university in Florida and one of only 68 other four-year institutions that achieved this recognition – and one of only 25 four-year institutions to make the Honor Roll, which recognizes stand-out institutions for creating exceptional work environments.

We take pride in our faculty and their students’ achievements: our graduates are leaders in their fields. As one of the nation’s largest majority-minority institutions of higher education with a global outlook, FIU embodies the future of American higher education and provides a framework for the future of American research universities in the 21st century. FIU’s accomplishments are many and our impact has been transformative.

Our world-class faculty members are engaged in cutting-edge research, scholarships, and creative activity and are recognized nationally and internationally. FIU faculty are leaders in addressing health inequities and disparities, as well as in environmental research. Faculty members (Mario De La Rosa and Andres Gil) in the Robert Stempel College of Public Health and Social Work received a \$9.5M endowment grant for research leading to reducing health disparities in HIV/ AIDS, substance abuse, and diabetes.

In environmental research, faculty led by Todd Crawl in our Institute of Water and Environment (InWe) received a \$5M award for a Center for Research Excellence in Science and Technology that tackles one of the most complex challenges: environmental contamination. The NSF awarded a five-year, \$5 million collaborative grant to FIU as the lead institution and its Metropolitan Consortium partners, UCF and USF. This grant provides \$1 million in scholarships for FIU students, along with support to conduct computer science education research.

FIU faculty are leading the way in addressing the national issue of improving efforts aimed at thwarting cybersecurity threats. Our faculty are developing state-of-the-art research and training for students who will contribute to addressing this challenge in the government and private sector. FIU faculty in the Applied Research Center (ARC) and the College of Engineering and Computing received a \$1.5M DoD research grant (the Cyber Attack Orchestration Test Bed for Automation and Threat Monitoring in Virtual Environment). In this project, FIU will develop test technology to detect, monitor, and analyze malware behavior during cyberspace attacks. The ultimate role of the test technology is to facilitate the analysis and threat assessment of malware to understand its goals and degrade impacts on the compromised systems. This project, with additional funding from the United States Department of Defense (DoD), includes a Cyber Fellows Program which focuses on creating an



employment pipeline of FIU graduates that can move on to jobs upon graduation with the needed skill sets into the cybersecurity workforce in the private and governmental sectors.

FIU researchers are leading the way in pioneering research in neuroscience. This research involves multiple disciplines, from biomedical and electrical engineering to medicine, medical physics, public health, and psychology, and addresses issues such as brain mapping and brain development in youth, as well as environmental impact on the brain and neurodegenerative disorders. FIU neuroscience researchers have received funding from multiple federal agencies and foundations, including the National Institutes of Health (NIH), National Science Foundation (NSF), Department of Defense and many others. The \$12.5M NIH-funded Adolescent Brain Cognitive Development (ABCD) study, a longitudinal national multisite study is a prime example of this research. This study will establish how diverse patterns of substance use impact the structure and function of the developing brain among youth. Other NIH-funded neuroscience studies are focusing on brain inflammation, a common factor in many neurodegenerative disorders and traumatic brain injury; nano-scale delivery systems to augment brain function (growth factors) and drugs for the treatment of brain diseases (psychotropic and cancer); as well as environmental and psychosocial determinants of neurodegenerative and mental disease.

KEY INITIATIVES & INVESTMENTS *(within 3 years)*

Describe your top three key initiatives for the next three years that will drive improvement in Academic Quality, Operational Efficiency, and Return on Investment.

1. Student Success FIU is committed to student success and is continuously developing and deploying strategies to improve retention and graduation. FIU joined seven institutions participating in an effort by the Association of Public and Land-grant Universities (APLU) and Temple University to help universities improve completion grants that assist low-income students complete their degree. The \$4 million grant from the U.S. Department of Education aims to drive transformative change to advance student success.

FIU joined *Excelencia* in Education in its new project, Accelerating Latino College Completion (ALCC) at Hispanic Serving Institutions (HSI). Through this project, FIU and seven other large HSIs will develop five-year plans to meet institutional goals of increasing Latino student success. The ALCC project will inform the work of other HSIs and emerging HSIs.

FIU's UP:LIFT (University Paradigm: Learn, Interact, Facilitate, Transform) initiative is a comprehensive set of strategies focused on two areas – critical Gateway and STEM courses. UP:LIFT scales implementation of evidence-based instruction, learning technologies, and advanced classroom assessment throughout these courses, which deliberately develops both students' content knowledge and collaborative skills, positioning them for timely graduation and subsequent success.

The UP:LIFT initiative capitalizes on the opportunities afforded by the breadth of effective evidence-based instructional techniques, wide availability of technological devices that can be utilized for learning, and FIU's growing expertise in preparing faculty to implement evidence based instruction in their classrooms. This initiative provides the resources, professional development, and assessment necessary for effective course transformation, thereby providing our students with the best instructional practices available in the nation. The ultimate goal is for FIU to be a sustained producer of a highly skilled and highly adaptable workforce that will serve as a launch pad for entrepreneurship and startups, as well as attract high-tech companies to South Florida.



To date, FIU has seen evidence of dramatic improvements in student success due to UP:LIFT:

- Comprehensive transformation of the College Algebra course led to a 33% increase in passing rates for all students. Improvements in the pass rate for the College Algebra course has saved 1,860 seats since fall 2012 (compared to Fall 2010 baseline). This improves efficiency in both cost savings (to our students and state) as well as reduces excess hours thereby improving timely graduation.
- Transformed introductory physics course show improved learning and attitude towards physics as well as a 40% increase in the passing rate, when compared to traditional courses (sustained for over a decade).
- Pilot projects in other courses have seen an average increase in passing rates of 18% across 7 courses (two of which increased over 25%), which will translate to improved graduation rates in the coming years.

2. Preeminent Programs FIU's goal is to be a worlds ahead university that creates an innovation nexus where preeminent programs and teams drive research, creativity, innovation, and education. To be more effective, efficient and strategic in building its research and the quality and impact of its research and scholarly enterprise, FIU has established Preeminent Programs. These programs represent the leading edge of FIU's research, including graduate and undergraduate research engagement. These programs help our university serve our community, our state, our nation, and our world. Moreover, they provide opportunities for winning grants and support, provide focus for the Next Horizon capital campaign, and support student success. FIU's drive toward preeminence will require recruitment of the highest quality faculty, graduate students, and postdoctoral fellows. This faculty recruitment will be focused on strategic areas, and this will be done through the Preeminent Programs. This includes FIU's Cluster Hiring Initiative, which will dedicate replacement and new faculty lines into the university's preeminent programs.

The Cluster Hiring initiative focused on our preeminent programs has already had positive impacts in specific areas. For example, the Bridge Engineering Preeminent Program received a University Transportation Center grant from the US Department of Transportation with a focus on Accelerated Bridge Construction and improving the durability and extending the life of transportation infrastructure. This program has also sponsored the National Accelerated Bridge Construction Conference, with the third conference to be held December 6-8 in Miami, Florida. The conference is sponsored by the Federal Highway Administration, the Transportation Research Board, and departments of transportation from thirty (30) states. This makes Florida a leader in the nationally important issue of accelerated bridge construction. Another FIU Preeminent Program focuses on the Brain, Behavior and the Environment. Researchers in this program are conducting pioneering neuroscience research and have obtained significant research funding from the NIH. This includes the \$12.5M NIH-funded Adolescent Brain Cognitive Development (ABCD) study, with Co-Principal Investigators Drs. Angela Laird (medical physics) and Raul Gonzalez (psychology) who were recruited to FIU through our Cluster Hiring Initiative. All of our neuroscience research culminated this year with the establishment of FIU's Center for Imaging Science (CIS). The CIS was designed to support an integrated community of investigators at the forefront of imaging science, with an emphasis on functional neuroimaging research. The CIS includes a research-dedicated magnetic resonance imaging (MRI) facility that supports a 3T Siemens MAGNETOM Prisma. This MRI scanner is equipped to run the Human Connectome Protocol, which entails state-of-the art multiband data acquisition, advanced motion correction (PROMO), EPI distortion correction (EPIC), ultra-fast data acquisition facilitating HARDI and high-resolution, sub-second TR EPI acquisition.



3. **StartUP FIU** StartUP FIU is a university-wide initiative to foster and develop innovation and entrepreneurship to pursue opportunities in the Fourth Industrial Revolution. These opportunities include the development of breakthrough technologies, the pursuit of enterprises that close social or environmental gaps and the creation of companies that can create meaningful jobs of the future. Disruptive technologies and the digital economy have fundamentally changed behavior. To that end, StartUP FIU has been responsive to four major needs of the 21st century: 1) better early-stage startups that eventually lead to revenue producing companies that will attract outside investment and create highly skilled/highly paid jobs, 2) faculty research and university inventions that have merit for grants and commercial application, 3) students that are not only trained to take on highly skilled jobs but who can also choose to be inventors or business creators, and 4) new pathways for individuals to gain financial security through self-employment or attainment of new skills to adapt to the automation that threatens to eliminate millions of jobs.

StartUP FIU is critical to our research and student success related metrics from our *BeyondPossible2020* strategic plan. Leveraging the fact that Miami-Dade County is a leader in the nation in startup creation, ranking #2 in the Kaufman Index in 2016, the initiative serves not only students, faculty, and alumni but also members of the community to foster innovation and entrepreneurship. It attracts people with diverse backgrounds and experience by providing programming and facilities for collaboration, ideation, and incubation that lead to innovation within existing companies and the creation of new, scalable companies. By deliberately mixing people in creative programming, each participant gains important additional perspective. For example, when faculty are working with industry experts, they understand what it takes to actually take a product to market. We have already seen how this informs their approach to research and commercialization efforts. Entrepreneurs gain insight from faculty as well, understanding the boundaries of science and technology to better design their prototypes. Students are also exposed to real problems, giving them great career experience to transition seamlessly into jobs post-graduation.

StartUP FIU has created significant increases in FIU's invention disclosures and patent productivity, with an 89% increase in invention disclosures over the past two years (from 37 to 70), and more than doubling of patents issued from 2015 to 2016 from 6 to 17. This March, the first cohort program resulted in the creation of six new companies, 34 new jobs and 23 new student internships. Revenue for the companies increased by over \$215,000.

Our goal with StartUP FIU is to have faculty adapt curriculum to be more responsive to both student and industry demands utilizing an entrepreneurship framework that includes Passion, Discovery, Creativity, Invention and Innovation. The result of curricular redesign has been more student engagement and the application of skills such as creativity, critical thinking, collaboration, and communication – all of which are cited by industry as crucial skills for employment and entrepreneurship. Overall, StartUP FIU will have direct effects on creation of new companies, more research dollars, and more patents and technology transfer. By boosting student engagement through innovative programming it will also lead to improved student success in retention, graduation rate and post-graduation employment.



PERFORMANCE BASED FUNDING METRICS (ACTUAL | GOALS)

1. Percent of Bachelor's Graduates Enrolled or Employed (\$25,000+) [within one-year, anywhere in the Nation]

2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
.	.	70.9	68.6	69.0	69.5	70.0	70.5	71.0

2. Median Wages of Bachelor's Graduates Employed Full-time [within one-year, anywhere in the Nation]

2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
.	.	\$36,200	\$37,400	\$38,800	\$39,450	\$40,100	\$40,750	\$41,400

3. Average Cost to the Student [Net Tuition & Fees per 120 Credit Hours for Resident Undergraduates]

2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
.	.	\$17,550	\$17,760	\$17,180	\$16,780	\$16,380	\$15,980	\$15,580

4. FTIC Six-Year Graduation Rate

2006-12	2007-13	2008-14	2009-15	2010-16	2011-17	2012-18	2013-19	2014-20
47.2	49.8	53.1	56.8	54.8	56.6	57.5	58.4	59.4

5. Academic Progress Rate [Second Year Retention Rate with At Least a 2.0 GPA]

2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
72.7	75.5	76.9	80.4	80.8	82	85	88	90

6. Percentage of Bachelor's Degrees Awarded within Programs of Strategic Emphasis

2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
46.0	45.5	46.1	46.9	47.7	48	49	50	50

7. University Access Rate [Percent of Undergraduates with a Pell grant]

FALL 2011	FALL 2012	FALL 2013	FALL 2014	FALL 2015	FALL 2016	FALL 2017	FALL 2018	FALL 2019
51.5	49.6	51.0	51.1	51.4	50	51	51	51

8. Percentage of Graduate Degrees Awarded within Programs of Strategic Emphasis

2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
49.0	49.3	52.4	54.1	58.7	58	59	60	60

9. BOG Choice: Percent of Baccalaureate Degrees Awarded Without Excess Hours

2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
.	65.5	67.6	68.9	69.1	70.1	70.8	71.6	72.4

10. BOT Choice: Percent of Bachelor's Degrees Awarded To Minorities

2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
81.2	82.3	84.0	85.3	84.2	86	86	87	87

Note: Metrics are defined in appendix. For more information about the PBF model visit: http://www.flbog.edu/about/budget/performance_funding.php.



KEY PERFORMANCE INDICATORS (ACTUAL | GOALS)

Teaching & Learning Metrics (from the 2025 System Strategic Plan that are not included in the PBF section)

1. Public University National Ranking [Top50 rankings based on BOG's official list of publications]

2013	2014	2015	2016	2017	2018	2019	2020	2021
0	0	0	1	1	1	1	1	2

2. Percent of Freshmen in Top 10% of High School Class

Fall 2012	Fall 2013	Fall 2014	Fall 2015	Fall 2016	Fall 2017	Fall 2018	Fall 2019	Fall 2020
16	23	21	18	18	20	21	22	23

3. Professional Licensure & Certification Exam Pass Rates Above Benchmarks

2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
3 of 5	4 of 7	5 of 6	3 of 6	4 of 6	6 of 6	6 of 6	6 of 6	6 of 6

4. Time to Degree for FTICs in 120hr programs

2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
5.5	5.6	5.3	5.1	5.1	4.5	4.4	4.4	4.3

5. Four-Year FTIC Graduation Rates [full-time students only]

2008-12	2009-13	2010-14	2011-15	2012-16	2013-17	2014-18	2015-19	2016-20
24	28	25	27	28	31	33	35	40

6. Bachelor's Degrees Awarded [First Majors Only]

2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
7,240	7,746	8,067	8,494	9,076	8,800	8,900	9,000	9,100

7. Graduate Degrees Awarded [First Majors Only]

2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
3,383	3,440	3,610	3,684	3,605	3,630	3,656	3,681	3,707

8. Percentage of Bachelor's Degrees Awarded to African-American & Hispanic Students

2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
81	82	84	85	84	86	86	87	87

9. Percentage of Adult (Aged 25+) Undergraduates Enrolled

Fall 2012	Fall 2013	Fall 2014	Fall 2015	Fall 2016	Fall 2017	Fall 2018	Fall 2019	Fall 2020
24	24	24	25	25	24	24	24	25

10. Percent of Undergraduate FTE in Online Courses

2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
20	21	24	25	27	31	35	40	40

11. Percent of Bachelor's Degrees in STEM & Health

2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
21	20	22	24	24	24	25	25	25

12. Percent of Graduate Degrees in STEM & Health

2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
29	32	31	32	34	34	34	35	35



KEY PERFORMANCE INDICATORS (ACTUAL | GOALS)

Scholarship, Research and Innovation Metrics (additional metrics from the 2025 System Strategic Plan)

1. National Academy Memberships

2013	2014	2015	2016	2017	2018	2019	2020	2021
1	1	1	1	4	4	4	5	5

2. Faculty Awards

Fall 2010	Fall 2011	Fall 2012	Fall 2013	Fall 2014	Fall 2015	Fall 2016	Fall 2017	Fall 2018
11	5	8	4	5	8	8	8	8

3. Total Research Expenditures (\$M)

2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
118	128	133	163	171	175	179	184	191

4. Percentage of Research Expenditures Funded from External Sources

2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
63	62	64	52	49	49	51	53	53

5. Utility Patents Awarded Annually [from the USPTO]

2012	2013	2014	2015	2016	2017	2018	2019	2020
1	2	3	6	17	17	28	34	38

6. Licenses/Options Executed

2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
0	0	3	3	2	2	4	4	6

7. Number of Start-up Companies Created

2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
0	0	1	2	2	1	1	2	3

Institution Specific Goals (optional)

To further distinguish the university's distinctive mission, the university may choose to provide additional metric goals that are based on the university's own strategic plan.

	2015 ACTUAL	2016 ACTUAL	2017 GOALS	2018 GOALS	2019 GOALS	2020 GOALS	2021 GOALS
Percent of Student Credit Hours on Hybrid and Online Education							
Online	21%	25%	30%	36%	39%	40%	40%
Hybrid	8%	8%	17%	26%	26%	30%	30%
Internships	4,737	4,986	5,500	6,000	6,300	6,615	6,946
Percent of First Generation Undergraduate Student Enrollment	25%	25%	25%	25%	25%	25%	25%



ENROLLMENT PLANNING (ACTUAL | PLAN)

Planned Headcount Enrollment by Student Type *(for all students at all campuses)*

	FALL 2012 ACTUAL	FALL 2013 ACTUAL	FALL 2014 ACTUAL	FALL 2015 ACTUAL	FALL 2016 ACTUAL	FALL 2017 PLAN	FALL 2018 PLAN	FALL 2019 PLAN	FALL 2020 PLAN
UNDERGRADUATE									
FTIC (Regular Admit)	15,952	16,587	16,766	16,809	17,115	17,646	17,732	17,830	18,386
FTIC (Profile Admit)	132	113	87	123	306	225	225	225	225
FCS AA Transfers	11,810	12,539	13,034	13,717	13,914	13,762	13,829	13,905	14,340
Other AA Transfers	708	787	857	868	890	869	873	878	911
Post-Baccalaureates	0	0	408	714	892	912	914	916	929
Other Undergraduates	7,615	8,191	7,929	8,000	7,994	7,862	7,903	7,949	8,215
Subtotal	36,217	38,217	39,081	40,231	41,111	41,276	41,477	41,705	43,007
GRADUATE									
Master's	6,213	5,960	5,929	6,030	6,239	6,520	6,488	6,456	6,651
Research Doctoral	1,241	1,301	1,323	1,292	1,348	1,397	1,390	1,383	1,425
Professional Doctoral	960	1,056	1,115	1,138	1,183	1,170	1,164	1,158	1,193
Subtotal	8,414	8,317	8,367	8,460	8,770	9,087	9,042	8,997	9,269
UNCLASSIFIED									
H.S. Dual Enrolled	4,742	5,436	5,608	4,399	4,146	5,000	5,000	5,000	5,000
Other ¹	1,021	1,010	1,043	968	1,085	1,075	1,075	1,075	1,075
Subtotal	5,763	6,446	6,651	5,367	5,231	6,075	6,075	6,075	6,075
TOTAL	50,394	52,980	54,099	54,058	55,112	56,438	56,594	56,777	58,351

Notes: This table reports the number of students enrolled at the university by student type categories. The student type for undergraduates is based on the Type of Student at Time of Most Recent Admission. The student type for graduates is based on the degree that is sought and the student CIP code. Unclassified refers to a student who has not yet been formally admitted into a degree program but is enrolled. The methodology for this table was revised at the June 2016 Data Administrator Workshop and matches the 2015-16 Accountability Report (Table 3A). The change improves how post-baccalaureate undergraduate students are counted. (1) 'Other Unclassified' students include Post-Baccalaureates who are not seeking a degree.

Planned FTE Enrollment by Method of Instruction *(for all students at all campuses)*

	2011-12 ACTUAL	2012-13 ACTUAL	2013-14 ACTUAL	2014-15 ACTUAL	2015-16 ACTUAL	2016-17 PLAN	2017-18 PLAN	2018-19 PLAN	2019-20 PLAN
UNDERGRADUATE									
Distance (80-100%)	6,662	7,103	8,395	9,192	9,957	11,012	11,116	11,220	11,324
Hybrid (50-79%)	470	545	689	1,457	2,092	2,862	2,936	2,954	2,968
Classroom (0-50%)	26,407	26,471	26,539	25,597	24,458	23,395	24,209	24,323	24,381
Subtotal	33,539	34,119	35,623	36,246	36,507	37,269	38,261	38,497	38,673
GRADUATE									
Distance (80-100%)	1,315	1,422	1,469	1,502	1,671	1,828	1,739	1,746	1,750
Hybrid (50-79%)	69	72	60	77	96	546	548	550	552
Classroom (0-50%)	6,519	6,453	6,438	6,437	6,363	6,001	6,027	6,049	6,064
Subtotal	7,903	7,947	7,967	8,016	8,130	8,375	8,314	8,345	8,366

Note: Full-time Equivalent (FTE) student is a measure of instructional activity that is based on the number of credit hours that students enroll. FTE is based on the standard national definition, which divides undergraduate credit hours by 30 and graduate credit hours by 24. **Distance Learning** is a course in which at least 80 percent of the direct instruction of the course is delivered using some form of technology when the student and instructor are separated by time or space, or both (per 1009.24(17), F.S.). **Hybrid** is a course where 50% to 79% of the instruction is delivered using some form of technology, when the student and instructor are separated by time or space, or both (per SUDS data element 2052). **Classroom/Traditional**, is a course in which less than 50% of the direct instruction of the course is delivered using some form of technology when the student and instructor are separated by time, space or both. This designation can include activities that do not occur in a classroom (ie, labs, internships, practica, clinicals, labs, etc) – see SUDS data element 2052.



ENROLLMENT PLANNING (continued)

Planned FTE Enrollment Plan by Student Level

	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	Planned Annual Growth Rate*
	ACTUAL	ESTIMATE	PLAN	PLAN	PLAN	PLAN	PLAN	PLAN	
STATE FUNDABLE									
RESIDENT									
LOWER	12,128	12,216	12,763	12,844	12,906	13,050	13,213	13,375	0.94%
UPPER	20,649	20,881	21,503	21,634	21,728	22,033	22,330	22,555	0.96%
GRAD I	2,868	2,935	2,950	2,964	2,978	2,992	3,006	3,022	0.48%
GRAD II	1,211	1,258	1,277	1,281	1,283	1,316	1,332	1,349	1.10%
TOTAL	36,857	37,290	38,493	38,723	38,894	39,391	39,881	40,301	0.92%
NON RESIDENT									
LOWER	1,008	1,019	1,043	1,050	1,055	1,066	1,080	1,093	0.94%
UPPER	1,481	1,712	1,569	1,579	1,587	1,620	1,646	1,666	1.21%
GRAD I	779	599	755	758	759	762	765	775	0.51%
GRAD II	692	705	713	715	716	734	744	753	1.10%
TOTAL	3,960	4,035	4,080	4,101	4,116	4,182	4,235	4,287	0.99%
TOTAL									
LOWER	13,136	13,236	13,806	13,894	13,961	14,116	14,293	14,468	0.94%
UPPER	22,130	22,592	23,072	23,213	23,314	23,653	23,976	24,221	0.98%
GRAD I	3,647	3,534	3,705	3,722	3,737	3,754	3,771	3,797	0.49%
GRAD II	1,903	1,963	1,990	1,996	1,999	2,050	2,076	2,102	1.10%
TOTAL	40,817	41,326	42,574	42,824	43,010	43,573	44,116	44,588	0.93%
NOT STATE FUNDABLE									
LOWER	583	769	662	667	670	706	722	740	2.24%
UPPER	663	673	720	725	728	765	781	801	2.15%
GRAD I	2,569	2,861	2,701	2,709	2,713	2,725	2,747	2,761	0.44%
GRAD II	9	16	15	15	15	15	15	16	1.56%
TOTAL	3,825	4,319	4,098	4,115	4,125	4,211	4,265	4,318	1.05%

Note: Full-time Equivalent (FTE) student is a measure of instructional activity that is based on the number of credit hours that students enroll. FTE is based on the standard national definition, which divides undergraduate credit hours by 30 and graduate credit hours by 24. Pursuant to section 1013.31, Florida Statutes, this data is used as a key factor in the calculation of facility space needs for university educational plant surveys. Note*: The Planned Annual Growth Rate is a compounded rate based on the following formula: (2022-23 value divided by the 2017-18 value) to the (1/5) exponent minus one.

Medical Student Headcount Enrollments (if applicable)

	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	Annual Growth
	ACTUAL	ESTIMATE	PLAN	PLAN	PLAN	PLAN	PLAN	PLAN	
MEDICAL DOCTORATES									
RESIDENT	390	404	406	403	402	384	384	384	-2%
NON-RESIDENT	92	88	92	94	93	96	96	96	4%
TOTAL	482	492	498	497	495	480	480	480	0%



ACADEMIC PROGRAM COORDINATION

New Programs For Consideration by University in AY 2017-18

The S.U.S. Council of Academic Vice Presidents (CAVP) Academic Program Coordination Work Group will review these programs as part of their on-going coordination efforts. The programs listed below are based on the 2016 Work Plan list for programs under consideration for 2017-18.

PROGRAM TITLES	CIP CODE 6-digit	AREA OF STRATEGIC EMPHASIS	OTHER UNIVERSITIES WITH SAME PROGRAM	OFFERED VIA DISTANCE LEARNING IN SYSTEM	PROJECTED ENROLLMENT <i>in 5th year</i>	PROPOSED DATE OF SUBMISSION TO UBOT
BACHELOR'S PROGRAMS						
Internet of Things	15.9999	STEM	--		100	06/2017
Supply Chain Management (Logistics and Materials)	52.0203	STEM	FPU, UNF, UWF		240	12/2017
Business Analytics	52.1301	STEM	UF		120	12/2017
Digital Arts	50.0102	STEM	UCF, UF		116	12/2017
Graphic Design	50.0409	GAP ANALYSIS	FAMU, UF, USF_SP		116	12/2017
Concrete Industry Management (created with Industry funding)	TBA	STEM	-		35	06/2018
Public Health	51.2201	HEALTH	UF, USF		250	06/2018
MASTER'S, SPECIALIST AND OTHER ADVANCED MASTER'S PROGRAMS						
Molecular and Biomedical Sciences	26.0102	STEM	FAU, FSU, UCF		45	12/2017
Supply Chain Management (Logistics and Materials)	52.0203	STEM	-		45	12/2017
DOCTORAL PROGRAMS						
Athletic Training	51.0913	HEALTH	-		40	06/2017

New Programs For Consideration by University in 2018-20

These programs will be used in the 2017 Work Plan list for programs under consideration for 2018-19.

PROGRAM TITLES	CIP CODE 6-digit	AREA OF STRATEGIC EMPHASIS	OTHER UNIVERSITIES WITH SAME PROGRAM	OFFERED VIA DISTANCE LEARNING IN SYSTEM	PROJECTED ENROLLMENT <i>in 5th year</i>	PROPOSED DATE OF SUBMISSION TO UBOT
BACHELOR'S PROGRAMS						
Anthropology	45.0201		FAU,FGCU, FSU, UF, UCF, USF_T,USF_SP, UNF, UWF		100	06/2019
MASTER'S, SPECIALIST AND OTHER ADVANCED MASTER'S PROGRAMS						
Marine Affairs	26.1302	STEM	--		30	12/2018
Food Science	01.1001	STEM	UF		40	12/2018
DOCTORAL PROGRAMS						
Linguistics	16.0101	GLOBAL	UF		15	03/2018
Pharmacy	51.2001	HEALTH	FAMU, UF, USF_T		400	08/2019



UNIVERSITY REVENUES

University Revenues *(in Millions of Dollars)*

EDUCATION & GENERAL	2015-16 Actual	2016-17 Estimates
Main Operations		
State Funds	\$ 227.7	\$ 242.1
Tuition	\$ 232.7	\$ 236.0
SUBTOTAL	\$ 460.4	\$ 478.0
EDUCATION & GENERAL TOTAL REVENUES	\$ 460.4	\$ 478.0
OTHER BUDGET ENTITIES		
Auxiliary Enterprises	\$ 224.4	\$ 230.6
Contracts & Grants	\$ 121.1	\$ 128.7
Local Funds	\$ 208.8	\$ 217.2
Faculty Practice Plans	\$ 5.6	\$ 7.7

Note: State funds include General Revenue funds, Lottery funds, Federal Stimulus funds, and Phosphate Research funds (for Polytechnic) appropriated by the Florida Legislature (as reported in the Annual Accountability Report). Actual tuition includes base tuition and tuition differential fee revenues for resident and non-resident undergraduate and graduate students net of waivers (as reported in the Annual Accountability Report).



UNIVERSITY TUITION, FEES AND HOUSING PROJECTIONS

University: Florida International University							
<u>Undergraduate Students</u>	<u>Actual</u>			<u>Projected</u>			
	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
Tuition:							
Base Tuition - (0% inc. for 2017-18 to 2020-21)	\$105.07	\$105.07	\$105.07	\$105.07	\$105.07	\$105.07	\$105.07
Tuition Differential ⁵	\$52.29	\$52.29	\$52.29	\$52.29	\$52.29	\$52.29	\$52.29
Total Base Tuition & Differential per Credit Hour	\$157.36	\$157.36	\$157.36	\$157.36	\$157.36	\$157.36	\$157.36
% Change				0.0%	0.0%	0.0%	0.0%
Fees (per credit hour):							
Student Financial Aid ¹	\$5.25	\$5.25	\$5.25	\$5.25	\$5.25	\$5.25	\$5.25
Capital Improvement ²	\$6.76	\$6.76	\$6.76	\$6.76	\$6.76	\$6.76	\$6.76
Activity & Service	\$12.87	\$14.85	\$14.85	\$14.85	\$14.85	\$14.85	\$14.85
Health							
Athletic	\$16.10	\$16.10	\$16.10	\$16.10	\$16.10	\$16.10	\$16.10
Transportation Access							
Technology ¹	\$5.25	\$5.25	\$5.25	\$5.25	\$5.25	\$5.25	\$5.25
Green Fee (USF, NCF, UWF only)							
Student Life & Services Fee (UNF only)							
Marshall Center Fee (USF only)							
Student Affairs Facility Use Fee (FSU only)							
Total Fees	\$46.23	\$48.21	\$48.21	\$48.21	\$48.21	\$48.21	\$48.21
Total Tuition and Fees per Credit Hour	\$203.59	\$205.57	\$205.57	\$205.57	\$205.57	\$205.57	\$205.57
% Change		1.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Fees (block per term):							
Activity & Service							
Health	\$93.69	\$93.69	\$93.69	\$93.69	\$93.69	\$93.69	\$93.69
Athletic	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Transportation Access	\$89.00	\$89.00	\$89.00	\$89.00	\$89.00	\$89.00	\$89.00
Marshall Center Fee (USF only)							
Student Affairs Facility Use Fee (FSU only)							
List any new fee proposed							
Total Block Fees per term	\$192.69	\$192.69	\$192.69	\$192.69	\$192.69	\$192.69	\$192.69
% Change		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Total Tuition for 30 Credit Hours	\$4,720.80	\$4,720.80	\$4,720.80	\$4,720.80	\$4,720.80	\$4,720.80	\$4,720.80
Total Fees for 30 Credit Hours	\$1,772.28	\$1,831.68	\$1,831.68	\$1,831.68	\$1,831.68	\$1,831.68	\$1,831.68
Total Tuition and Fees for 30 Credit Hours	\$6,493.08	\$6,552.48	\$6,552.48	\$6,552.48	\$6,552.48	\$6,552.48	\$6,552.48
\$ Change		\$59.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
% Change		0.9%	0.0%	0.0%	0.0%	0.0%	0.0%
Out-of-State Fees							
Out-of-State Undergraduate Fee	\$393.62	\$393.62	\$393.62	\$393.62	\$393.62	\$393.62	\$393.62
Out-of-State Undergraduate Student Financial Aid ³	\$19.68	\$19.68	\$19.68	\$19.68	\$19.68	\$19.68	\$19.68
Total per credit hour	\$413.30	\$413.30	\$413.30	\$413.30	\$413.30	\$413.30	\$413.30
% Change		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Total Tuition for 30 Credit Hours	\$16,529.40	\$16,529.40	\$16,529.40	\$16,529.40	\$16,529.40	\$16,529.40	\$16,529.40
Total Fees for 30 Credit Hours	\$2,362.71	\$2,422.11	\$2,422.11	\$2,422.11	\$2,422.11	\$2,422.11	\$2,422.11
Total Tuition and Fees for 30 Credit Hours	\$18,892.11	\$18,951.51	\$18,951.51	\$18,951.51	\$18,951.51	\$18,951.51	\$18,951.51
\$ Change		\$59.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
% Change		0.3%	0.0%	0.0%	0.0%	0.0%	0.0%
Housing/Dining⁴	\$10,706	\$10,788	\$10,852	\$10,970	\$11,189	\$11,366	\$11,595
\$ Change ⁶		\$82.00	\$64.00	\$118.00	\$219.00	\$177.00	\$229.00
% Change ⁶		0.8%	0.6%	1.1%	2.0%	1.6%	2.0%

¹ can be no more than 5% of tuition.² as approved by the Board of Governors.³ can be no more than 5% of tuition and the out-of-state fee.⁴ combine the most popular housing and dining plans provided to students⁵ report current tuition differential. Only UF or FSU can reflect potential increases up to 6%.⁶ the increase for 2017-18 is associated with the increase in the dining plan, which has not increased in the previous three years.



DEFINITIONS

Performance Based Funding

1. Percent of Bachelor's Graduates Enrolled or Employed (\$25,000+)

One Year After Graduation

This metric is based on the percentage of a graduating class of bachelor's degree recipients who are enrolled or employed (earning at least \$25,000) somewhere in the United States. Students who do not have valid social security numbers and are not found enrolled are excluded. This data now includes non-Florida data from 41 states and districts, including the District of Columbia and Puerto Rico. Sources: Accountability Report (Table 4O). State University Database System (SUDS), Florida Education & Training Placement Information Program (FETPIP) analysis of Wage Record Interchange System (WRIS2) and Federal Employment Data Exchange (FEDES), and National Student Clearinghouse (NSC).

2. Median Wages of Bachelor's Graduates Employed Full-time

One Year After Graduation

This metric is based on annualized Unemployment Insurance (UI) wage data from the fourth fiscal quarter after graduation for bachelor's recipients. This data does not include individuals who are self-employed, employed by the military, those without a valid social security number, or making less than minimum wage. This data now includes non-Florida data from 41 states and districts, including the District of Columbia and Puerto Rico. Sources: Accountability Report (Table 4O). State University Database System (SUDS), Florida Education & Training Placement Information Program (FETPIP) analysis of Wage Record Interchange System (WRIS2) and Federal Employment Data Exchange (FEDES), and National Student Clearinghouse (NSC).

3. Cost to the Student

Net Tuition & Fees
for Resident Undergraduates
per 120 Credit Hours

This metric is based on resident undergraduate student tuition and fees, books and supplies as calculated by the College Board (which serves as a proxy until a university work group makes an alternative recommendation), the average number of credit hours attempted by students who were admitted as FTIC and graduated with a bachelor's degree for programs that requires 120 credit hours, and financial aid (grants, scholarships and waivers) provided to resident undergraduate students (does not include unclassified students). Source: Accountability Report (Table 1D) – which, combines the Legislature's annual General Appropriations Act, university required fees and several files (HTD, SFA, SIF) within SUDS.

4. Six Year FTIC Graduation Rate

This metric is based on the percentage of first-time-in-college (FTIC) students who started in the Fall (or summer continuing to Fall) term and had graduated from the same institution within six years. Source: Accountability Report (Table 4D).

5. Academic Progress Rate

2nd Year Retention
with GPA Above 2.0

This metric is based on the percentage of first-time-in-college (FTIC) students who started in the Fall (or summer continuing to Fall) term and were enrolled full-time in their first semester and were still enrolled in the same institution during the Fall term following their first year with had a grade point average (GPA) of at least 2.0 at the end of their first year (Fall, Spring, Summer). Source: Accountability Report (Table 4B).

6. University Access Rate

Percent of Undergraduates
with a Pell-grant

This metric is based the number of undergraduates, enrolled during the fall term, who received a Pell-grant during the fall term. Unclassified students, who are not eligible for Pell-grants, were excluded from this metric. Source: Accountability Report (Table 3E).

7. Bachelor's Degrees within Programs of Strategic Emphasis

This metric is based on the number of baccalaureate degrees awarded within the programs designated by the Board of Governors as 'Programs of Strategic Emphasis'. A student who has multiple majors in the subset of targeted Classification of Instruction Program codes will be counted twice (i.e., double-majors are included). Source: Accountability Report (Table 4H).



8a. Graduate Degrees within Programs of Strategic Emphasis	This metric is based on the number of graduate degrees awarded within the programs designated by the Board of Governors as 'Programs of Strategic Emphasis'. A student who has multiple majors in the subset of targeted Classification of Instruction Program codes will be counted twice (i.e., double-majors are included). Source: Accountability Report (Table 5C).
8b. Freshmen in Top 10% of High School Class Applies to: NCF	Percent of all degree-seeking, first-time, first-year (freshman) students who had high school class rank within the top 10% of their graduating high school class. Source: New College of Florida as reported to the Common Data Set (C10).
BOG Choice Metrics	
9a. Percent of Bachelor's Degrees Without Excess Hours	This metric is based on the percentage of baccalaureate degrees awarded within 110% of the credit hours required for a degree based on the Board of Governors Academic Program Inventory. Note: It is important to note that the statutory provisions of the "Excess Hour Surcharge" (1009.286, FS) have been modified several times by the Florida Legislature, resulting in a phased-in approach that has created three different cohorts of students with different requirements. The performance funding metric data is based on the latest statutory requirements that mandates 110% of required hours as the threshold. In accordance with statute, this metric excludes the following types of student credits (ie, accelerated mechanisms, remedial coursework, non-native credit hours that are not used toward the degree, non-native credit hours from failed, incomplete, withdrawn, or repeated courses, credit hours from internship programs, credit hours up to 10 foreign language credit hours, and credit hours earned in military science courses that are part of the Reserve Officers' Training Corps (ROTC) program). Source: State University Database System (SUDS).
9b. Number of Faculty Awards	This metric is based on the number of awards that faculty have earned in the arts, humanities, science, engineering and health fields as reported in the annual 'Top American Research Universities' report. Twenty-three of the most prominent awards are considered, including: Getty Scholars in Residence, Guggenheim Fellows, Howard Hughes Medical Institute Investigators, MacArthur Foundation Fellows, National Endowment for the Humanities (NEH) Fellows, National Medal of Science and National Medal of Technology, Robert Wood Johnson Policy Fellows, Sloan Research Fellows, Woodrow Wilson Fellows, to name a few awards. Source: Center for Measuring University Performance, Annual Report of the Top American Research Universities (TARU).
9c. National Ranking for University	This metric is based on the number of Top 50 university rankings that NCF earned from the following list of publications: Princeton Review, Fiske Guide, QS World University Ranking, Times Higher Education World University Ranking, Academic Ranking of World University, US News and World Report National University, US News and World Report National Public University, US News and World Report Liberal Arts Colleges, Forbes, Kiplinger, Washington Monthly Liberal Arts Colleges, Washington Monthly National University, and Center for Measuring University Performance. Source: Board of Governors staff review.
BOT Choice Metrics	
10a. Percent of R&D Expenditures Funded from External Sources FAMU	This metric reports the amount of research expenditures that was funded from federal, private industry and other (non-state and non-institutional) sources. Source: National Science Foundation annual survey of Higher Education Research and Development (HERD).
10b. Bachelor's Degrees Awarded to Minorities FAU, FGCU, FIU	This metric is the number, or percentage, of baccalaureate degrees granted in an academic year to Non-Hispanic Black and Hispanic students. This metric does not include students classified as Non-Resident Alien or students with a missing race code. Source: State University Database System (SUDS).



10c. National Rank Higher than Predicted by the Financial Resources Ranking Based on U.S. and World News FSU	This metric is based on the difference between the Financial Resources rank and the overall University rank. U.S. News measures financial resources by using a two-year average spending per student on instruction, research, student services and related educational expenditures - spending on sports, dorms and hospitals doesn't count. Source: US News and World Report's annual National University rankings.
10d. Percent of Undergraduate Seniors Participating in a Research Course NCF	This metric is based on the percentage of undergraduate seniors who participate in a research course during their senior year. Source: New College of Florida.
10e. Number of Bachelor Degrees Awarded Annually UCF	This metric is the number of baccalaureate degrees granted in an academic year. Students who earned two distinct degrees in the same academic year were counted twice; students who completed multiple majors or tracks were only counted once. Source: State University Database System (SUDS).
10f. Number of Licenses/Options Executed Annually UF	This metric is the total number of licenses and options executed annually as reported to Association of Technology Managers (AUTM). The benchmarks are based on UF's rank within AAU institutions. Source: Accountability Report (Table 6A), University of Florida.
10g. Percent of Undergraduate FTE in Online Courses UNF	This metric is based on the percentage of undergraduate full-time equivalent (FTE) students enrolled in online courses. The FTE student is a measure of instructional activity that is based on the number of credit hours that students enroll by course level. Distance Learning is a course in which at least 80 percent of the direct instruction of the course is delivered using some form of technology when the student and instructor are separated by time or space, or both (per 1009.24(17), F.S.). Source: Accountability Report (Table 3C), State University Database System (SUDS).
Number of Postdoctoral Appointees USF	This metric is based on the number of post-doctoral appointees at the beginning of the academic year. A postdoctoral researcher has recently earned a doctoral (or foreign equivalent) degree and has a temporary paid appointment to focus on specialized research/scholarship under the supervision of a senior scholar. Source: National Science Foundation/National Institutes of Health annual Survey of Graduate Students and Postdoctorates in Science and Engineering (GSS).
Percentage of Adult Undergraduates Enrolled UWF	This metric is based on the percentage of undergraduates (enrolled during the fall term) who are at least 25 years old at the time of enrollment. This includes undergraduates who are not degree-seeking, or unclassified. Source: State University Database System (SUDS).

Preeminent Research University Funding Metrics

Average GPA and SAT Score	An average weighted grade point average of 4.0 or higher and an average SAT score of 1200 or higher for fall semester incoming freshmen, as reported annually in the admissions data that universities submit to the Board of Governors. This data includes registered FTIC (student type='B','E') with an admission action of admitted or provisionally admitted ('A','P','X').
Public University National Ranking	A top-50 ranking on at least two well-known and highly respected national public university rankings, reflecting national preeminence, using most recent rankings, includes: Princeton Review, Fiske Guide, QS World University Ranking, Times Higher Education World University Ranking, Academic Ranking of World University, US News and World Report National University, US News and World Report National Public University, US News and World Report Liberal Arts Colleges, Forbes, Kiplinger, Washington Monthly Liberal Arts Colleges, Washington Monthly National University, and Center for Measuring University Performance.



Freshman Retention Rate (Full-time, FTIC)	Freshman Retention Rate (Full-time, FTIC) as reported annually to the Integrated Postsecondary Education Data System (IPEDS). The retention rates that are reported in the Board's annual Accountability report are preliminary because they are based on student enrollment in their second fall term as reported by the 28th calendar day following the first day of class. When the Board of Governors reports final retention rates to IPEDS in the Spring (usually the first week of April), that data is based on the student enrollment data as reported after the Fall semester has been completed. The preliminary and final retention rates are nearly identical when rounded to the nearest whole number.
6-year Graduation Rate (Full-time, FTIC)	Cohorts are based on undergraduate students who enter the institution in the Fall term (or Summer term and continue into the Fall term). Percent Graduated is based on federal rate and does <u>not</u> include students who originally enroll as part-time students, or who transfer into the institution. This metric complies with the requirements of the federal Student Right to Know Act that requires institutions to report the completion status at 150% of normal time (or six years). For more information about how this data is calculated, see: http://www.flbog.edu/about/budget/docs/performance_funding/PBF_GRADUATION_and_RETENTION_Methodology_FINAL.pdf .
National Academy Memberships	National Academy Memberships held by faculty as reported by the Center for Measuring University Performance in the Top American Research Universities (TARU) annual report or the official membership directories maintained by each national academy.
Science & Engineering Research Expenditures (\$M)	Science & Engineering Research Expenditures, including federal research expenditures as reported annually to the National Science Foundation (NSF).
Non-Medical Science & Engineering Research Expenditures (\$M)	Total S&E research expenditures in non-medical sciences as reported to the NSF. This removes medical sciences funds (9F & 12F in HERD survey) from the total S&E amount.
National Ranking in S.T.E.M. Research Expenditures	The NSF identifies 8 broad disciplines within Science & Engineering (Computer Science, Engineering, Environmental Science, Life Science, Mathematical Sciences, Physical Sciences, Psychology, Social Sciences). The rankings by discipline are determined by BOG staff using the NSF WebCaspar database.
Patents Awarded (3 calendar years)	Total patents awarded by the United States Patent and Trademark Office (USPTO) for the most recent three calendar year period. Due to a year-lag in published reports, Board of Governors staff query the USPTO database with a query that only counts utility patents: "(AN/"University Name" AND ISD/yyyymmdd->yyyymmdd AND APT/1)".
Doctoral Degrees Awarded Annually	Doctoral degrees awarded annually, as reported annually in the Board of Governors Accountability Report.
Number of Post-Doctoral Appointees	The number of Postdoctoral Appointees awarded annually, as reported in the TARU annual report. This data is based on National Science Foundation/National Institutes of Health annual Survey of Graduate Students and Postdoctorates in Science and Engineering (GSS).
Endowment Size (\$M)	This data comes from the National Association of College and University Business Officers (NACUBO) and Commonfund Institute's annual report of Market Value of Endowment Assets - which, due to timing, may release the next fiscal year's data after the Board of Governors Accountability report is published.



Key Performance Indicators

Teaching & Learning Metrics

Freshmen in Top 10% of HS Graduating Class	Percent of all degree-seeking, first-time, first-year (freshman) students who had high school class rank within the top 10% of their graduating high school class. As reported by the university to the Common Data Set (C10).
Professional/Licensure Exam First-time Pass Rates	The number of exams with first-time pass rates above and below the national or state average, as reported in the annual Accountability report, including: Nursing, Law, Medicine (3 subtests), Veterinary, Pharmacy, Dental (2 subtests), Physical Therapy, and Occupational Therapy.
Average Time to Degree for FTIC in 120hr programs	This metric is the number of years between the start date (using date of most recent admission) and the end date (using the last month in the term degree was granted) for a graduating class of first-time, single-major baccalaureates in 120 credit hour programs within a (Summer, Fall, Spring) year.
FTIC Graduation Rates In 4 years (or less)	As reported in the annual Accountability report (table 4D), First-time-in-college (FTIC) cohort is defined as undergraduates entering in fall term (or summer continuing to fall) with fewer than 12 hours earned since high school graduation. The rate is the percentage of the initial cohort that has either graduated from or is still enrolled in the <u>same</u> institution by the fourth academic year. Both full-time and part-time students are used in the calculation. The initial cohort is revised to remove students, who have allowable exclusions as defined by IPEDS, from the cohort.
Bachelor's Degrees Awarded	This is a count of baccalaureate degrees awarded as reported in the annual Accountability Report (Table 4G).
Graduate Degrees Awarded	This is a count of graduate degrees awarded as reported in the Accountability Report (Table 5B).
Bachelor's Degrees Awarded To African-American and Hispanic Students	Non-Hispanic Black and Hispanic do not include students classified as Non-Resident Alien or students with a missing race code – as reported in the Accountability Report (table 4I). Students who earn two distinct degrees in the same term are counted twice – whether their degrees are from the same six-digit CIP code or different CIP codes. Students who earn only one degree are counted once – even if they completed multiple majors or tracks. Percentage of Degrees is based on the number of baccalaureate degrees awarded to non-Hispanic Black and Hispanic students divided by the total degrees awarded - excluding those awarded to non-resident aliens and unreported.
Adult (Aged 25+) Undergraduates Enrolled Fall term	This metric is based on the age of the student at the time of enrollment (not upon entry). Age acts as a surrogate variable that captures a large, heterogeneous population of adult students who often have family and work responsibilities as well as other life circumstances that can interfere with successful completion of educational objectives.
Percent of Undergraduate FTE Enrolled in Online Courses	Full-time Equivalent (FTE) student is a measure of instructional activity that is based on the number of credit hours that students enroll. FTE is based on the US definition, which divides undergraduate credit hours by 30. Distance Learning is a course in which at least 80 percent of the direct instruction of the course is delivered using some form of technology when the student and instructor are separated by time or space, or both (per 1009.24(17), F.S.).
Percent of Bachelor's Degrees in STEM & Health	The percentage of baccalaureate degrees that are classified as STEM by the Board of Governors in the SUS program inventory as reported in the annual Accountability Report (Table 4H).
Percent of Graduate Degrees in STEM & Health	The percentage of baccalaureate degrees that are classified as STEM by the Board of Governors in the SUS program inventory as reported in the annual Accountability Report (Table 5C).



Key Performance Indicators (continued)

Scholarship, Research & Innovation Metrics

Faculty Awards	Awards include: American Council of Learned Societies (ACLS) Fellows, Beckman Young Investigators, Burroughs Wellcome Fund Career Awards, Cottrell Scholars, Fulbright American Scholars, Getty Scholars in Residence, Guggenheim Fellows, Howard Hughes Medical Institute Investigators, Lasker Medical Research Awards, MacArthur Foundation Fellows, Andrew W. Mellon Foundation Distinguished Achievement Awards, National Endowment for the Humanities (NEH) Fellows, National Humanities Center Fellows, National Institutes of Health (NIH) MERIT, National Medal of Science and National Medal of Technology, NSF CAREER awards (excluding those who are also PECASE winners), Newberry Library Long-term Fellows, Pew Scholars in Biomedicine, Presidential Early Career Awards for Scientists and Engineers (PECASE), Robert Wood Johnson Policy Fellows, Searle Scholars, Sloan Research Fellows, Woodrow Wilson Fellows. As reported by the Top American Research Universities – see: http://mup.asu.edu/research_data.html .
Total Research Expenditures (\$M)	Total expenditures for all research activities (including non-science and engineering activities) as reported in the National Science Foundation annual survey of Higher Education Research and Development (HERD).
Percent of R&D Expenditures funded from External Sources	This metric reports the amount of research expenditures that was funded from federal, private industry and other (non-state and non-institutional) sources. Source: National Science Foundation annual survey of Higher Education Research and Development (HERD).
Licenses/Options Executed	Licenses/options executed in the fiscal year for all technologies as reported in the annual Accountability Report (table 6A).
Number of Start-up Companies	The number of start-up companies that were dependent upon the licensing of University technology for initiation as reported in the annual Accountability Report (table 6A).

THE FLORIDA INTERNATIONAL UNIVERSITY
BOARD OF TRUSTEES
Governance Committee
June 2, 2017

Subject: University and President's Performance Goals, 2017-18 Academic Year

Proposed Committee Action:

Recommend that the Florida International University Board of Trustees (the BOT) adopt the University and President's Performance Goals for the 2017-18 academic year as included in the Board materials.

Background information:

The University and President's Performance Goals are directed towards achieving the University's strategic plan and will be one component of the President's Management Review by the BOT for the 2017-18 academic year.

The Third Amendment to Dr. Mark B. Rosenberg's Employment Agreement was made and entered into on October 31, 2013 by and between the BOT and Dr. Mark B. Rosenberg. Section 3.2 of the employment agreement states, in relevant part, that:

To align the timing of Dr. Rosenberg's evaluation with the timing of the Florida Board of Governor's review of the University's Work Plan and Accountability Report, effective for the academic year 2013-14 and thereafter, Section 3.2 of the agreement is hereby amended to provide that Dr. Rosenberg will provide a proposed list of goals and objectives for inclusion in the University's Work Plan for the next academic year to the Personnel Committee of the Board no later than May 31st of each year in lieu of September 30.

Supporting Documentation: University and President's Performance Goals, 2017-18 Academic Year

Facilitator/Presenter: Kenneth G. Furton

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**University and President's Performance Goals
Academic Year 2017-18**

OBJECTIVE		
	2016-2017 Estimates ¹	2017-2018 Goals
BOG PERFORMANCE FUNDING MODEL GOALS		
1 GOAL: Increase percent of bachelor's graduates enrolled and/or employed within one year after graduation (\$25,000+) to ≥70.5%	70.0%	70.5%
2 GOAL: Median wages of Bachelor's Graduates Employed Full-time within one year after graduation, anywhere in the nation ≥ \$40,750	\$40,100	\$40,750
3 GOAL: Reduce average cost to the student per Bachelor's degree to ≤ \$16,380	\$16,780	\$16,380
4 GOAL: Achieve six-year graduation rate of ≥ 57.5% for full-time and part-time students	56.6%	57.5%
4a GOAL: Increase four-year graduation rate to ≥ 33.0% for full-time FTIC students	31.0%	33.0%
5 GOAL: Increase academic progress rate to ≥ 85.0%	82.0%	85.0%
6 GOAL: Increase bachelors degrees awarded in areas of strategic emphasis to ≥ 49%	48.0%	49.0%
7 GOAL: Increase university access rate of 51.0%	50.0%	51.0%
8 GOAL: Increase graduate degrees in areas of strategic emphasis to ≥ 59%	58.0%	59.0%
9 GOAL: Increase bachelor's degrees awarded without excess hours to ≥ 70.8%	70.1%	70.8%
10 GOAL: Maintain bachelor's degrees awarded to minorities at ≥ 86%	86.0%	86.0%

¹ Preliminary figures based on the 2017 Work Plan submitted to the Board of Governors and projections from the Office of Analysis & Information Management.

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THE FLORIDA INTERNATIONAL UNIVERSITY
BOARD OF TRUSTEES
Governance Committee
June 2, 2017

Subject: University President's Incentive Goals, 2017-18 Academic Year

Proposed Committee Action:

Approve the University President's Incentive Goals for the 2017-18 academic year.

Background information:

President Mark B. Rosenberg will present the University President's Incentive Goals for the 2017-18 academic year.

The Third Amendment to Dr. Mark B. Rosenberg's Employment Agreement was made and entered into on October 31, 2013 by and between The Florida International University Board of Trustees and Dr. Mark B. Rosenberg. Section 4.3 of the Employment Agreement states, in relevant part, that:

The Board may, in its discretion, annually award Dr. Rosenberg incentive compensation of up to \$50,000 for the 2013-2014 academic year and of up to \$100,000 for each of the subsequent academic years occurring during the Term. Annual goals and objectives related to incentive compensation shall be developed by Board in consultation with Dr. Rosenberg, and they shall be stated separately from the regular annual performance evaluation goals and objectives, whether or not any such goals and objectives overlap. The timetable for development and evaluation of goals and objectives related to incentive compensation shall parallel the timetable for goals and objectives related to the regular annual evaluation cycle.

Supporting Documentation: University President's Incentive Goals, 2017-18 Academic Year

Facilitator/Presenter: Mark B. Rosenberg

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**President's Incentive Goals
Academic Year 2017-18**

OBJECTIVE			2016-2017 Estimates ¹	2017-2018 Goals
1	GOAL: Increase number of students participating in internships by 9% to ≥ 6,000		5,500	6,000
2	GOAL: Maintain patent production at 17		17	17
3	GOAL: Increase research expenditures to ≥\$175M		\$171M	\$175M
4	GOAL: Raise ≥\$50M toward Strategic Plan Annual Gifts		\$32M ²	\$50M
5	GOAL: Significant events or milestones of major impact to the University (i.e. other major FIU development, community and engagement initiatives, workplace culture enhancement, national academic engagement)			

¹ Preliminary figures based on the 2017 Work Plan submitted to the Board of Governors and projections from the Office of Analysis & Information Management.

² Preliminary figures as of 05/30/17 from the Division of University Advancement.

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