



FLORIDA INTERNATIONAL UNIVERSITY BOARD OF TRUSTEES GOVERNANCE COMMITTEE

Wednesday, February 10, 2016
10:00 am Eastern Time
Via Conference Call
Dial-in Number: 1-888-223-4508 (*listen-only*)

Committee Membership:

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

AGENDA

1. Call to Order and Chair's Remarks Claudia Puig
2. Action Items
 - G1. Ratification of the 2015-2018 Collective Bargaining Agreement between The Florida International University Board of Trustees and The United Faculty of Florida (*UFF*) – FIU Chapter Kenneth G. Furton
 - G2. Ratification of the 2015-2018 Collective Bargaining Agreement between The Florida International University Board of Trustees and The Dade County Police Benevolent Association Law Enforcement Bargaining Unit (*PBA - Rank and File*) Jaffus Hardrick
 - G3. Ratification of a Memorandum of Understanding between The Florida International University Board of Trustees and The Dade County Police Benevolent Association Lieutenants Law Enforcement Bargaining Unit (*PBA - Lieutenants*) amending the 2015-2018 Collective Bargaining Agreement between the parties Jaffus Hardrick
3. New Business (*If any*) Claudia Puig
4. Concluding Remarks and Adjournment Claudia Puig

Governance Committee Meeting

February 10, 2016

Subject: Ratification of the 2015-2018 Collective Bargaining Agreement between The Florida International University Board of Trustees and The United Faculty of Florida – FIU Chapter

Proposed Committee Action:

Recommend that the Florida International University Board of Trustees (the BOT) ratify the 2015-2018 Collective Bargaining Agreement between the BOT and The United Faculty of Florida (UFF) – FIU Chapter. Amendments have been made to the following sections:

- Article 9: Tenure
 - Article 10: Grievance Procedure and Arbitration
 - Article 11: Salaries
 - Article 13: Payroll Deduction
 - Article 15: Miscellaneous Provisions
 - Article 17: Amendment and Duration
 - Article 19: Definitions
 - Appendix B: UFF Membership and Dues Deduction Authorization Form
 - Appendix G: Preamble to Appendix on BOT Policies
 - Appendix G: Assignment of Responsibilities
 - Appendix G: Promotions
 - Appendix G: Disciplinary Action and Job Abandonment
 - Appendix G: Leaves
 - Appendix G: Benefits
 - Attachment 6: Application for Enrollment in the BOT-UFF Employee Tuition Waiver Program
-

Background information:

At FIU, 74% of the faculty are in-unit faculty members who are governed by the Collective Bargaining Agreement.

Representatives of the BOT and the UFF have engaged in collective bargaining negotiations to discuss the terms and conditions of employment that will govern personnel who fall within the bargaining unit represented by the UFF. The bargaining teams have reached an agreement on the terms of the 2015-2018 BOT-UFF Collective Bargaining Agreement for a term commencing on the date of ratification and running through July 1, 2018.

Florida Board of Governors Regulation 1.001(5)(b) provides that each board of trustees shall act as the sole public employer with regard to 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.

BOT-UFF TERM SHEET

Term:	2015-2018
Articles:	The following eight articles of the collective bargaining agreement were revised as outlined below: tenure, grievance procedure and arbitration, salaries, payroll deduction, miscellaneous provisions, amendments and duration, definitions, appendix B.
Policies:	The following eight policies of the collective bargaining agreement were revised as outlined below: preamble, assignment of responsibilities, promotions, disciplinary action and job abandonment, leaves, benefits, neutral internal resolution of policy disputes, attachment 6.
Tenure	<ul style="list-style-type: none"> • Revised language to allow departments to vote whether a tenure candidate will have access to view external letters of review.
Grievance Procedure and Arbitration	<ul style="list-style-type: none"> • Extended the time to file a grievance from thirty to forty-five days.
Salaries	<ul style="list-style-type: none"> • Effective January 16, 2016 all eligible faculty members who have been continuously employed as of July 1, 2015 will receive a one percent (1.00%) retention increase to their base salary. • Effective January 16, 2016 and pursuant to the merit policies of each unit a one percent (1.00%) merit increase to the base (with a minimum of \$750) is to be awarded. The fund available for this increase is based on the salaries of the unit faculty members employed prior to July 1, 2015.
Payroll Deduction	<ul style="list-style-type: none"> • Established reference to uniform assessments.
Miscellaneous Provisions	<ul style="list-style-type: none"> • Revised language to note only digital copies of the agreement will be made available.
Amendments and Duration	<ul style="list-style-type: none"> • Established a three-year contract (2015-2018) with five reopeners each over the entire contract period in addition to salary reopeners.
Definitions	<ul style="list-style-type: none"> • Removed reference to same-sex domestic partners. • Defined domestic partners to include heterosexual partners.
Appendix B	<ul style="list-style-type: none"> • Revised format of the membership and dues deduction authorization form.
Preamble	<ul style="list-style-type: none"> • Authorized revisions to the policies contained in Appendix G – BOT-FIU Policies by mutual agreement of UFF and FIU.
Assignment Of Responsibilities	<ul style="list-style-type: none"> • Reorganized language that clarifies, but does not revise, the ownership and usage rights of on-line instructional materials. • Language clarifies that platform of delivery of a course shall not determine compensation.

	<ul style="list-style-type: none"> Removed language regarding compensation for teaching an online/hybrid course. Defines a minimum overload payment for face-to-face and hybrid courses of \$1,000 per credit hour.
Promotions	<ul style="list-style-type: none"> Allow for Research Associate, Senior Research Associate, Instructional Specialist, and Senior Instructional Specialist to be eligible to apply for promotion.
Disciplinary Action and Job Abandonment	<ul style="list-style-type: none"> Established that official university holidays and days when the university is officially closed will not be counted to determine the twelve (12) days of non-approved absence which constitutes job abandonment.
Leaves	<ul style="list-style-type: none"> Extended bereavement leave to domestic partners. Established that the paid parental leave may be split and used on two (2) separate occasions during a faculty member's career. The leave cannot extend over more than 2 semesters. Provision added to require a faculty to return to FIU for a year following the parental leave or pay back to the University the leave salary.
Benefits	<ul style="list-style-type: none"> Established that spouses of full-time faculty members do not need to be degree-seeking students to take free university courses. Established that FIU will financially support faculty members to seek a terminal degree in their discipline outside of the university up to the cost of six credit hours per semester. This benefit is limited to seven faculty members during the period of the contract.
Neutral Internal Resolution of Policy Disputes	<ul style="list-style-type: none"> Extended the time to file a dispute from thirty to forty-five days.
Attachment 6	<ul style="list-style-type: none"> Revised the form to enroll in the BOT-UFF employee tuition waiver program.

**The Florida International University Board of Trustees
and The United Faculty of Florida Collective Bargaining
Agreement 2015-2018**

The Florida International University Board of Trustees and
The United Faculty of Florida
Collective Bargaining Agreement

2015-2018

Table of Contents

Preamble.....	4
Article 1 – Recognition	4
Article 2 – Consultation.....	6
Article 3 – UFF Privileges.....	6
Article 4 – Reserved Rights	10
Article 5 – Academic Freedom and Responsibility	10
Article 6 – Nondiscrimination	11
Article 7 – Minutes, Rules and Budgets.....	13
Article 8 – Layoff and Recall.....	14
Article 9 – Tenure.....	16
Article 10 – Grievance Procedure and Arbitration	20
Article 11 – Salaries.....	28
Article 12 – UFF Insurance Deductions.....	30
Article 13 – Payroll Deduction	31
Article 14 – Maintenance of Benefits	32
Article 15 – Miscellaneous Provisions	32
Article 16 – Severability	34
Article 17 – Amendment and Duration	34
Article 18 – Totality of Agreement	34
Article 19 – Definitions.....	35
Appendix A – Position Classification in the Bargaining Unit	35
Appendix B – UFF <u>Membership and</u> Dues <u>Check-off Deduction</u> -Authorization Form	38

UFF-PAC Payroll Deduction Authorization Form	39
Appendix C – Grievance.....	40
Appendix D – Request for Step 2 Review.....	42
Appendix E – Notice of Arbitration	44
Appendix F – 2011-2014 <ins>2015-2018</ins> Salary Increase Notification.....	45
Appendix G – BOT-UFF Policies.....	46
Preamble	46
Appointment	46
Assignment of Responsibilities	52
Employee Performance Evaluations.....	59
Evaluation File	64
Access to Official Personnel Records	66
Non-reappointment.....	67
Promotions.....	70
Disciplinary Action and Job Abandonment.....	72
Leaves.....	74
Inventions and Works.....	90
Conflict of Interest/Outside Activity	94
Other Employee Rights	96
Professional Development leave and Sabbaticals	97
Benefits	103
Neutral, Internal Resolution of Policy Disputes	112
Attachment 1 – Complaint Form.....	125
Attachment 2 – Request for Step 2 Review	127
Attachment 3 – Notice of Intent to Proceed to Neutral,	
Internal Policy Dispute Resolution by a Panel.....	129
Attachment 4 – Assignment Dispute Resolution Form	130
Attachment 5—Employee Application for Tuition Waiver.....	132
Attachment 6—Spouse, Same Sex Domestic Partner	
or Dependent Child Application for Tuition Waiver.....	135

PREAMBLE

The intent of the parties in carrying out their responsibilities to negotiate the terms and conditions of employment of members of the bargaining unit is to promote the quality and effectiveness of education at Florida International University (hereinafter, FIU) and to maintain high standards of academic excellence in all phases of instruction, research, and service. The Board of Trustees (hereinafter, the Board) retains its rights, under law, to manage and direct the University. The United Faculty of Florida (hereinafter, UFF), as the certified bargaining agent, retains the exclusive right to negotiate and reach agreement on terms and conditions of employment for the members of the bargaining unit.

Both parties recognize the desirability and importance of collegial governance for faculty and professional employees in matters of traditional academic concern. In such a collegial system, academic departments, faculty assemblies, the Faculty Senate, and faculty committees should play an active and responsible role in matters of traditional academic concern. At the University, the most effective collegial governance occurs when peers work critically together to perform their responsibilities in the most professional manner possible.

This Preamble is a statement of intent and policy and is, therefore, not subject to the provisions of this Agreement concerning the Grievance and Arbitration Procedure.

ARTICLE 1 RECOGNITION

1.1 Bargaining Unit. The Board has recognized the UFF as the exclusive representative, solely for the purpose of collective bargaining with respect to wages, hours, and other terms and conditions of employment agreed to by the parties for the bargaining unit certified by the Florida Public Employees Relations Commission in Case No. RA-2004-001 (February 4, 2004) and described in Certification No. 1463 issued to the UFF. Attached as Appendix "A," for information purposes only and not made a part of the Agreement, is the listing of titles included in the bargaining unit.

1.2 Board and Administration Rules and Policies.

- (a) If there is an inconsistency between an existing Board or administration rule or policy and an express provision agreed to by the parties, the Board agrees to promptly remedy the inconsistency.
- (b) No new or amended Board or administration rule, policy, or resolution shall apply to employees if it conflicts with an express term agreed to by the parties.

- (c) The Board and the administration shall provide to the UFF Chapter an advance copy of any proposed rule or policy changing a term or condition of employment agreed to by the parties. The Board or the administration, as the case may be, shall provide the advance copy of a proposed rule no later than 60 days in advance of its effective date so as to permit the UFF Chapter to seek consultation with respect to it. With respect to a rule adopted pursuant to the emergency provisions of the Administrative Procedure Act, an advance copy shall be provided as far in advance of its effective date as is feasible under the circumstances.
- (d) If the Board or a committee of the Board has scheduled public hearings on any Board action that would conflict with an express term agreed to by the parties, the UFF Chapter shall be notified at the time the hearing is scheduled and afforded the opportunity to address the matter at the public hearing.
- (e) If any proposed rule, policy, or resolution would modify an express agreement by the parties, the Board shall notify the UFF Chapter and shall engage in collective bargaining prior to the change.

1.3 Board of Trustees Meetings - Agenda

- (a) The Board shall furnish to the UFF Chapter a copy of the agenda of each Board meeting or Board committee meeting at the time those agendas are made available to members of the Board, and a copy of the minutes of Board meetings at the time they are made available to the general public.
- (b) The UFF Chapter shall be granted a place on the agenda at each public Board meeting for the purpose of addressing any item on the Board's agenda that affects the wages, hours, or other terms and conditions of employment of employees.

1.4 Right to Hear Views. Nothing contained in this Agreement shall be construed to prevent the Board or the administration from meeting with any individual or organization to hear views on any matter, provided however, that as to any such matter which is a proper subject of collective bargaining and covered by a term agreed to by the parties, any changes or modification shall be made only through negotiation and agreement with the UFF Chapter.

ARTICLE 2

CONSULTATION

2.1 Consultation with President. The President or designee shall meet with the UFF Chapter representatives to discuss matters pertinent to the implementation or administration of this Agreement, University actions affecting terms and conditions of employment or any other mutually agreeable matters. Such meetings shall occur at least once per semester during the academic year and once during the summer term unless the parties agree to meet more frequently. The party requesting consultation shall submit a written list of agenda items no less than one (1) week in advance of the meeting. The other party shall also submit a written list of agenda items in advance of the meeting if it wishes to discuss specific issues. The parties 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.

2.2 Location of consultation. The consultation meetings shall be held on a mutually convenient date on the FIU Modesto A. Maidique campus unless the parties agree to another location.

2.3 Affirmative Action Plan. The University shall provide to the UFF Chapter, without cost, a copy of the University's Affirmative Action Plan or Update.

ARTICLE 3

UFF CHAPTER PRIVILEGES

3.1 Use of Facilities and Services. Subject to the rules and policies of the University, the UFF Chapter shall have the right to use University facilities for meetings and all other services on the same basis as they are generally available to other University-related organizations, which are defined as follows.

University-Related Groups and Organizations. These groups and organizations may or may not receive budgetary support. Examples of such groups include student organizations, honor societies, fraternities, sororities, alumni associations, faculty committees, University Support Personnel System staff council, direct support organizations, the United Faculty of Florida, etc.

At a minimum, University facilities provided to UFF Chapter shall include:

- (a) An office conveniently located on the Modesto A. Maidique Campus in or near the PC building or other site mutually agreed to in consultation. Such space will at minimum consist of an office of at least 225 square feet and a locked storage area of at least 150 square feet, which will be furnished with standard faculty

furnishings. The office shall be wired for telephone service and computer access to the internet.

- (b) A University telephone number and listing in all campus directories. The UFF Chapter shall be responsible for paying the monthly phone bill.

3.2 Communications.

- (a) UFF may post bulletins and notices relevant to its position as the collective bargaining agent on a reasonable number of existing bulletin boards on campus where other notices regarding personnel and/or faculty activities are posted but on at least one bulletin board per building where a substantial number of employees have offices. Specific locations shall be mutually selected by the University and the UFF chapter in the course of consultation pursuant to Article 2, Consultation. All materials placed on the designated bulletin boards shall bear the date of posting and may be removed by the University after having been posted for a period of thirty (30) days. In addition, such bulletin boards may not be used for election campaigns for public office or exclusive collective bargaining representation.
- (b) FIU will place a link in an appropriate place on the University web site to the web site of the UFF Chapter.
- (c) the University will provide the UFF Chapter the email addresses of all bargaining unit members upon request no more than once per semester in electronic form.

3.3 Leave of Absence - Union Activity.

- (a) At the written request of the UFF Chapter, provided no later than May 1 of the year prior to the beginning of the academic year when such leave is to become effective, a full-time or part-time leave of absence for the academic year shall be granted to up to six (6) employees designated by the UFF Chapter for the purpose of carrying out UFF's Chapter obligations in representing employees and administering this Agreement, including lobbying and other political representation. Such leave may also be granted to up to six (6) employees for the entire summer term, upon written request by the UFF Chapter provided no later than March 30 of the preceding academic year. Upon the failure of the UFF Chapter to provide the University with a list of designees by the specified deadlines, the University may refuse to honor any of the requests which were submitted late.
- (b) No more than one employee per fifteen (15) employees or fraction thereof per department/unit need be granted such leave at any one time.
- (c) The UFF Chapter shall reimburse the University for the employee's salary, fringe benefits, and retirement.
- (d) Employees on leave under this paragraph shall be eligible to receive salary increases (prorated based on the employee's FTE) on the same basis as other

employees in accordance with the provisions of this Agreement.

- (e) An employee who has been granted leave under this Article for two (2) consecutive academic years shall not again be eligible for such leave until two (2) consecutive academic years have elapsed following the end of the leave. As an exception, one employee designated by UFF Chapter shall be eligible for a leave of absence for one additional year.
- (f) The University or the Board shall not be liable for the acts or omissions of said employees during the leave and the UFF shall hold the University and Board harmless for any such acts or omissions, including the cost of defending against such claims.
- (g) An employee on such leave shall not be evaluated for this activity nor shall such activity be considered by the University in making personnel decisions.

3.4 Released Time.

- (a) The University agrees to provide a total of six (6) units of released time per semester, in both the Fall and Spring semesters, to full-time employees designated by the UFF Chapter to carry out the UFF's Chapter obligations in representing employees and administering the Agreement. Any units of release time not used by UFF Chapter may be carried forward to subsequent semesters until a successor to this agreement is in force. The UFF Chapter may designate employees to receive released time during the academic year, subject to the following conditions:
 1. No more than one (1) employee per fifteen (15) employees or fraction thereof per department/unit may be granted released time at any one time, nor may any employee be granted more than a two (2) unit reduction in a single semester.
 2. The UFF Chapter shall provide the Provost with a list of requested designees and/or units to be carried forward for the academic year no later than May 1 of the preceding academic year. Upon approval of the designees by the University, the designees shall serve for one (1) academic year. Changes for the spring semester may be made upon written notification submitted by the UFF Chapter to the Provost no later than November 1st.
- (b) (1) a "unit" of released time shall consist of a reduction in teaching load of one (1) course per Fall or Spring semester for instructional employees or, for non-teaching employees, a reduction in workload of ten (10) hours per week. Two (2) units shall consist of a reduction in teaching load of two (2) courses per Fall or Spring semester for instructional employees or, for non-teaching employees, a

reduction in workload of twenty (20) hours per week.

- (c) Employees who are on leave of any kind, other than leave pursuant to Section 3.3, shall not be eligible to receive UFF released time.
- (d) Upon the failure of the UFF Chapter to provide a list as specified above in 3.4 (a)(2) by the specified deadlines, the University may refuse to honor any of the released time requests which were submitted late. Changes for Spring semester submitted after the November deadline shall be allowed at the discretion of the University.
- (e) Employees on released time shall be eligible for salary increases on the same basis as other employees, but their released time activities shall not be evaluated nor taken into consideration in making personnel decisions.
- (f) Employees on released time shall retain all rights and responsibilities as employees but shall not be considered representatives of the University or Board for any activities undertaken on behalf of the UFF Chapter. The UFF Chapter agrees to hold the University and Board harmless for any claims arising from such activities, including the cost of defending against such claims.
- (g) Released time shall be used for conducting UFF Chapter business at the University or State level and shall not be used for lobbying or other political representation.

3.5 Summer Released Time.

- (a) The University agrees to provide UFF Chapter with three (3) units of released time assignments in increments of .25 FTE over thirteen (13) weeks. No more than one (1) employee per fifteen (15) employees or fraction thereof per department/unit may be designated to receive such released time.
- (b) The UFF Chapter shall provide the Board with a list of requested designees no later than April 7th of the academic year proceeding the summer term.
- (c) All other provisions contained in Section 3.4, except 3.4(a) and (b), shall apply to summer released time.

ARTICLE 4 RESERVED RIGHTS

4.1 Policy. The Board retains and reserves to itself or its designee(s) the rights, powers and authority vested in it, including the right to plan, manage, and control FIU and in all respects carry out the ordinary and customary functions of management.

4.2 Limitations. All such rights, powers and authority are retained by the Board, subject to those limitations agreed to by the parties.

ARTICLE 5

ACADEMIC FREEDOM AND RESPONSIBILITY

5.1 Policy. Florida International University affirms the principles of academic freedom and responsibility, which are rooted in the concept of the University as a community of scholars committed to free inquiry in an atmosphere of tolerance, without fear of censorship or reprisal.

5.2 Academic Freedom. Academic freedom is the freedom of an employee to present and discuss all relevant matters in the classroom, to select instructional materials and determine grades, to pursue all avenues of scholarship, research and creative expression, to speak freely on all matters of University governance, and to speak, write or act as an individual, all without institutional discipline or restraint. Nothing in this Article will be understood to grant any right to be included on the agenda of any University meeting, except as otherwise provided in this Agreement or by law or University rule.

5.3 Academic Responsibility. Academic freedom is accompanied by the corresponding responsibility:

- (a) To be forthright and honest in the pursuit and communication of scientific and scholarly knowledge and in the presentation of their work, including evaluation, promotion and/or tenure files;
- (b) To respect students, staff, and colleagues as individuals; treat them in a collegial manner; and avoid any exploitation of such persons for private advantage;
- (c) To respect the integrity of the evaluation process with regard to students, staff, and colleagues, so that it reflects their true merit;
- (d) Not to represent oneself as an institutional representative unless specifically authorized as such, with the understanding that mere identification as an FIU employee or by FIU title or rank shall not be construed as such a representation; and
- (e) To contribute to the orderly and effective functioning of the employee's academic unit (program, department, school, and/or college) and/or the University.

5.4 Administration Responsibilities. On the part of the administration, Academic Responsibility implies a commitment actively to foster a climate favorable to the responsible exercise of freedom.

5.5 Responsibilities in addition to assigned duties. In addition to their assigned

duties, employees have responsibilities arising from the nature of the educational process. Such responsibilities include, but are not limited to, observing and upholding the ethical standards of their discipline; participating, as appropriate, in the shared system of collegial governance, especially at the department/unit level; respecting the confidential nature of the relationship between professor and student; adhering to their proper role as teachers, researchers, intellectual mentors, and counselors; and conducting themselves in a professional manner in all interactions.

ARTICLE 6

NONDISCRIMINATION

6.1 Statement of Intent. The Board and the UFF fully support all laws intended to protect and safeguard the rights and opportunities of each employee to work in an environment free from any form of discrimination or harassment. The parties recognize their obligations under federal and State laws, rules, and regulations prohibiting discrimination, and have made clear their support for the concepts of affirmative action and equal employment opportunity. They desire to assure equal employment opportunities within the University and recognize that the purpose of affirmative action is to provide equal opportunity to women, minorities, and other affected groups to achieve equality within the University. The implementation of affirmative action programs will require positive actions that will affect terms and conditions of employment and to this end the parties have, in this Agreement and elsewhere, undertaken programs to ensure equitable opportunities for employees to receive salary adjustments, tenure, successive fixed multi-year appointments, promotion, sabbaticals, and other benefits. This statement of intent is not intended to be subject to Article 10, Grievance Procedure.

6.2 Policy.

(a) Neither the Board nor the UFF shall discriminate against any employee based upon race, color, sex, sexual orientation, gender identity, religious creed, national origin, age, veteran status, disability, political affiliation, or marital status, nor shall the Board or the UFF abridge any rights of employees related to union activity granted under Chapter 447, Florida Statutes, including but not limited to the right to assist or to refrain from assisting the UFF. Personnel decisions shall be based on job-related criteria and performance.

(b) Sexual Harassment.

(1) Sexual harassment is a prohibited form of sex discrimination. In *Meritor Savings Bank v. Vinson*, 106 S.Ct. 2399 (1986), the United States Supreme Court defines sexual harassment (29 CFR 1604.11a) in the employment context as including the following:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either

explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

- (2) In addition to the parties' concern with respect to sexual harassment in the employment context, the parties also recognize the potential for this form of illegal discrimination against students. Relationships between employees and students, even if consensual, may become exploitative, and especially so when a student's academic work, residential life, or athletic endeavors are supervised or evaluated by the employee (see Section 5.3).
- (3) Investigation of Charges of Discrimination. Charges of discrimination, including those filed by employees against students alleging unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that constitutes sexual harassment, shall be promptly reviewed/investigated according to established University procedures. No employee reviewed/investigated under such procedures shall be disciplined until such review is complete and a finding of discrimination has been issued.

If after the completion of the review/investigation, any finding of discrimination is made, a record of the complete findings will be placed in the employee's evaluation file. If no finding of discrimination on any charge or complaint is made, no record of the charge or complaint will be placed in the employee's evaluation file unless the employee requests in writing that a record of the complete review/investigation be placed in the evaluation file.

- 6.3 **Access to Documents.** No employee shall be refused a request to inspect and copy documents relating to the employee's claim of discrimination, except for records which are exempt from the provisions of the Public Records Act, Chapter 119, Florida Statutes, provided, however, that the University may charge for copies of documents in accordance with law, rule, University procedures, and this Agreement.
- 6.4 **Consultation.** As part of the consultation process described in Article 2, the parties agree to discuss efforts made to appoint and retain women and minority employees.
- 6.5 **Grievance Procedure.** Claims of such discrimination by the University may be presented as grievances pursuant to the Article on Grievance Procedure. It is the intent of the parties that matters which may be presented as grievances under the Article on Grievance Procedure, be so presented and resolved thereunder instead of using other procedures. The UFF agrees not to process cases arising under this Article when

alternate procedures to the Article on Grievance Procedure are initiated by the grievant, except as specifically provided for in the Article on Grievance Procedure.

ARTICLE 7 MINUTES, RULES, AND BUDGETS

7.1 Board Documents.

(a) The Board shall provide the UFF Chapter with a copy of the following:

- (1) the minutes of the meetings of the Academic Planning Council;
- (2) the minutes of the meetings of the Board;
- (3) Board rules published under the Administrative Procedures Act; and
- (4) copies of this Agreement and all supplements to the Agreement, consistent with the provisions of this Agreement.

The Board shall also provide the UFF Chapter a computer account for purposes of accessing FIU personnel employee records reflecting the annual salary increases provided to employees.

(b) The Board shall ensure that a copy of the following documents is made available in an easily accessible location in its main library or by links on the University web site:

- (1) minutes of the meetings of the Academic Planning Council
- (2) the minutes of the meetings of the Board;
- (3) Board and the University's rules published under the Administrative Procedure Act; and
- (4) the University's operating budget, including the previous year's expenditure analysis.

ARTICLE 8 LAYOFF AND RECALL

8.1

(a) Layoff. In the event the University determines that the number of bargaining unit employees must be reduced as a result of adverse financial circumstances; reallocation of resources; reorganization of degree or curriculum offerings or requirements; reorganization of academic or administrative structures, programs, or functions; or curtailment or abolition of one or more programs or functions, the University shall notify the UFF Chapter no less than thirty (30) days prior to taking such action and, if UFF so requests, the University President or his designee(s) shall meet with UFF to discuss the layoff prior to its implementation.

(b) Layoff Unit. The layoff unit may be at any organizational level of the University, such as a campus, division, college/unit, school, department/unit, area, program, or other level of organization as the University deems appropriate. The sole instance in which only one (1) employee will constitute a layoff unit is when the functions that the employee performs constitute an area, program, or other level of organization at FIU. If a layoff of bargaining unit members is determined to be necessary, the following procedure shall be controlling.

8.2 Reduction

- (a) No tenured employee shall be laid off if there are non-tenured employees in the layoff unit.
- (b) No employee in a non-tenured position in the layoff unit with more than five (5) years of continuous University service shall be laid off if there are any such employees with five (5) years or less service.
- (c) Where employees are equally qualified under (a) or (b), above, those employees will be retained who, in the judgment of the University, will best contribute to the mission and purpose of the institution and the academic needs of the program. The determination of which employees are to be laid off shall be based on the following factors: length of continuous University service; performance evaluation by students, peers, and supervisors; academic training; professional reputation; teaching effectiveness; research record or quality of the creative activity in which the employee may be engaged; service to the profession, community, and public; qualifications to teach courses offered in the unit and relevant standards of accrediting agencies.
- (d) No employee shall be laid off solely for the purpose of creating a vacancy to be filled by an administrator entering the bargaining unit.
- (e) The University shall notify the UFF Chapter in writing in advance regarding the proposed use of adjunct and other non-unit faculty in those departments/units where employees have been laid off. Any such use of adjunct or other non-unit faculty in departments/units where employees have been laid off shall be subject to bargaining.

8.3 **Alternative/Equivalent Employment.** The University shall make a reasonable effort to locate appropriate alternate or equivalent employment for laid-off employees within the University and to make known the results of the effort to the person affected.

8.4 **Notice.** Employees with three or more years of continuous University service shall be provided at least one (1) year's notice prior to being laid off. Those with less than three years' service shall be provided with at least six (6) months' notice. Employees who have received notice of layoff shall be afforded the recall rights granted under the provisions of this Agreement. Formal written notice of layoff is to be sent by certified

mail, return receipt requested, or delivered in person to the employee with written documentation of receipt obtained. The notice shall include effective date of layoff; reason for layoff; a statement of recall rights; a statement of appeal/grievance rights and applicable deadlines for filing; a statement that the employee will receive the FIU Vacancy Listing until the recall period ends or re-employment offer is refused; and a statement that the employee is eligible for consideration for retraining under the provisions of this Agreement for a period of two years following layoff.

8.5 Re-employment/Recall.

- (a) For a period of two (2) years following layoff an employee who has been laid off and who is not otherwise employed in an equivalent full-time position shall be offered re-employment in the same or similar position at which previously employed at the time of layoff, should an opportunity for such re-employment arise. All persons on the recall list shall regularly be sent the FIU position vacancy announcements. For this purpose, it shall be the employee's responsibility to keep the Division of Human Resources advised of the employee's current address. Any offer of re-employment pursuant to this section must be accepted within fifteen (15) days after the date of the offer, such acceptance to take effect not later than the beginning of the semester immediately following the date the offer was made. In the event such offer of re-employment is not accepted, the employee shall receive no further consideration pursuant to this Article. Employees appointed to a fixed multi-year appointment who are recalled shall be offered re-employment not to exceed the length of their last appointment. The Board shall notify the UFF Chapter when an offer of re-employment is issued.
- (b) Benefit Restoration. All benefits to which a faculty member was entitled at the time of layoff shall be restored in full upon re-employment if recalled during the two (2) years following the layoff. An employee who held a tenured status appointment on the date of termination by reason of layoff shall resume the tenured status appointment upon recall. The employee shall receive the same credit for years of service for purposes of layoff as held on the date of layoff.

8.6 Employee Assistance Programs. Consistent with the University's Employee Assistance Program, employees participating in an employee assistance program who receive a notice of layoff may continue to participate in that program for a period of ninety (90) days following the layoff.

8.7 Limitations. The provisions of Sections 8.2 through 8.5 of this agreement shall not apply to the following employees.

- (a) employees who are on "soft money" e.g., contracts and grants, sponsored research funds, and grants and donations trust funds and have less than five (5) years of continuous University service.

- (1) employees who are on “soft money” e.g., contracts and grants, sponsored research funds, and grants and donations trust funds with five (5) or more years of continuous University service, who shall have ninety (90) days’ notice contingent upon funds being available in the contract or grant;
- (b) employees who are appointed for less than one (1) academic year;
- (c) employees who are appointed to a visiting appointment;
- (d) employees who are appointed to a fixed multi-year appointment, who shall be given no less than one hundred eighty (180) days’ notice prior to being laid off; and
- (e) employees employed in an auxiliary entity.

ARTICLE 9 TENURE

9.1 General Statement and Eligibility

- (a) General Statement. The objective of tenure is to build a stronger University through the recognition of the meritorious performance of faculty.
- (b) Eligibility. Assistant Professors, Associate Professors, and Professors unless appointed with the modifier “Visiting Clinical”, or “Professional Practice”) shall be eligible to apply for tenure. Only Associate Professors or Professors may hold tenure, except for employees who were awarded tenure under a previous agreement. The University may designate other positions as tenure-earning and shall notify the employee of such status at the time of initial appointment or, in the case of existing employees, six (6) years prior to the date by which such employees would be required to apply for tenure. Tenure shall be in a department/unit or other appropriate unit.

9.2 Tenure Decision:

- (a) An employee shall normally be considered for tenure during the sixth year of continuous service in a tenure-earning position including any prior service credit granted at the time of initial employment. An employee’s written request for early tenure consideration is subject to the Provost’s written agreement. An employee shall normally be considered for tenure only once.
- (b) By May 15 of the sixth year of service at the University, an employee eligible for tenure shall either be recommended for tenure by the President or given notice that further employment will not be offered. The President’s recommendation will be submitted for ratification by the Board at its next scheduled meeting, but not later than July 15. If the Board does not award tenure to the employee, the employee shall be given notice that further employment

will not be offered. Notice that further employment will not be offered shall include a statement that the employee has seven (7) days to request a statement of the reasons. The employee shall be notified in writing by the President or designee within five (5) days of the Board's ratification of the President's recommendation.

- (c) Upon written request by an employee within seven (7) days of the employee's receipt of notice that further employment will not be offered, the President or Board, as appropriate, shall provide the employee with a written statement of reasons why tenure was not granted. Should an employee elect not to request such a written statement of reasons, the date of the act or omission giving rise to any grievance concerning denial of tenure shall be deemed to be seven (7) days from the date of the employee's receipt of notice that further employment will not be offered. Should an employee request such a written statement of reasons, the date of the act or omission giving rise to any grievance concerning denial of tenure shall be deemed the date of the employee's receipt of a written statement of reasons why tenure was not granted.
- (d) Should an employee elect to tender his or her resignation at any time during the period that the employee's application for tenure is pending, the application will be deemed withdrawn and no further action will be taken on the application.

9.3 Criteria for Tenure.

- (a) The decision to award tenure to an employee shall take into account the employee's performance over the entire term of tenure earning service at FIU and shall be based on established criteria specified in writing by the University. The decision shall take into account the following:
 - (1) annual assignments, annual performance evaluations, and tenure appraisals;
 - (2) the needs of the department/unit, college/unit, and University;
 - (3) the contributions of the employee to the employee's academic unit (program, department/unit, college/unit); and
 - (4) the contributions the employee is expected to make to the institution.
- (b) The University shall provide the criteria for tenure online to employees eligible for tenure, and each such employee shall be apprised in writing once each year of the employee's progress toward tenure. The tenure appraisal shall be included as a separate component of the annual evaluation and is intended to provide assistance and counseling to candidates to help them to qualify themselves for tenure. The employee may request, in writing, a meeting with an administrator at the next higher level to discuss concerns regarding the tenure appraisal that were not resolved in previous discussions with the evaluator. Tenure appraisals shall not be the sole basis for a decision concerning tenure for

the employee.

9.4 Modification of Criteria.

- (a) Modifying Criteria. The University may modify the criteria for tenure so long as the UFF Chapter President has been notified of the proposed changes and offered an opportunity to discuss such changes in consultation with the Provost or designee. Changes in criteria shall not become effective until one (1) year following adoption of the changes, unless mutually agreed to in writing by the UFF Chapter President and the Provost or designee. The date of adoption shall be the date on which the changes are approved by the Provost or designee. Any proposal to develop or modify tenure criteria shall be available for discussion and a vote by the members of the affected departments/units before adoption.
- (b) Effect on Employees. If an employee has at least three (3) years of tenure-earning credit as of the date on which the tenure criteria are adopted under Section 9.4(a) above, the employee shall be evaluated for tenure under the criteria as they existed prior to modification unless the employee notified the University at least thirty (30) days prior to commencement of the tenure consideration that he/she chooses to be evaluated under the newly-adopted criteria.

9.5 Procedures.

- (a) The University shall maintain a set of policies and procedures for the tenure process. Policies on the tenure process must include a poll by secret ballot of the tenured members of the employee's department/unit, in accordance with criteria for voting set out by the employee's department/unit. Prior to the consideration of the employee's candidacy, the employee shall have the right to review the contents of the tenure file and may attach a brief and concise response to any materials therein subject to any department/unit adopted policy limiting the employee's access to external reviewer's letters. It shall be the responsibility of the employee to see that the file is complete.
- (b) If any material is added to the file after the commencement of consideration, a copy shall be sent to the employee within five (5) days (by personal delivery or by mail, return receipt requested). The employee may attach a brief response within five (5) days of his/her receipt of the added material. The file shall not be forwarded until either the employee submits a response or until the second five (5) day period expires, whichever occurs first. The only documents that may be considered in making a tenure recommendation are those contained or referenced in the tenure file.
- (c) Notwithstanding 9.5 (a) and (b), each department/unit shall decide by a democratic vote of the tenured and tenure-earning employees and according to that department's/unit's procedures, whether the candidates in its area will have access to the external reviewers' letters. A change in the policy by a new vote shall not

become effective until one (1) year following the new vote, unless the employee chooses to have the access to the external letters be subject to the newly adopted policy.

9.6 Other Considerations

- (a) During the period of tenure-earning service, the employee may be issued a notice of non-reappointment.
- (b) Part-time service of an employee employed at least one semester in any twelve (12) month period shall be accumulated. For example, two (2) semesters of half-time service shall be considered one-half year of service toward the period of tenure-earning service.
- (c) Where employees are credited with tenure-earning service at the time of initial appointment, all or a portion of such credit may be withdrawn once by the employee prior to formal application for tenure.

9.7 Transfer of Tenure.

- (a) Tenured FIU employees who transfer within FIU and who are employed in the same or similar discipline may transfer their tenure if a vacancy exists and they are offered employment through the normal hiring process. For tenure-earning faculty, the amount of prior FIU service creditable toward tenure within FIU may, by mutual agreement, be all or part of such service.
- (b) When a tenured FIU employee is transferred as a result of a reorganization within the University and is employed in the same or similar discipline in which tenure was granted, the employee's tenure shall be transferred to the new department.

9.8 Tenure upon Appointment.

Tenure may be granted to an employee at the time of initial appointment, upon recommendation of the President and approval by the Board. The President shall consider the recommendation of the Provost and of the department or equivalent unit prior to making his/her final tenure recommendation to the Board.

9.9 Leave.

Authorized leaves of absence of twenty (20) working days or less shall be credited toward the period of tenure earning service, except by mutual agreement of the employee and the President or designee. Authorized leaves of more than twenty (20) working days may, under the provisions of the BOT-UFF Policy on Leaves, be credited toward the period of tenure-earning service by mutual agreement of the employee and the President or designee.

9.10 Termination/Layoff.

Tenure guarantees annual reappointment for the academic year until voluntary

resignation, retirement, removal for just cause or layoff. For the purposes of this Article only, just cause is defined as:

- (1) incompetence, or
- (2) misconduct.

ARTICLE 10 GRIEVANCE PROCEDURE AND ARBITRATION

10.1 Policy/Informal Resolution. The parties agree that all problems should be resolved, whenever possible, before the filing of a grievance but within the time limits for filing grievances stated elsewhere in this Article, and encourage open communications between administrators and employees so that resort to the formal grievance procedure will not normally be necessary. The parties further encourage the informal resolution of grievances whenever possible. At each step in the grievance process, participants are encouraged to pursue appropriate modes of conflict resolution. The purpose of this Article is to promote a prompt and efficient procedure for the investigation and resolution of grievances. The procedures hereinafter set forth shall be the sole and exclusive method for resolving the grievances of employees as defined herein.

10.2 Resort to Other Procedures and Election of Remedy.

- (a) If prior to seeking resolution of a dispute by filing a grievance hereunder or while the grievance proceeding is in progress, an employee requests, in writing, the same remedy of the matter in any other forum, whether administrative (including the Public Employee Relations Commission) or judicial, the University shall have no obligation to entertain or proceed further with the matter pursuant to this grievance procedure. As an exception to this provision, a grievant may file an EEOC charge while the grievance is in progress when such filing becomes necessary to meet federal filing deadlines pursuant to 42 U.S.C. Section 2000e et seq. Further, since the parties do not intend that this grievance procedure be a device for appellate review, the President's response to a recommendation of a hearing officer or other individual or group having appropriate jurisdiction in any other procedure shall not be an act or omission giving rise to a grievance under this procedure.
- (b) 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 University procedures that may otherwise be available to address such matters. For rights or benefits that are provided exclusively by this Agreement, this grievance procedure shall be the sole review mechanism. Only those acts or omissions and sections of the Agreement identified at the initial filing may be considered at subsequent steps.

10.3 Definitions and Forms. As used in this Article:

- (a) The term "grievance" shall mean a dispute concerning the interpretation or application of a specific term or provision of this Agreement, subject to those exclusions appearing in other Articles of this Agreement. A grievance shall be filed on a form attached as Appendix C to this Agreement.
- (b) The term "grievant" shall mean an employee or group of employees who has/have filed a grievance in a dispute over a provision of this Agreement which confers rights upon the employee(s). The UFF may file a grievance in a dispute over a provision of this Agreement that confers rights upon a group of employees or the UFF. The parties may agree to consolidate grievances of a similar nature to expedite the review process. In a consolidated grievance, one appropriate Form may be attached, bearing the signatures of the grievants.
- (c) Grievance Forms. Each grievance, request for review, and notice of arbitration must be submitted in writing on the appropriate form attached as Appendices C, D and E to this Agreement and shall be signed by the grievant. All grievance forms shall be dated when the grievance is received. If there is difficulty in meeting any time limit, the UFF representative may sign such documents for the grievant; however, grievant's signature shall be provided prior to the Step 2 meeting.
- (d) The term "days" shall mean calendar days.

10.4 Burden of Proof. In all grievances except disciplinary grievances arising from the terms of this Agreement, the burden of proof shall be on the employee. In disciplinary grievances arising from the terms of this Agreement, the burden of proof shall be on the University.

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

10.6 Grievance Representatives. The UFF shall annually furnish to the University a list of all persons authorized to act as grievance representatives and shall update the list as needed. The UFF grievance representative shall have the responsibility to meet all classes, office hours, and other 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 grievance presentations and attend grievance hearings and meetings. However, such investigations and consultations will not interfere with the normal operations of the University. Should any grievance hearings or meetings necessitate rescheduling of assigned duties, the representative may, with the approval of the appropriate administrator, arrange for the fulfillment of such duties. Such approval shall not be unreasonably withheld.

10.7 Appearances.

- (a) When an employee participates during scheduled hours in an arbitration proceeding or in a grievance meeting between the grievant, grievant's counsel or UFF representative and the University, that employee'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 employee shall make arrangements acceptable to the appropriate 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.

10.8 Formal Grievance Procedure.

A. Filing.

- (1) A grievance shall be filed with the Provost or designee at Step 1 within ~~thirty~~(30)~~forty-five~~(45) days following the act or omission giving rise thereto, or the date on which the employee knew or reasonably should have known of such act or omission if that date is later. The grievant may amend the Step 1 Form one time prior to the Step 2 meeting. Only those acts or omissions and sections of this Agreement identified at the Step 1 filing as amended in accordance with this paragraph may be considered at subsequent steps.
- (2) 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 University procedures which may otherwise be available to address such matters.
- (3) An employee may seek redress of a salary action alleged to be unsupported by performance or job related criteria by filing a grievance under the provisions of this Article. An act or omission giving rise to such a grievance may be the employee's receipt of salary during any pay period, but in no case shall the arbitrator's award of back salary be retroactive to a date earlier than the date of that act or omission, or twelve (12) months from the date the grievance is filed, whichever is less.

- B. Time Limits. All time limits in this Article may be extended by mutual agreement of the parties in writing. Mutual agreement may be evidenced by e-mail exchanges. If the University fails to provide a Step 2 decision within the time limits provided in this Article due to a University-caused delay, the University shall pay all costs of arbitration should the UFF elect to take the grievance to arbitration. Upon the failure of the grievant or the UFF, where appropriate, to file an appeal within the time limits provided in this Article, the grievance shall be deemed to have been resolved at the prior step. The "end of the day" shall mean 5 PM. 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 decision, or by the date of the mailing as indicated by the postmark.
- C. Step 1. All grievances shall be placed in informal resolution status for ~~thirty (30)~~
forty-five (45) days unless both the University and UFF agree otherwise. During the informal resolution period, efforts to resolve the grievance informally shall be made. Upon request of the grievant or grievant's representative, the University representative shall, during the informal resolution period, arrange an informal meeting between the appropriate administrator and the grievant. The grievant shall have the right to representation by the UFF or legal counsel during attempts at informal resolution of the grievance. Any party bringing legal counsel to the informal meeting shall provide at least five (5) days advance written notice to all other parties. If the grievance is not satisfactorily resolved during the informal resolution period, the grievant may give written notice to the President or designee requesting Step 2 review within thirty (30) days from the expiration of the Step 1 period. If the grievant does not request a Step 2 review within thirty (30) days from the expiration of the initial informal resolution period or any extension of that period, the grievance shall be deemed informally resolved and shall not be processed further.
- D. Step 2
- (1) Meeting. The President or designee and the grievant and/or grievant's representative shall meet no sooner than ten (10) days and no later than thirty (30) days following receipt of the grievant's request for a Step 2 meeting. At the Step 2 meeting, the grievant shall have the right to present any evidence in support of the grievance, and the grievant and/or the grievant's representative and the President or designee shall discuss the grievance. Any party bringing legal counsel to the Step 2 meeting shall provide at least five (5) days advance written notice to all other parties.
- (2) Decision. The President or designee shall issue a written decision, stating the reasons therefore, to grievant's Step 2 representative within fifteen (15) days following conclusion of the Step 2 meeting. A copy of the decision shall be sent to the grievant, to the grievant's representative and to UFF if

grievant elected self-representation or representation by legal counsel.

- (3) Documents. The President or designee shall make available to the grievant or the grievant's representative all documentation referenced in the Step 2 decision prior to its issuance. All documents referred to in the Step 2 decision and any additional documents presented by the grievant shall be attached to the decision, together with a list of these documents. In advance of the Step 2 meeting, the grievant shall have the right, upon written request, to a copy of any identifiable documents relevant to the grievance.

E. Step 3. Arbitration

- (1) Filing. If the grievance has not been satisfactorily resolved at Step 2, UFF may, upon the request of the grievant, proceed to arbitration by filing a written notice to do so. Notice of intent to proceed to arbitration must be filed with the President or designee within forty-five (45) days after receipt of the Step 2 decision by the grievant's Step 2 representative and shall be signed by the grievant and UFF President or designee. The grievance may be withdrawn by the grievant or by the UFF President or designee at any point prior to issuance of the arbitrator's decision. The parties shall stipulate to the issue(s) prior to the arbitration. In the event a stipulation is not reached, the parties shall proceed to a hearing on arbitrability.

(2) Selection of Arbitrator.

- (a) Representatives of the University and the UFF shall meet within ninety (90) days after the execution of this Agreement for the purpose of selecting a permanent Arbitration Panel of five (5) members. Each party will propose five (5) arbitrators. From this list of ten (10) names, the parties will alternately strike names until a permanent panel of five (5) arbitrators has been selected. The right of the first choice to strike from the list shall be determined by a flip of a coin. Arbitrators will be asked to serve on a rotational basis, the sequence to be determined by lot.

- (b) If at any time the number of arbitrators willing to serve on the panel falls below five (5), UFF and the University will each submit an additional five names and the striking procedure described above shall be used to bring the total in the panel to five (5).

- (c) The parties may mutually select as an arbitrator an individual who is not a member of the panel. The hearing by the arbitrator shall be held within sixty (60) days following the selection of the arbitrator.

(3) Authority of the Arbitrator.

- (a) The arbitrator shall neither add to, subtract from, modify, ignore, nor

alter the terms or provisions of this Agreement. Arbitration shall be confined solely to the application and/or interpretation of this Agreement and the precise issue(s) submitted for arbitration. The arbitrator shall refrain from issuing any statement of opinion or conclusions not essential to the determination of the issues submitted.

- (b) Where an administrator has made a judgment involving the exercise of discretion, such as decisions regarding tenure, the arbitrator shall not substitute the arbitrator's judgment for that of the administrator. Nor shall the arbitrator review such decision except for the purpose of determining whether the decision has violated this Agreement. If the arbitrator determines that the Agreement 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. If notice that further employment will not be offered is not given on time, the arbitrator may direct the University to renew the appointment only upon a finding that no other remedy is adequate and that the notice was given so late that (a) the employee was deprived of a reasonable opportunity to seek other employment, or (b) the employee actually rejected an offer of comparable employment that the employee otherwise would have accepted.
 - (c) An arbitrator's decision awarding employment beyond the sixth year shall not entitle the employee to tenure. In such cases the employee shall serve during the seventh year without further right to notice that the employee will not be offered employment thereafter. If an employee is reappointed at the direction of an arbitrator, the President or designee may reassign the employee during such reappointment.
- (4) Arbitrability. Issues of arbitrability shall be bifurcated from the substantive issue(s) and, whenever possible, determined by means of a hearing conducted by conference call. The arbitrator shall have ten (10) days from the hearing to render a decision on arbitrability. If the issue is judged to be arbitrable, an arbitrator shall then be selected to hear the substantive issue(s) in accordance with the provisions of this Agreement.
- (5) Conduct of Hearing. The arbitrator shall hold the hearing in Miami-Dade County, unless otherwise agreed by the parties. The hearing shall commence within twenty-five (25) days of the arbitrator's acceptance of selection, or as soon thereafter as is practicable, and the arbitrator shall issue the decision within thirty (30) days of the close of the hearing or the submission of briefs, whichever is later, unless additional time is agreed to by the parties.

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 Agreement, arbitration proceedings shall be conducted in accordance with the Labor Arbitration Rules and Procedures of the American Arbitration Association and 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.

- (6) Effect of Decision. The decision or award of the arbitrator shall be final and binding upon the University, the UFF, 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, pursuant to Florida law.
- (7) Venue. For purposes of venue in any judicial review of an arbitrator's decision issued under this Agreement, 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 the UFF will move for a change of venue based upon the defendant's residence in fact if other than Miami-Dade County.
- (8) Fees and Expenses. All fees and expenses of the arbitration shall be divided equally between the parties, unless mutually agreed otherwise. Each party shall bear the cost of preparing and presenting its own case. The party desiring a transcript of the arbitration proceedings shall provide written notice to the other party of its intention to have a transcript of the arbitration made at least one week prior to the date of the arbitration. The party desiring such transcript shall be responsible for scheduling a stenotype reporter to record the proceedings. The parties shall share equally the appearance fee of the stenotype reporter and the cost of obtaining an original transcript and one copy for the party originally requesting a transcript of the proceedings. The requesting party shall, at its expense, photocopy the transcript received from the reporter and deliver the photocopy to the other party within five days after receiving the copy of the transcript from the reporter.
- (9) Retroactivity. An arbitrator's award may or may not be retroactive as the equities of each case may demand, but in no case shall an award be retroactive to a date earlier than the date of the act or omission giving rise to the grievance initially filed in accordance with this Article.

10.9 Filings and Notification. With the exception of Step 2 decisions, all documents required or permitted to be issued or filed pursuant to this Article may be transmitted by fax, United States mail, or any other recognized delivery service (note: e-mail is not an acceptable form of delivery). Step 2 decisions shall be transmitted to the grievant's representative(s) by personal delivery with written documentation of receipt or by certified mail, return receipt requested.

10.10 Precedent. No complaint informally resolved, or grievance resolved at either Step 1 or 2, shall constitute a precedent for any purpose unless agreed to in writing by the University or representative and the UFF acting through its President or designee.

10.11 Processing.

- (a) The filing or pendency of any grievance or arbitration proceedings under this Article shall not operate to impede, preclude, or delay the University from taking the action complained of. Reasonable efforts, including the shortening of time limits when practical, shall be made to conclude the processing of a grievance prior to the expiration of the grievant's employment, whether by termination or failure to reappoint. An employee with a pending grievance will not continue to be compensated beyond the last date of employment.
- (b) Nothing shall authorize the University or its representative to refuse consideration of a grievance on the assertion that it was not timely filed in accordance with this Article.

10.12 Reprisal. No reprisal of any kind will be made by the University or the UFF against any grievant, any witness, any UFF representative, or any other participant in the grievance procedure by reason of such participation.

10.13 Records. All written materials pertinent to a grievance shall be filed separately from the evaluation file of the grievant or witnesses, except (a) at the request of the complainant or witness that specific materials be included in his or her own evaluation file, or (b) 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.

ARTICLE 11

SALARIES

11.1 2015-2016 Salary Increases. The salary increases represented in 11.1(a) and (b) are derived from eighteen point four percent (18.4%) of the total performance funding that FIU received for the 2015-2016 performance outcomes.

(a) **2015-2016 Retention Increase.** Effective on January 16, 2016, all eligible employees who were employed prior to July 1, 2015 and who are continuously employed through January 1, 2016 and are not in receipt of a notice of termination or non-reappointment shall receive a one percent (1.00%) retention increase to their base salaries.

(b) **2015-2016 Department Merit.** The University shall provide merit pay funding totaling one percent (1.00%) with a minimum of \$750 awarded to each eligible faculty member, of the total bargaining unit base salary payroll, as it existed on the last full pay period of the 2014-2015 Academic Year on a pro rata basis to departments/units, as their base salary payroll existed on the last full pay period of the 2014-2015 Academic Year. The funds provided shall be distributed to employees within each department or academic unit consistent with the criteria and procedures set forth in the BOT-UFF Policy concerning Employee Performance Evaluation and effective on January 16, 2016. If merit criteria apply to the entire college/school, the college/school is the unit. All employees are, or upon appointment will be, assigned to an existing department/unit. To be eligible the employee must have been continuously employed prior to July 1, 2015.

11.1 2011 – 2014 Salary Increases.

(a) **2011 – 2012 One-time Departmental Merit Bonus.** The University shall provide merit funds totaling one percent (1%) of the total bargaining unit payroll as of the last full pay period of the 2010 – 2011 Academic Year on a pro rata basis to departments/units based on their payrolls as of the last full pay period of the 2010 – 2011 Academic Year. These funds shall be distributed as one time merit bonuses to employees within each department or academic unit consistent with the criteria and procedures set forth in the BOT-UFF Policy concerning Employee Performance Evaluation. If merit criteria apply to the entire college/school, the college/school is the unit. All employees are, or upon appointment will be, assigned to an existing department/unit. Such bonuses shall be paid on December 2, 2011. To be eligible for a one-time merit bonus, the employee must have been employed on or prior to January 4, 2011 and must be continuously employed through the date on which the merit bonus is paid.

(a) **2012 – 2013 Retention Increase.** Effective on the first day of Academic Year 2012 – 2013, all eligible employees who were employed on or before January 2, 2012 and have been continuously employed through the effective date of the increase shall receive a two percent (2%) retention increase to their base salaries.

(c) **2012 – 2013 One-time Departmental Merit Bonus.** The University shall provide merit funds totaling one percent (1%) of the total bargaining unit payroll as of the last full pay period of the 2011 – 2012 Academic Year on a pro rata basis to departments/units based on their payrolls as of the last full pay period of the 2011 – 2012 Academic Year. These funds shall be distributed as one time merit bonuses to employees within each department or academic unit consistent with the criteria and procedures set forth in the BOT-UFF Policy concerning Employee Performance Evaluation.

~~If merit criteria apply to the entire college/school, the college/school is the unit. All employees are, or upon appointment will be, assigned to an existing department/unit. Such bonuses shall be paid on the first pay date in December 2012. To be eligible for a one time merit bonus, the employee must have been employed on or prior to January 2, 2012 and must be continuously employed through the date on which the merit bonus is paid.~~

~~(k) 2013 – 2014 Retention Increase. Effective on the first day of Academic Year 2013 – 2014, all eligible employees who were employed on or before January 2, 2013 and have been continuously employed through the effective date of the increase shall receive a one percent (1%) retention increase to their base salaries.~~

~~(m)(c) 2013 – 2014 One-time Departmental Merit Bonus. The University shall provide merit funds totaling one percent (1%) of the total bargaining unit payroll as of the last full pay period of the 2012 – 2013 Academic Year on a pro rata basis to departments/units based on their payrolls as of the last full pay period of the 2012 – 2013 Academic Year. These funds shall be distributed as one time merit bonuses to employees within each department or academic unit consistent with the criteria and procedures set forth in the BOT UFF Policy concerning Employee Performance Evaluation. If merit criteria apply to the entire college/school, the college/school is the unit. All employees are, or upon appointment will be, assigned to an existing department/unit. Such bonuses shall be paid on the first pay date in December 2013. To be eligible for a one time merit bonus, the employee must have been employed on or prior to January 2, 2013 and must be continuously employed through the date on which the merit bonus is paid.~~

11.2 2011 – 20142015-2018 Convocation Awards. At the annual Faculty Convocation the FIU Board of Trustees or designee may provide to employees one-time awards totaling no more than 0.16% of the total employee payroll as of the end of the prior Academic Year for special achievements, including awards for teaching, research, service, mentorship, librarianship and advising and Distinguished University Professor, according to the selection procedures established by the Faculty Senate. No later than July 30 of each year, the University shall provide the local UFF chapter a listing of such awards showing the name and department of each employee given an award during the previous academic year and the amount and nature of the award.

11.3 2011 – 20142015-2018 Discretionary Awards and Increases. During the ~~2011 – 2012~~~~2015-2016~~ academic year, the ~~2012 – 2013~~~~2016-2017~~ academic year, and the ~~2013 – 2014~~~~2017-2018~~ academic year, the FIU Board of Trustees or designee may provide additional salary increases and/or one-time awards totaling no more than one percent (1.0%) of the total employee payroll as of the last full pay period of the prior academic year. These increases may be provided for market equity considerations, including verified counteroffers and compression/inversion; increased duties and responsibilities; special achievements; Summer Faculty Research Awards;

litigation/settlements; and similar special situations. No later than July 30 of each year, the University shall provide a listing of the distribution of these funds to the local chapter of UFF. This list will provide the name and department of the employee and the date, amount and nature of the award or salary increase during the prior academic year.

11.4 Promotion Increases. Effective at the beginning of the academic year in which their promotions are effective, employees shall be awarded promotion increases as follows:

- (a) To Assistant University Librarian or Assistant Professor, a nine percent (9%) increase;
- (b) To Senior Lecturer, Senior Instructor, Research Associate, Associate Scholar/Scientist/Engineer, Associate University Librarian, or Associate Professor, a ten percent (10%) increase;
- (c) To University Lecturer, University Instructor, Scholar/Scientist/Engineer, University Librarian, or Professor, a twelve percent (12%) increase.

11.5 Notification to Employees. All employees shall receive notice of their salary increases on the Salary Increase Notification Form attached as an Appendix to this Agreement not later than two weeks prior to implementation of the salary increases described in this article. Upon request, an employee shall have the opportunity to consult with the person or committee that makes the initial recommendation for salary increases.

11.6 Contract and Grant-Funded Employees.

- (a) Employees on grants or contracts shall receive salary increases equivalent to similar employees on regular funding, 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. In the event such salary increases are not permitted by the terms of the contract or grant, or in the event adequate funds are not provided, the President or representative shall seek to have the contract or grant modified to permit such increases.
- (b) Nothing contained herein shall prevent employees whose salaries are funded by grant agencies from being allotted raises higher than those provided in this Agreement.

11.7 Report to UFF. Except as otherwise provided in this Article 11, no later than 30 days after any increases or bonuses are implemented, the University shall make available to the local chapter of the UFF, in machine-readable format, accurately by category, all increases provided pursuant to this Article, showing for each employee the employee's department, rank, gender, the base salary prior to the increase, the amount of the salary increase or merit bonus provided and the base salary after the salary

increase.

11.8 Type of Payment.

- (a) For the academic year, duties and responsibilities assigned by the University to an employee that do not exceed the available established FTE for the position shall be compensated through the payment of Salary, not by OPS.
- (b) For the academic year, duties and responsibilities assigned by the University to an employee that are in addition to the available established FTE for the position shall be compensated through OPS and not Salary.

11.9 Grievability. The only issues to be addressed in a grievance filed pursuant to the Article on Grievance Procedure alleging violation of this Article are whether there is unlawful discrimination under Article 6, or whether there is an arbitrary and capricious application of the provisions of one or more sections of this Article.

11.10 Eligibility. Except as otherwise specified in this Article, an “eligible employee” for the purposes of this Article shall be defined as an employee who has received at least a satisfactory rating overall on his or her most recent annual evaluation. Where no evaluation was given for assigned responsibilities, performance shall be presumed to have been at least satisfactory overall. Employees on paid or unpaid leave who have not had assigned responsibilities during all or part of the previous Academic Year shall be presumed to have been at least satisfactory overall for purposes of qualifying as an “eligible employee” for purposes of this Article.

**ARTICLE 12
UFF INSURANCE DEDUCTION**

The University agrees to provide one payroll deduction per employee per pay period for the UFF voluntary economic services programs. It is understood that all such programs and deductions will meet requirements of Board rules and regulations and applicable law. The UFF shall provide the University with a written report by July 31 of each year regarding any program requiring payroll deduction. This report shall include the name of the common remitter company, a list of the provider companies that are to receive remittances, the appropriate contact people for the common remitter and associated provider companies, and addresses and phone numbers.

**ARTICLE 13
PAYROLL DEDUCTION**

Pursuant to the provisions of Section 447.303, Florida Statutes, the Board and the UFF hereby agree to the following procedure for the deduction and remittance of the UFF

membership dues and other UFF deductions.

13.1 Deductions or Assessments.

- (a) During the term of this Agreement, the Board agrees to deduct the UFF membership dues, and uniform assessments, if any, in an amount established ~~by the UFF~~ and certified in writing by the UFF ~~State President~~ to the Board, and ~~to make other UFF deductions in an amount when~~ authorized by an employee, from the pay of those employees in the bargaining unit who individually and voluntarily make such request on a written authorization form as contained in Appendix "B" to this Agreement.
- (b) Deductions will be made biweekly beginning with the first full-pay period commencing at least seven (7) days following receipt of authorization by the University. The UFF shall give written notice to the Board of any changes in its dues and assessments, if any, at least forty-five (45) days prior to the effective date of any such changes.

13.2 Remittance.

The dues and other authorized deductions shall be remitted by the University to the UFF State Office on a biweekly basis within thirty (30) days following the end of the pay period. Accompanying each remittance shall be a list of the employees from whose salaries such deductions were made and the amounts deducted. This list shall be provided in machine-readable form.

13.3 Termination of Deductions.

The Board's responsibility for deducting dues and other authorized deductions from an employee's salary shall terminate automatically upon either: (a) thirty (30) days written notice from the employee to FIU's Division of Human Resources, and to the UFF revoking that employee's prior deduction authorization; or (b) the transfer of the authorizing employee out of the bargaining unit. Consistent with the provisions of this Agreement, the University shall notify UFF when it proposes to reclassify an employee to a classification which is not contained in the bargaining unit.

13.4 Reinstatement of Deduction.

The University shall reinstate dues deductions for employees who have previously filed authorization for dues deduction and are subsequently placed in leave without pay status, or who participate in the Phased Retirement Program, upon commencement of full- or part-time employment at FIU.

13.5 Indemnification

The UFF shall indemnify, defend, and hold the Board, FIU, 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 FIU, or other officials, agents, and employees in compliance with this Article. The UFF shall

promptly refund to FIU any funds received in accordance with this Article which are in excess of the amount of dues and other authorized deductions which FIU has agreed to deduct.

13.6 Exceptions.

The Board will not deduct any UFF fines, penalties, or special assessments from the pay of any employee, nor is the Board obligated to provide more than one payroll deduction field for the purpose of making the deductions described in this Article.

13.7 Termination of Agreement.

The Board's responsibilities under this Article shall terminate automatically upon (1) decertification of the UFF or the suspension or revocation of its certification by the Florida Public Employees Relations Commission, or (2) revocation of the UFF's deduction privilege by the Florida Public Employees Relations Commission.

ARTICLE 14
MAINTENANCE OF BENEFITS

The reorganization of higher education in the State of Florida resulted in the legislative abolition of the Board of Regents and the creation of the Florida International University Board of Trustees as the public employer. Tenure status, rank, earned benefits, years of service, history of assignments and record of evaluations that an employee had at the University prior to the creation of the Florida International University Board of Trustees shall be recognized, credited or used, as applicable, unless a specific term or provision agreed to by the Board and the UFF states otherwise. No employee may be required to waive the benefits provided by terms agreed to by the Board and the UFF. No employee shall, as a result of the establishment of a level of rights or benefits by an agreement of the Board and the UFF, suffer a loss or diminution of any such rights or benefits for which otherwise eligible.

ARTICLE 15
MISCELLANEOUS PROVISIONS

15.1 No Strike or Lockout. The Board agrees that there will be no lockout at FIU during the term of this Agreement. The UFF agrees that there will be no strike by it or by any employees during the term of this Agreement.

15.2 Effect of Passage of Law. Any provision of this Agreement or BOT-UFF Policies appended which is contrary to law, but becomes legal during the term of this Agreement, shall be reinstated consistent with such legislation.

15.3 Legislative Action. The Board and the UFF agree that neither will attempt to influence or support changes in existing statutes or legislation which would change the terms of this Agreement or BOT-UFF Policies appended.

15.4 Venue. For purposes of venue in any judicial review of an arbitrator's decision, the parties elect to submit themselves to the jurisdiction of the courts in Miami-Dade County, Florida. In an action commenced in Miami-Dade County, neither the Board nor the UFF will move for a change of venue based upon the defendant's residence in-fact if other than Miami-Dade County.

15.5 Copies of the Agreement. The ~~University agrees to provide the UFF with a maximum of 1,500 copies of the ratified Agreement and BOT UFF Policies appended for distribution to employees, and to provide a copy to each new employee upon hiring. The cost for printing additional copies of these documents shall be borne equally by the parties. If the employee does not receive a copy of the Agreement and appendices from the University as part of the hiring process, the employee may obtain one from the UFF Chapter. The UFF agrees to distribute copies of the Agreement and appendices to current employees in the unit when the Agreement and BOT UFF Policies are ratified. In addition, the~~ Board shall provide a machine-readable copy of the ratified Agreement, appendices and all Supplements to the UFF.

15.6 Class Titles.

- (a) Whenever the University creates a new class, it shall designate such class as being either within or outside the bargaining unit and shall notify the UFF Chapter. Further, if the University revises the specifications of an existing class so that its bargaining unit designation is changed, it shall notify the UFF Chapter of such new designation. Within ten (10) days following such notification, the UFF may request a meeting with the University for the purpose of discussing the designation. If, following such discussion, the UFF disagrees with the designation, it may request the Florida Public Employees Relations Commission to resolve the dispute through unit clarification proceedings.
- (b) An employee may request a review of the appropriateness of the employee's classification by the appropriate University office. In case of disagreement with the results of the review, the matter shall be discussed in accordance with Article 2, Consultation, but shall not be subject to the Article on Grievance Procedure.

15.7 Salary Rate Calculation and Payment. The biweekly salary rate of employees serving on twelve (12) month (calendar year) appointments shall be calculated by dividing the calendar year salary rate by 26.1 pay periods.

15.8 Titles and Headings. The titles of Articles and headings which precede text are inserted solely for convenience of reference and shall not be deemed to limit or affect the meaning, construction, or effect of any provision of this Agreement or BOT-UFF Policies appended.

15.9 References to BOT-UFF Policies in the Agreement. References in this Agreement to any or all of the appended BOT-UFF Policies shall not have the effect of rendering the Policy (or Policies) subject to Article 10, Grievance Procedure and Arbitration.

ARTICLE 16 **SEVERABILITY**

In the event that any provision of this Agreement (a) is found to be invalid or unenforceable by final decision of a tribunal of competent jurisdiction, or (b) is rendered invalid by reason of subsequently enacted legislation, or (c) pursuant to Section 447.309(3) Florida Statutes, can take effect only upon the amendment of a law, rule, or regulation and the governmental body having such amendatory powers fails to take appropriate legislative action, then that provision shall be of no force or effect, but the remainder of the Agreement shall continue in full force and effect. If a provision of this Agreement fails for reason (a), (b), or (c), above, the parties shall enter into immediate negotiations for the purpose of arriving at a mutually satisfactory replacement for such provision.

ARTICLE 17 **AMENDMENT AND DURATION**

17.1 Effective Date. The Agreement and BOT-UFF Policies shall become effective on the date of ratification by both parties and remain in effect through July 1, 20142018. Renegotiations for the agreement term July 1, 2014–2018 through July 1, 20172117 shall begin no later than October 1, 20173.

17.2 Reopener Negotiations. For the contract years 2016-2017 and 2017-2018 the parties shall reopen and negotiate Article 11 and have the option to reopen a total combination of five (5) additional articles selected by each party between both contract years from 2016-2018.

17.3 Amendments. In the event the Board and the UFF negotiate a mutually acceptable amendment to this Agreement or BOT-FIU Policies, such amendment shall be put in writing and become part of this Agreement or BOT-UFF Policies upon ratification by both parties.

ARTICLE 18 **TOTALITY OF AGREEMENT**

18.1 Limitations. The parties acknowledge that during the negotiations which resulted in the Agreement, the Board and the UFF 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 agreements arrived at during those negotiations are set forth in this Agreement.

18.2 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 by written Memorandum of Understanding. Any such mutual agreements to alter, amend, supplement, delete, enlarge, or modify any of the provisions of this Agreement shall be in writing.

ARTICLE 19 DEFINITIONS

As used in this Agreement, the term:

- "Academic year" means a period consisting of a fall and spring semester of approximately 39 contiguous weeks.
- "administration" means Florida International University acting through its President and staff
- "Bargaining unit" means those employees, collectively, represented for collective bargaining purposes by the UFF pursuant to Florida Public Employees Relations Commission Certification No. 1463 issued in Commission Order Number 03E-305, dated February 4, 2004, wherein the Commission determined the composition of the bargaining unit at FIU.
- "Board, "BOT," or —Board of Trustees means the body established by Article 9, Section 7 of the Florida Constitution, acting through the President and staff.
- "Break in service" means those absences following which the employee is treated as a new employee for purposes of computing seniority and years of service.
- "college/unit" means a college or a comparable administrative unit generally equivalent in size and character to a college.
- "Continuous service" means employment uninterrupted by break in service. For academic year employees (9 month employees), one year of continuous service is equivalent to the nine (9) month employment period.
- "Days" means calendar days.
- "**Domestic partner**" means a person of same or opposite sex with whom you live, to whom you are emotionally committed, with whom you share a primary residence,

and with whom you share joint responsibilities for common welfare and financial obligations. Additional criteria may be found on the Affidavit of Domestic Partnership in the appendix.

- "department/unit" means a department or a comparable administrative unit generally equivalent in size and character to a department, unless provided otherwise in an express provision of this Agreement.
- "Employee" means a member of the bargaining unit.
- "Equitable" means fair and reasonable under the circumstances.
- "Faculty," "faculty member," or "faculty employee" means a member of the bargaining unit.
- "Merit Increase Unit" means a unit which consists of employees not assigned to any existing department/units considered for departmental merit increases.
- "Months" means calendar months.
- Number: The singular includes the plural.
- "Principal place of employment" means the campus location or other University site specified in the employee's letter of offer or notice of change in appointment.
- ~~"Same Sex Domestic Partner" means a domestic partner of the same sex who shares a committed and mutually dependent relationship with the employee, as defined in the FIU Policy on Same Sex Domestic Partner Health Insurance Stipend, including the attestation and documentary requirements contained in said Policy.~~
- "Semester" means one of the two approximately 19.5 week periods which together constitute the academic year.
- "Supervisor" means an individual identified by the President or designee as having immediate administrative authority over bargaining unit employees.
- "UFF" means United Faculty of Florida.
- "UFF Chapter" means the FIU Chapter of UFF.
- "University", "university" or —FIU means Florida International University, acting through the President and staff.

- "Year" means a period of twelve (12) consecutive months.

DRAFT

APPENDIX A
POSITION CLASSIFICATION IN THE BARGAINING UNIT

INCLUDED:

All full time and regular part-time employees in the following classifications:

- 9001 - Professor
- 9002 - Associate Professor
- 9003 - Assistant Professor
- 9024 - University Instructor
- 9014 - Senior Instructor
- 9004 - Instructor
- 9025 - University Lecturer
- 9015 - Senior Lecturer
- 9005 - Lecturer
- 9006 - Graduate Research Professor
- 9007 - Distinguished Service Professor
- 9009 - Eminent Scholar
- 9053 - University Librarian
- 9054 - Associate University Librarian
- 9055 - Assistant University Librarian
- 9056 - Instructor Librarian
- 9120 - Associate in
- 9121 - Assistant in
- 9126 - Program Director
- 9160 - Scholar/Scientist/Engineer
- 9161 - Associate Scholar/Scientist/Engineer
- 9162 - Assistant Scholar/Scientist/Engineer
- 9166 - Research Associate
- 9178 - Instructional Specialist

And employees with the following Administrative Titles: Associate Chair (C2), Assistant Chair (C3).

EXCLUDED:

C1 - chairpersons, deans, associate deans, assistant deans, directors, and all administrators above them, all employees of the school of law, all employees of the College of Medicine, chairman of the faculty senate serving on the board of trustees, managerial and confidential employees, and all other employees of The Board of Trustees of the Florida International University.

APPENDIX B

UNITED FACULTY OF FLORIDA UFF FTP NEA
UFF DUES CHECK OFF AUTHORIZATION FORM

United Faculty of Florida-Florida International University

UFF Membership and Dues Deduction Authorization Form

NAME (Last, First MI) _____

Panther ID _____ Department _____

TITLE _____
(ie, Assistant Professor, Professor, Lecturer, Assoc In, University Librarian, Instructor)

CAMPUS LOCATION _____ OFFICE HOURS _____

HOME ADDRESS _____

CITY/STATE _____ ZIP _____

PHONE: Work _____ Home _____

E-MAIL _____

I authorize the University Board of Trustees, through the University, to deduct from my pay, starting with the first full pay period commencing not earlier than seven (7) days from the date this authorization is received by the University, membership dues and uniform assessments of the United Faculty of Florida in such amount as may be established from time to time in accordance with the constitution and bylaws of the UFF and certified in writing to the Florida International University Board of Trustees by the UFF, and I direct that the sum or sums so deducted be paid over to the UFF.

Dues payments to UFF are not tax deductible as charitable contributions for Federal income tax purposes. However, they may be tax deductible under other provisions of the Internal Revenue Code.

This authorization shall continue until either (1) revoked by me at any time upon thirty (30) days written notice to the University Personnel Office, or (2) the discontinuance of my status within this bargaining unit for more than two consecutive semesters (i.e. Fall-Spring, Spring-Summer, or Summer-Fall).

Signature (for payroll deduction authorization) _____ Today's Date _____

Please print, fill out, & give this form to a UFF-FIU Representative or mail to:

United Faculty of Florida-FIU

PC-111

Miami, FL 33199

I, _____, authorize Florida International University to deduct from my pay, starting with the first full biweekly pay period commencing not earlier than seven days from the date this authorization is received by the University, membership dues of the United Faculty of Florida in such amount as may be established from time to time in accordance with the constitution and bylaws of the UFF and certified in writing to the University by the UFF, and I direct that the sum so deducted be paid over to the UFF.

UFF dues payments are not tax deductible as charitable contributions for federal income tax purposes. However, they may be tax deductible under other provisions of the Internal Revenue Code.

The above deduction authorization shall continue until either (1) revoked by me at any time upon thirty days written notice to the University Human Resources Office, and to UFF, or (2) my transfer or promotion out of this bargaining unit. Unless this Dues Check off Authorization is revoked in the manner heretofore stated, this authorization shall remain in full force and effect in accordance with the provisions of Section 447.007 Florida Statutes.

Date _____ Employee's Signature _____

Social Security Number _____ Name (printed) _____

Department _____

Effective date if later than above: _____

Please return to your Chapter President or to the UFF State Office, 306 East Park Avenue, Tallahassee, Florida 32301.

Please PRINT complete information where necessary.

Check One
Dr. _____ Mr. _____ Ms. _____ Mrs. _____

Social Security Number _____

Last Name, First Name _____

Home Address

Campus Address

Department

City, State, Zip Code

Office Phone

Home Phone

Please enroll me as a member of the United Faculty of Florida (UFF).

All UFF members are also members of the Florida Education Association, National Education Association, American Federation of Teachers and the AFL-CIO.

UFF dues are 1 percent of regular annual salary* for members for which the United Faculty of Florida is the bargaining agent. UFF dues payments are not tax deductible as charitable contributions for Federal income tax purposes. However, they may be tax deductible under other provisions of the Internal Revenue Code.

*** Regular annual salary for purposes of dues deductions is the employee's annual 9-month or 12-month base salary. If insufficient funds remain after mandatory deductions, the University has no obligation to process dues deductions.**

Signature of Member

Date

Return your completed membership form to your Chapter President or UFF State Office, 306 East Park Avenue, Tallahassee, Florida 32301.

United Faculty of Florida
UFF-PAC Payroll Deduction Authorization Form

I, _____ authorize Florida International University to deduct from my pay, starting with the first ~~full~~ biweekly pay period commencing not earlier than seven days from the date this authorization is received by the University, contributions to the UFF Political Action Committee in the amount of _____ ~~\$1.00~~ per pay period, and I direct that the sum so deducted be paid over to the UFF.

Contributions to UFF-PAC are not deductible as charitable contributions for Federal income tax purposes. However, they may be tax deductible under other provisions of the Internal Revenue Code.

The above deduction authorization shall continue until either (1) revoked by me at any time upon thirty days written notice to the University Human Resources Office and to the UFF, or (2) my transfer or promotion out of this bargaining unit.

Signature of Member

Date

Department

Panther ID

Effective date if later than above: _____

Return to the United Faculty of Florida-FIU Office, PC 111, Miami, FL 33199

Or Return to your Chapter President or to the UFF State Office, 306 East Park Avenue 115 North Calhoun Street, Suite 6, Tallahassee, Florida 32301.

Florida International University/United Faculty of Florida

APPENDIX C

GRIEVANCE

Date Received by Provost or Designee: _____

GRIEVANT

NAME : SCHOOL/COLLEGE:

DEPT :

OFFICE PHONE:

STEP 1 GRIEVANCE REPRESENTATIVE

NAME:

MAILING ADDRESS:

OFFICE PHONE:

GRIEVANCE

Article(s) and section(s) of Agreement allegedly violated:

Statement of grievance (must include date of acts or omissions complained of):

Remedy Sought:

(See page 2 for additional requirements)

AUTHORIZATION

I will be represented in this grievance by: (check one - representative must sign on appropriate line. If grievant is represented by the UFF or legal counsel, all university communications should go to the grievant's representative.):

UFF _____

Legal Counsel _____

Myself _____

I UNDERSTAND AND AGREE THAT BY FILING THIS GRIEVANCE, I WAIVE WHATEVER RIGHTS I MAY HAVE UNDER CHAPTER 120 OF THE FLORIDA STATUTES WITH REGARD TO THE MATTERS I HAVE RAISED HEREIN AND UNDER ALL OTHER UNIVERSITY PROCEDURES WHICH MAY BE AVAILABLE TO ADDRESS THESE MATTERS.

This grievance was filed with the Provost's or Designee's Office on _____ by (check one) mail (certified or registered, restricted delivery, return receipt requested)

personal delivery _____, other (specify) _____.

Signature of Grievant

(Grievant must sign prior to Step 2 Meeting if grievance is to be processed.)

Florida International University/United Faculty of Florida

APPENDIX D

REQUEST FOR STEP 2 REVIEW

Date Received by President or Designee: _____

GRIEVANT

NAME:
SCHOOL/COLLEGE:

DEPT:

OFFICE PHONE:

**STEP 2 GRIEVANCE
REPRESENTATIVE**

NAME:
MAILING ADDRESS:

OFFICE PHONE:

Grievant hereby requests that the President or designee review the Grievance as set forth on the attached Step 1 Grievance Form and issue a decision providing the remedy sought.

Grievant filed this request for review with the President's or designee's Office on _____ by (check one) mail (certified or registered, restricted delivery, return receipt requested) _____, personal delivery _____, other (specify) _____.

Signature of Grievant

I am represented in this grievance by (check one - representative should sign on appropriate line. If grievant is represented by the UFF or legal counsel, all university communications should go to the grievant's representative):

UFF _____

Legal Counsel _____

Myself _____

(See page 2 for additional requirements.)

A copy of the Appendix C Grievance form initially filed with the Provost or designee must be attached to this Request for Step 2 Review at the time of its filing with the President or designee.

The Step 2 Decision shall be transmitted to Grievant's Step 2 Representative by personal delivery with written documentation of receipt or by certified mail, return receipt requested. Copies of this decision shall be sent to Grievant, to the Provost or designee, and to the President, UFF-FIU, if grievant elected self-representation or representation by legal counsel.

DRAFT

Florida International University/United Faculty of Florida

APPENDIX E

NOTICE OF ARBITRATION

Date of receipt by President or Designee: _____

The United Faculty of Florida hereby gives notice of its intent to proceed to arbitration in connection with the decision of the President dated _____ and received by the UFF on _____ in this grievance of:

NAME: _____

The following statement of issue(s) before the Arbitrator is proposed:

This notice was filed with the President's or designee's Office on _____ by
(check one): mail (certified or registered, restricted delivery, return receipt
requested)____; personal delivery____; other (specify) _____.

Signature of UFF President or designee

I hereby authorize UFF to proceed to arbitration with my grievance. I also authorize UFF and the University to use, during the arbitration proceedings, copies of any materials in my evaluation file pertinent to this grievance and to furnish copies of the same to the arbitrator.

Signature of Grievant

Florida International University/United Faculty of Florida

APPENDIX F

SALARY INCREASE NOTIFICATION

NAME:

DEPARTMENT:

In accordance with the provisions of the ~~2011-2014~~~~2015-2018~~ BOT-UFF Agreement, your salary increase, effective _____, is:

Salary as of (date) \$ _____

Promotion (date) \$ _____

Retention Increase effective (date) \$ _____

Other (specify), if applicable:

Effective Date: \$ _____

Effective Date: \$ _____

Effective Date: \$ _____

Total Salary effective (date) \$ _____

Biweekly Amount effective (date)

The recommendation for your salary increase was prepared by:
_____. You may request a meeting to discuss this increase.

Florida International University/United Faculty of Florida

APPENDIX G BOT-UFF POLICIES

PREAMBLE TO APPENDIX ON BOT-UFF POLICIES

In accordance with the Agreement between the University and the United Faculty of Florida – FIU Chapter dated July 26, 2005, the parties have converted thirteen articles appearing in the BOR-UFF Collective Bargaining Agreement into the BOT-UFF Policies (“Policies”) that are contained in this Appendix through collective bargaining negotiations. These resulting Policies are binding upon the parties and ~~shall remain unchanged~~ cannot be changed except by collective bargaining for a term coextensive with the duration of the BOT-UFF Collective Bargaining Agreement (“BOT-UFF Agreement”). The Policies shall be enforced through the Policy on Neutral Internal Resolution of Policy Disputes that is included in this Appendix.

The parties recognize that during the term of the collective bargaining agreement, circumstances may require the amendment or clarification of one or more of the policies found in Appendix G. Under such circumstances the union is authorized to negotiate and enter into memoranda of agreement to amend or clarify a policy or policies contained in Appendix G without having the memorandum or memoranda ratified by the bargaining unit members.

The Policies in this Appendix are contained herein for information purposes only and are not made a part of the BOT-UFF Agreement. The parties agree that the inclusion of these Policies as an Appendix to the Agreement does not subject the Policies, or any right or benefit contained therein, to the Article on Grievance Procedure and Arbitration, of the BOT-UFF Agreement.

BOT-UFF POLICY APPOINTMENT

Purpose: To establish policy and procedures governing appointment of applicants for new and vacant positions and employees

Policy:

- (1) General Statement. The University shall exercise its authority to determine the standards, qualifications, and criteria so as to fill appointment vacancies in the bargaining unit with the best possible candidates. In furtherance of this aim, the University shall: (a) advertise such appointment vacancies; (b) receive applications and screen candidates for such appointments, and make appointments consistent with such standards, qualifications, and criteria; and (c) commit to an effort to identify and seek qualified women and minority candidates for vacancies and new positions.

Procedures:

- (2) Advertisement of Vacancies.** Bargaining unit vacancies shall be advertised throughout the University and other venues as determined by the dean/director. Employees of lower or equivalent ranks, employees who are spouses of employees, and employees who are local residents shall not, in the hiring process, be disadvantaged for that reason. All candidates for new and vacant positions shall be advised of the salaries of employees in the department/unit, or of salaries of University employees in the same job classification, as appropriate, prior to the negotiation of the candidate's initial salary. Prior to making the decision to hire a candidate to fill a bargaining unit vacancy, the appropriate administrator(s) shall consider recommendations that have resulted from the review of candidates by employees in the department.
- (3) Initial Appointment.** Upon initial appointment, a bargaining unit employee shall be issued a letter of offer, signed by the dean/director, citing specific terms and conditions of employment and his or her initial assignment of responsibilities. The University may enclose informational addenda, except that such addenda may not abridge the employee's rights or benefits provided in the BOT-UFF Agreement or BOT- UFF Policies. All academic year appointments for employees at a University shall begin on the same date. Two weeks prior to the beginning of classes each semester, the University shall send to the UFF Chapter a list of bargaining unit employees hired since the beginning of the previous semester, showing name; rank or title; department, college, program or employment unit; salary; and principal place of employment (campus). The initial letter of offer shall contain the following elements:
- (a) Date;
 - (b) Rank and/or Title and bargaining unit appointment status;
 - (c) Employment unit (e.g., department, college, institute, area, center, etc.);
 - (d) The length of the appointment and starting date;
 - (e) Special conditions of employment;
 - (f) The duties and responsibilities of the employee;
 - (g) A statement that the position is (1) tenured, (2) non-tenure earning, or (3) tenure-earning (specifying prior service in another institution to be credited toward tenure);
 - (h) A statement that the employee's acceptance of and/or signature on the letter of offer shall not be deemed a waiver of the right to process a grievance with respect thereto in compliance with the BOT-UFF

Agreement or a complaint in compliance with the BOT-UFF Process for Neutral, Internal Resolution of Policy Disputes, as appropriate.

- (i) The following statement, if the appointment is not subject to the notice provisions of the BOT-UFF Policy on Non-reappointment: "Your employment under this appointment will cease on the date indicated. No further notice of cessation of employment is required.";
- (j) A statement that the appointment is subject to the Constitution and laws of the State of Florida and the United States, the rules of the Board and the University, and the BOT-UFF Agreement and BOT-UFF Policies;
- (k) Percent of full-time effort (FTE) assigned;
- (l) Total Salary rate and administrative salary supplement if appropriate, noting the biweekly rate of pay for the employment period;
- (m) The formula by which an annual salary shall be converted to an academic year salary, if applicable.
- (n) The statement: "The BOT-UFF Collective Bargaining Agreement prohibits discrimination against any employee based upon race, color, sex, religious creed, national origin, age, veteran status, disability, political affiliation, marital status, sexual orientation, gender identity or employee rights related to union activity as granted under Chapter 447, Florida Statutes. Claims of such discrimination by the Board or the University may be presented as grievances pursuant to the Grievance Procedure set forth in the BOT-UFF Collective Bargaining Agreement."
- (o) A statement informing the employee of the obligation to report outside activity and conflict of interest under the provisions of the BOT-UFF Policy on Conflicts of Interest and Outside Activities; and
- (p) Principal place of employment.

- (4) Annual Notice of Length of Appointment and Salary.** No later than two weeks prior to the beginning of the employee's subsequent annual appointment and summer appointment, each employee shall receive written notice of the beginning and ending dates of that appointment and the salary rate at which the employee is to be paid during that appointment, including the number of pay periods during the appointment and the employee's biweekly rate of pay.

(5) Appointments.

- (a) Change in Appointments.

If at any time during the employee's employment at FIU any change is proposed in any term or condition of the initial appointment contained in

the letter of offer, reasonable advance written notice of each such proposed change must be provided to the employee. If the proposed change requires notice in accordance with the terms set forth in any applicable provision of the BOT-UFF Agreement or any applicable BOT-UFF Policy, the period required for reasonable advance notice shall be as set forth in the applicable Agreement or Policy.

(b) Summer Appointments.

- (1) Available supplemental summer appointments shall be offered equitably and as appropriate to qualified employees, not later than five weeks prior to the beginning of the appointment, if practicable, in accordance with written criteria. The criteria shall be made available in each department/unit.
- (2) Supplemental summer appointments shall be made in accordance with Section 1012.945, Florida Statutes (the "twelve hour law").
- (3) Compensation. Compensation for summer employment shall be 12.5% of the employee's 9-month base salary for each course assigned, based on three (3) credit-hour courses. Compensation for courses of more or fewer than three credit hours shall be prorated.
- (4) The instructional FTE will ordinarily be that assigned to a course offered during the academic year which is the same or similar to that being offered in the summer. This academic year instructional assignment may not exceed .25 FTE for a 3-contact-hour course, except that contact hour equivalencies may be assigned for classroom instructional activities which involve unusual and significant requirements for classroom preparation, conduct of classes, student evaluation, etc. The academic year FTE will be increased during the supplemental summer appointment proportional to the shorter length of the summer terms. Contact hour equivalencies may be assigned in the summer for classroom instructional activities which involve unusual and significant requirements for class preparation, conduct of classes, student evaluation, etc. These assigned FTEs also will be proportionally greater in the summer than in the academic year in recognition of the shorter length of the summer terms.
- (5) The instructional FTE assignment described in 5(b)(4), above, does not include other credit-generating activities such as thesis/dissertation supervision, directed individual studies, supervised research/teaching, and supervision of student interns. These activities, as well as Research or Service activities, may be assigned by the University during the summer term as contact hour equivalents to teaching a course or as "Other FTE" but are not a part of the instructional FTE assignment described in 5(b)(4), need not be assigned in conjunction with the

summer instructional assignment, and need not be allocated according to the same FTE equivalent as during the academic year. Any such reduction in FTE must, however, correspond to an appropriate reduction in assigned duties.

- (6) The instructional FTE assignment described in 5(b)(4) above shall include normal activities related to such an instructional assignment as defined by the department/unit and the nature of the course, such as office hours, course preparation, minor curriculum development, lectures, and grading. In addition, during any summer term (A, B or C) in which an employee has a summer instructional appointment, the employee may be required to attend no more than two (2) hours of department/unit or university meetings required for collegial activities of particular urgency.

(c) Extra Compensation Appointments.

Extra compensation is defined as compensation for any duties (including work activities previously designated as overload) in excess of a full appointment (1.0 FTE). Available extra compensation appointments within the University shall be offered equitably and as appropriate to qualified employees in sufficient time to allow voluntary acceptance or rejection and are subject to the applicable provisions of the Salary Article in the BOT-UFF Agreement, except that during the summer term only, duties and responsibilities assigned by the University to an employee for non-credit generating activities that do not exceed the available established FTE for the position may be compensated through OPS, not Salary. Prior approval for extra compensation activity must be obtained from the employee's immediate supervisor. Twelve-month employees who have been approved to perform extra compensation activity during the employee's normal working hours must use accrued vacation leave during the hours of the extra compensation activity.

(d) Visiting Appointments.

A "visiting" appointment is one made to a person having appropriate professional qualifications but not expected to be available for more than a limited period, or to a person in a position which the University does not expect to be available for more than a limited period. A visiting appointment may be offered in single or multi-year appointments not to exceed a total of four (4) consecutive years.

(e) Adjunct Appointments.

The use of adjuncts at a University shall, upon the request of the UFF be a subject of consultation under the provisions of the BOT-UFF Agreement.

(f) Fixed Multi-Year Appointments

- (1) Two- to five-year multi-year appointments may be offered for the following:
 - (a) Instructors, Senior Instructors, University Instructors, Lecturers, Senior Lecturers, and University Lecturers;
 - (b) Non-tenured or non-tenure earning Assistant Librarians, Associate Librarians, Librarians, Curators and Counselors/Advisors;
 - (c) Scholars/Scientists, Research Associates, and Associate In/Assistant In____;
 - (d) Clinical Faculty;
 - (e) Individuals who have officially retired from FIU and who are at least 55 years of age;
 - (f) Tenured employees who decide to give up their tenured status to take advantage of whatever incentives might be offered by a fixed multi-year appointment;
 - (g) Individuals who have held the rank of full professor for at least seven (7) years at an institution of higher education; and
 - (h) Individuals with substantial, highly specialized professional experience who do not have terminal degrees that would qualify them for tenure-earning positions.
- (2) Employees holding such fixed multi-year appointments may be terminated early under the provisions of Article 8 Layoff and Recall and under the BOT-UFF Policy on Disciplinary Action.
- (3) Successive fixed multi-year appointments may be offered to eligible employees hired pursuant to Section 5(f)(1), above, as follows:
 - (a) Criteria used to determine in which instances to offer successive appointments include consideration of the basis for the initial fixed multi-year appointment, evaluation of performance, professional growth, extent and currency of professional qualifications, contribution to the mission of the department or program, staffing needs, funding source alternatives, and continuing program considerations. Such criteria shall be in writing and available to all eligible employees.
 - (b) The employee will be advised in the penultimate year of the appointment that to be considered for a successive fixed multi-year appointment, the employee must submit a request and written documentation pursuant to written procedures established by the University. The University shall notify the employee in writing of its decision to offer or not offer a successive appointment by the beginning of the final year of the employee's current appointment.

Reclassification of an Employee to a Non-Unit Classification. Employees shall be provided written notice at least thirty (30) days in advance, where practicable, with a copy to the UFF Chapter, when the University proposes to reclassify the employee to a classification which is not contained in the bargaining unit. The employee may request a review of such action consistent with the provisions of Section 15.6(b) and UFF Chapter may discuss such action pursuant to Article 2, Consultation.

BOT-UFF POLICY ASSIGNMENT OF RESPONSIBILITIES

Purpose: To describe principles and considerations governing assignment of professional responsibilities for employees.

Policy:

(1) Professional Obligations. An employee's professional obligation comprises both scheduled and non-scheduled activities. It is a part of the professional responsibility of employees to carry out their duties in an appropriate manner and place. For example, while instructional activities, office hours, student advising, and certain other duties and responsibilities, may be required to be performed at a specific time and place, other non-scheduled activities are more appropriately performed in a manner and place determined by the employee in consultation with his/her supervisor.

(2) Annual Assignments. Prior to the beginning of each year of employment, each employee shall be apprised in writing of his/her annual assignment of duties in teaching, research and other creative activities, public service, and of any other specific duties assigned for that year. Except for the initial assignment, the person responsible for making the assignment shall notify the employee prior to making the final written assignment. The assignment shall be communicated to employees no later than six (6) weeks in advance of its starting date, if practicable. Such assignment of responsibilities document shall be signed and dated by both the employee and the person responsible for making the assignment.

(3) Considerations in Assignment.

(A) The employee shall be granted, upon written request, a conference with the person responsible for making the assignment to express concerns regarding:

- (i) the needs of the program or department/unit;
- (ii) the employee's qualifications and experiences, including professional growth and development and preferences;
- (iii) the character of the assignment, including but not limited to the

number of hours of instruction, the preparation required, whether the employee has taught the course in the past, the average number of students enrolled in the course in past semesters and the time required by the course, whether travel to another location is required, whether the development of instructional technology, online or electronic courses is required, the number of preparations required, the employee's assignments in other semesters, the terms and conditions of a contract or grant from which the employee is compensated, the use of instructional technology, the availability and adequacy of materials and equipment, secretarial services, student assistants, and other support services needed to perform the assignments, and any changes which have been made in the assignment, including those which may have resulted from previous evaluations of the employee; and

(iv) the opportunity to fulfill applicable criteria for tenure, promotion, successive fixed multi-year appointments, and merit salary increases.

(v) the assignment in the event that it includes the development of an online course, the time required to prepare the materials, the aptitude of the employee to deliver the online course and the support to be provided.

(B) If the conference with the person responsible for making the assignment does not resolve the employee's concerns, the employee shall be granted, upon written request, an opportunity to discuss those concerns with an administrator at the next higher level.

(C) Although the Legislature has described the minimum full academic assignment in terms of twelve (12) contact hours of instruction or equivalent research/scholarship and service, the professional obligation undertaken by an employee will ordinarily be broader than that minimum. In making assignments, the University has the right to determine the types of duties and responsibilities that comprise the professional obligation and to determine the mix or relative proportion of effort an employee may be required to expend on the various components of the obligation.

(D) The University properly has the obligation constantly to monitor and review the size and number of classes and other activities, to consolidate inappropriately small offerings, and to reduce inappropriately large classes.

(E) No employee's assignment, including the platform of delivery, shall be imposed arbitrarily or unreasonably. If an employee believes that the assignment has been so imposed, the employee should proceed to address the matter through the expedited procedure contained in the Neutral, Internal

Resolution of Policy Disputes process. Other claims of alleged violations of this Policy with respect to an employee's assignments are subject to the Neutral, Internal Resolution of Policy Disputes process.

(F) **Instructional Assignment.** The period of an instructional assignment during an academic year shall not exceed an average of seventy-five (75) days per semester, and the period for testing, advisement, and other scheduled assignments shall not exceed an average of ten (10) days per semester. Within each semester, activities referred to above shall be scheduled during contiguous weeks with the exception of spring break, if any.

(G) **Change in Assignment.** Should it become necessary to make changes in an employee's assignment, the person responsible for making the change shall notify the employee prior to making such change and shall specify such change in writing.

(4) Equitable Opportunity. Each employee shall be given assignments that provide equitable opportunities, in relation to other employees in the same department/unit, to meet the required criteria for tenure, promotion, successive fixed multi-year appointments, and merit salary increases.

(A) For the purpose of applying this principle to promotion, assignments shall be considered over the entire period since the original appointment or since the last promotion, not solely over the period of a single annual assignment. The period under consideration at this University shall not be less than four years.

(B) For the purpose of applying this principle to tenure, assignments shall be considered over the entire period of tenure-earning service and not solely over the period of a single annual assignment.

(C) If it is determined that an employee was not provided an equitable opportunity for tenure, as described in this section, the employee may be awarded an additional period of employment requiring the University to provide the equitable opportunity as described herein. In ensuing assignments, the Provost or designee must enforce the decision regarding equitable opportunity.

(5) Summer Assignment. The summer instructional assignment, like that for the academic year, includes normal activities related to such an assignment as defined by the department/unit and the nature of the course, such as office hours, course preparation, minor curriculum development, lectures, and grading.

When a summer instructional appointment immediately follows the academic year appointment, the employee may be assigned reasonable and necessary non-instructional duties related to the summer instructional appointment prior to the conclusion of the academic year appointment.

(6) Place of Employment.

- (A) Principal. Each employee shall be assigned one principal place of employment, as stated in the initial letter of offer. Where possible, an employee shall be given at least nine (9) months' notice of a change in principal place of employment. The employee shall be granted, upon written request, a conference with the person responsible for making the change to express concerns regarding such change. Voluntary changes and available new positions within the department shall be considered prior to involuntary changes.
- (B) Secondary. Each employee, where possible, shall be given at least ninety (90) days written notice of assignment to a secondary place of employment, more than fifteen (15) miles from the employee's principal place of employment. The employee shall be granted, upon written request, a conference with the person responsible for making the change to express concerns regarding such change. If the assignment to a secondary place of employment is made within a regular full-time appointment, the supervisor shall make an appropriate adjustment in the assignment in recognition of time spent traveling to a secondary place of employment. Necessary travel expenses, including overnight lodging and meals for all assignments not at the employees' principal place of employment shall be paid at the State rate and in accordance with the applicable provisions of State law. In the event the BOT establishes a new campus, center or similar worksite, either party may request that the provisions of this Policy may be reopened for further bargaining.

(7) Teaching Schedule. Teaching schedules shall be established, if practicable, so that the time between the beginning of the first assignment and the end of the last for any one day does not exceed eight (8) hours.

(8) Resources.

- (A) Equipment and Materials. When equipment and materials (e.g. photocopies) and/or other resources are reasonably required for classes or to perform other assigned responsibilities there shall be sufficient resources, equipment and materials to allow the performance of assigned responsibilities and to accommodate the students assigned to classes. Employees who prepare course materials for copying at least three (3) working days in advance shall be provided a reasonable number of photocopies at University expense. The provisions of this paragraph shall not be subject to Step 3 of the Neutral, Internal Resolution of Policy Disputes process.
- (B) Research Space. Employees who require research space for performance of their assigned responsibilities shall be allocated suitable research space as determined by the University. Every new employee who is promised research space under the terms of his or her letter of offer shall be provided space within the time designated in his or her letter of offer. If occupation of the space is not

available within the agreed upon time, the University will provide monthly progress reports to the employee, department chair and Dean with expected availability dates. Employees will be provided at least six (6) months' notice of the need to vacate assigned research space. Tenure-earning employees will retain allocated research space for the first three (3) years of tenure eligibility unless another location is mutually agreed upon.

(9) Workweek. Scheduled hours of all assigned duties for all employees shall not normally exceed forty (40) hours per week. Time shall be allowed within the normal working day for research, teaching, or other activities required of the employee, when a part of the assigned duties. The BOT-UFF Policy on Leaves shall govern schedule adjustment for holiday assignment.

(10) Instructional Technology.

(a) Given the potential of continued growth and emphasis on courses utilizing instructional technology, it is recognized that special considerations in assignment may be necessary, including, but not limited to,

- (i) compensation enhancement and/or adjustment of assignment;
- (ii) availability of support services, including instructional design support;
- (iii) training and development; and
- (iv) necessary equipment.

(b) Online Courses.

(i) Definition of an Online Course. For purposes of this Policy, a course is considered online when at least 80% of the class meetings that would be held for a standard classroom course are replaced by online activities. The parties recognize that employee effort spent in the development of online course materials and in providing online instruction may be greater than that associated with similar face-to-face courses and should be taken into consideration, as appropriate, in determining compensation and assignment.

(ii) No employee shall be required to teach a course as an online course, nor shall an employee be excluded from teaching a course that he or she is otherwise qualified to teach because he or she does not agree to teach the course as an online course unless the course is only offered online.

(iii)

a. [Online Course Rights and Releases Without Extra Compensation or Course Release.](#)

[Employees who develop or substantially revise instructional materials for an online course without extra compensation, course release or without the use of FIU online instructional design services provided by the University maintain full ownership of those online courses. Employees who develop or substantially revise instructional materials for an online course without extra compensation or course release, but with the use of FIU online instructional](#)

design services provided by the University maintain full ownership of those online courses, but grants FIU a limited three-year non-exclusive license to allow others to use such course materials to teach an online section of the same course.

- b. Online Course Rights and Releases With Extra Compensation or Course Release
Employees who develop or substantially revise instructional materials for an online course with extra compensation, either a three-credit-hour course release or compensation of \$500 per credit hour at the discretion of the Supervisor, maintain ownership of the instructional content of the online course, but FIU maintains ownership of the technical design of the online course and has a limited non-exclusive license to allow others the use of some or all of such course materials to teach an online section of the same course for a period of three (3) years.

c. Use of Online Instructional Materials

Except for the use permitted in paragraph 10 of the BOT-UFF Policy on the Assignment of Responsibilities, no employee teaching an online course shall be required as a condition of teaching that course to allow the copying, distribution, public performance or display of the employee's instructional materials or the creation of derivative works based on the employee's instructional materials. FIU shall use reasonable efforts to prevent the unauthorized copying, distribution, performance or display of the employee's instructional materials or the creation of derivative works based on the employee's instructional materials through such means as password protection of access to online courses and technologies that prevent downloading or the retransmission of instructional materials without authorization under this Article or the employee's express consent.

d. Compensation for Online Course Development

Employees who develop or substantially revise instructional materials for an online course without extra compensation, course release, or without the use of FIU online instructional design services provided by the University and has another individual use substantially all of such materials in a course, will be paid \$500 for each time a section of the course is offered up to a maximum of \$5,000 per course during the three year limited non-exclusive license period.

~~(iii)(a) Compensation/Assignment for Online Course Development. Employees who develop or substantially revise instructional materials for an online course without extra compensation, course release, or without the use of FIU Online instructional design services provided by the University maintain full ownership of those online courses. Employees who develop or substantially revise instructional materials for an online course without extra compensation or course release, but with the use of FIU Online instructional design services provided by the University maintain full ownership of those online courses, but FIU has a limited non-exclusive license to allow another individual to use some or all of such course materials to teach an online section of the same course for a period of three (3) years. When another individual uses substantially~~

~~all of such materials in the course, the faculty member who created the course materials will be paid \$500 for each time a section of the course is offered, up to \$5,000 maximum per course in that three (3) year period. Employees who develop or substantially revise instructional materials for an online course with extra compensation (either a three credit hour course release or \$500 per credit hour, at the discretion of the supervisor) maintain ownership of the instructional content of the online course but FIU maintains ownership of the technical design of the online course and has a limited non exclusive license to allow another individual to use some or all of such course materials to teach an online section of the same course for a period of three (3) years. Except as expressly agreed in this paragraph 10 (B) (iii)(a) or in paragraph 10 (C) below, no employee teaching an online course shall be required as a condition of teaching that course to allow copying, distribution, public performance or display of the employee's instructional materials or the creation of derivative works based on the employee's instructional materials. The University shall use reasonable efforts to prevent the unauthorized copying, distribution, performance or display of the employee's instructional materials or the creation of derivative works based on the employee's instructional materials through such means as password protection of access to online courses and technologies that prevent downloading or retransmission of instructional materials without the employee's express consent.~~

(iv) Compensation/Assignment for Teaching an Online Course. For teaching an online course under an extra compensation appointment, an employee shall be paid no less than \$1,000 per credit hour, plus 1/50 of such extra compensation per student enrolled over 50. For purposes of this Policy, a —section equivalent of an online course shall be defined as an enrollment of between one and 50 students. If an online course is taught in-load, the employee shall receive a .25 FTE assignment for teaching 1 – 50 students, plus an additional .005 FTE assignment for each student enrolled in the same course between 51 and 200. An employee teaching an online section of more than 200 students in load shall receive a 1.0 FTE plus extra compensation of 1/50 of the amount that would be paid for one section equivalent of an extra-compensation online course pursuant to this paragraph per student enrolled over 200. Whether an online course is taught in load or as an extra compensation assignment, if the university provides at least one teaching assistant per section equivalent in courses with enrollments over 50, no extra compensation or additional FTE assignment per student will be required for any section equivalent for which a teaching assistant is provided.

(v) Assignment percentages and compensation set forth in this paragraph are based on a three-credit-hour course. Assignment percentages and compensation for courses of fewer or more than three credit hours shall be prorated.

(vi) The parties recognize the need in certain limited circumstances to video capture lectures for the educational benefit of students. Reasonable efforts will be made at the time of annual/semester assignment to accommodate employees

who do not wish to have lectures or discussions recorded. If an employee teaches courses in a room equipped for recording of class lectures and discussions, the University will make reasonable efforts to insure that the recording of the lecture or discussion does not interfere with classroom instruction. Such efforts will include insuring that equipment used for recording is unobtrusive and maintained in good working order and that students in the classroom are informed in advance by the University that lectures and discussions will be recorded and distributed online. No one who is not enrolled in the section(s) being recorded will be granted access to recorded lectures and discussions in that class except as approved by the employee. The University shall make reasonable efforts to insure that recorded lectures cannot be downloaded for further distribution. Following the final examination date published by the University for that Class Section, all student access to recorded lectures and discussions will be blocked and all recordings will be erased unless the employee requests a copy for his or her own use. Such recordings shall not be used to evaluate an employee's teaching unless the employee elects to submit such recordings as part of the annual evaluation process. Notwithstanding the recording or distribution of class lectures or discussion pursuant to this paragraph, the copyright in such instructional material shall remain the property of the employee. Whether or not lectures and discussions are recorded and made available to students online, the employee shall have academic freedom to determine grades, including whether attendance and participation will be a factor in students' grades.

- (11)** When an employee is assigned to teach a face-to-face or a hybrid course as an overload assignment, being a course for credit in addition to their full regular assignment, the compensation for the overload assignment will be a minimum of \$1,000.00 per credit hour for the course.

BOT-UFF POLICY EMPLOYEE PERFORMANCE EVALUATION

Purpose:

To provide the policy and procedures for assessing employee performance and communicating the results of assessment to the employee and to others using assessment information in personnel decisions, and further to express the mutual commitment of the parties to the University's values.

Policy:

(A) Annual Evaluations. The purpose of the annual evaluation is to assess and communicate the nature and extent of an employee's performance of assigned duties consistent with the criteria specified below in this Policy. Except for those employees who have received notice of non-reappointment pursuant to the BOT- UFF Policy on Non-reappointment, every employee shall be evaluated at least once annually. Personnel decisions shall take such annual evaluations into account, provided that such decisions

need not be based solely on written faculty performance evaluations.

(B) Sustained Performance Evaluations. Tenured faculty members shall receive a sustained performance evaluation once every seven (7) years following the award of tenure or their most recent promotion. The purpose of this evaluation is to document sustained performance during the previous six years of assigned duties and to evaluate continued professional growth and development.

(C) Third-Year Review. Faculty on tenure-earning status shall be reviewed by their peers during their third year of employment, in accordance with review procedures developed by each college and approved by the Provost.

Procedures:

(A) General.

- (1) Sources and Methods of Evaluation. In preparing the annual evaluation, the person(s) responsible for evaluating the employee may consider, where appropriate, information from the following sources: immediate supervisor, peers, students, employee/self, other University officials who have responsibility for supervision of the employee, and individuals to whom the employee may be responsible in the course of a service assignment.
- (2) Observation/Visitation. The employee, if assigned teaching duties, shall be notified at least two (2) weeks in advance of the date, time, and place of any direct classroom observation or visitation made in connection with the employee's annual evaluation. If the employee determines that this date is not appropriate because of the scheduled class activities, the employee may suggest a more appropriate date. Classroom visitation without prior notice, for non-evaluative purposes, may be made with permission of the employee.
- (3) Employee Assistance Programs. Neither the fact of an employee's participation in an employee assistance program nor information generated by participation in the program, shall be used as evidence of a performance deficiency within the evaluation process described in this Policy, except for information relating to the employee's failure to participate in an employee assistance program consistent with the terms to which the employee and the University have agreed.
- (4) Proficiency in Spoken English. Where applicable, employees must, to be involved in classroom instruction, be proficient in the oral use of English. No employee shall be evaluated as deficient in oral English language skills unless proved deficient in accordance with the appropriate procedures and examinations established by Section 1012.93, Florida Statutes, for testing such deficiency.
 - a. No reference to an alleged deficiency shall appear in the annual evaluation or in the personnel file of a faculty member who achieves a satisfactory examination score determining proficiency in oral English ("50" or above on the Test of Spoken English).

- b. Faculty who score at a specified level on an examination established by law for testing oral English language skills ("45" on the Test of Spoken English), may continue to be involved in classroom instruction up to one (1) semester while enrolled in appropriate English language instruction, as described in paragraph (d) below, provided the appropriate administrator determines that the quality of instruction will not suffer. Only such faculty members who demonstrate, on the basis of examinations established by law that they are no longer deficient in oral English language skills may be involved in classroom instruction beyond one (1) semester.
- c. Faculty who score below a minimum score on an examination established by law for determining proficiency in oral English ("45" on the Test of Spoken English) shall be assigned appropriate non-classroom duties for the period of oral English language instruction provided by the University under paragraph (d) below, unless during the period of instruction the faculty member is found, on the basis of an examination specified above, to be no longer deficient in oral English language skills. In that instance, the faculty member will again be eligible for assignment to classroom instructional duties and shall not be disadvantaged by the fact of having been determined to be deficient in oral English language skills.
- d. It is the responsibility of each faculty member who is found, as part of the annual evaluation, to be deficient in oral English language skills by virtue of scoring below the satisfactory score on an examination established by law for determining such proficiency to take appropriate actions to correct these deficiencies. To assist the faculty member in this endeavor, the University shall provide appropriate oral English language instruction without cost to such faculty members for a period consistent with their length of appointment and not to exceed two (2) consecutive semesters.
- e. If the University determines, as part of the annual evaluation, that one (1) or more administrations of a test to determine proficiency in oral English language skills is necessary, in accordance with the law and this section, the University shall pay the expenses for the first administration of the test. The faculty member shall pay for additional testing that may be necessary.

(B) Annual Evaluation Procedures.

- (1) Annually, the department chair or supervisor will prepare a written evaluation of all employees.
- (2) The proposed written annual evaluation, including the employee's annual assignment furnished pursuant to the BOT-UFF Policy on Assignment of Responsibilities, shall be provided to the nine-month employee within forty-five (45) days after the end of the academic year for which such evaluation will be made, or in the case of 12 month employees within 45 days of the end of

the 12 month period for which the evaluation is made. The employee shall be offered the opportunity (during the thirty day (30) period following receipt of the proposed annual evaluation) to discuss the evaluation with the evaluator prior to its being finalized and placed in the employee's evaluation file. The evaluation shall be signed and dated by the person performing the evaluation, and by the person being evaluated, who may attach a concise comment to the evaluation. A copy of the evaluation shall be provided to the employee. The employee may request, in writing a meeting with the administrator at the next higher level to discuss concerns regarding the evaluation that were not resolved in previous discussions with the evaluator.

- (3) Each University department/unit shall develop and maintain procedures by which to evaluate each employee according to criteria specified below in this Policy. These procedures shall include the method for distribution of any merit salary increase funds provided pursuant to the BOT-UFF Agreement. The employees of each department/unit who are eligible to vote in department/unit governance shall participate in the development of these procedures and shall recommend implementation by vote of a majority of at least a quorum of those employees.
 - (a) The proposed procedures, or revisions thereof, shall be first reviewed at the College level by the Dean for consistency with College missions and goals and then reviewed by the Provost or designee to ensure that they are consistent with the mission and goals of the University and that they comply with the BOT- UFF Agreement and all relevant University policies.
 - (b) If the Provost or designee determines that the recommended procedures are not consistent with the missions and goals of the University, the BOT- UFF Agreement, or relevant University policies, the proposal shall be referred to the department/unit for revision with a written statement of reasons for non-approval. No merit salary increase funds shall be provided to a department/unit until its procedures have been approved by the Provost or designee.
 - (c) All approved procedures, and revisions thereof, shall be kept on file in the department/unit office and may be placed on the University website for access by employees and the UFF chapter. Upon request, employees in each department/unit shall be provided a copy of that department/unit's current procedures for annual evaluation and distribution of merit salary increase funds.
- (4) Upon written request from the employee, the persons responsible for supervising

and evaluating an employee shall endeavor to assist the employee in correcting any major performance deficiencies reflected in the employee's annual evaluation.

(C) Sustained Performance Evaluation Procedures.

- (1) The Sustained Performance Evaluation (SPE) program shall provide that:
 - (a) Only elected faculty may participate in the development or amendment of applicable procedures. Such procedures shall ensure involvement of both peers and administrators at the department and higher levels in the evaluation and shall ensure that an employee may attach a concise response to the evaluation;
 - (b) The University shall provide for an appeals process to accommodate instances when the employee and the supervisor cannot agree upon the elements to be included in the performance improvement plan; and
 - (c) The proposed procedures for the sustained performance evaluation shall be available to faculty members and to the UFF Chapter for review prior to final approval.
- (2) Employee annual evaluations, including the documents contained in the evaluation file, shall be the sole basis for the sustained performance evaluation. An employee who received satisfactory annual evaluations during the previous six (6) years shall not be rated below satisfactory in the sustained performance evaluation nor be subject to a Performance Improvement Plan.
- (3) A Performance Improvement Plan shall be developed only for those employees whose performance is identified through the Sustained Performance Evaluation as being consistently below satisfactory in one or more areas of assigned duties. The Performance Improvement Plan shall be developed by the employee, in concert with his/her supervisor, and include specific measurable performance targets and a time period for achieving the targets. The Performance Improvement Plan shall be approved by the Dean/Director and the Provost or designee. Specific resources identified in an approved Performance Improvement Plan shall be provided by the University. The supervisor shall meet periodically with the employee to review progress toward meeting the performance targets. It is the responsibility of the employee to attain the performance targets specified in the Performance Improvement Plan.

(D) Third-Year Review Procedures.

- (1) All tenure-earning faculty will be reviewed in their third year of employment. For faculty hired with two or more years of tenure credit, this review should take place in the second year of employment.

- (2) Each unit/college procedure for third-year review must be approved by a vote of the majority of tenured and tenure-earning faculty in the department/unit and by the Provost or designee.
- (3) The third-year review will take into consideration the faculty's assignment and annual evaluations, including student evaluations, and any other information that the department/unit faculty deem appropriate to be considered and have specified should be included in department/unit procedures.

(E) Criteria.

- (1) Annual Evaluation Criteria. All performance evaluations shall be based upon assigned duties, and shall carefully consider the nature of the assignment in terms, where applicable, of:
 - a. Teaching effectiveness, including effectiveness in presenting knowledge, information, and ideas by means or methods such as lecture, discussion, assignment and recitation, demonstration, laboratory exercise, practical experience, supervision of interns, theses, professional projects and/or dissertations, and direct consultation with students. The evaluation shall include consideration of effectiveness in imparting knowledge and skills, and effectiveness in stimulating students' critical thinking and/or creative abilities, the development or revision of curriculum and course structure, and adherence to accepted standards of professional behavior in meeting responsibilities to students. The evaluator may take into account class notes, syllabi, student exams and assignments, and any other materials relevant to the employee's teaching assignment. The teaching evaluation must take into account any relevant materials submitted by the employee, including the results of peer evaluations of teaching, and may not be based solely on student evaluations when this additional information has been made available to the evaluator.
 - b. Contribution to the discovery of new knowledge, development of new educational techniques, and other forms of creative activity. Evidence of research and other creative activity shall include, but not be limited to, published books; articles and papers in professional journals; musical compositions, paintings, sculpture; works of performing art; papers presented at meetings of professional societies; funded grant activities; and research and creative accomplishments that have not yet resulted in publication, display, or performance. The evaluation shall include consideration of the employee's productivity, including the quality and quantity of the employee's research and other creative programs and contributions during the year, as well as recognition by the academic or professional community of what has been done.
 - c. Public service that extends professional or discipline-related contributions to the community, the State, public schools, and/or the national and international community. This public service includes contributions to scholarly and professional organizations, governmental boards, agencies, and

commissions that are beneficial to such groups and individuals.

- d. Participation in the governance processes of the University through significant service on committees, councils, and senates, beyond that associated with the expected responsibility to participate in the governance of the University through participation in regular departmental or college meetings.
- e. Other assigned University duties, such as attending University events, advising, counseling, and academic administration, or as described in a Position Description, if any, of the position held by the employee. Other assigned duties may include entrepreneurial activities that contribute to the further development of the University with an end result of creating a new venture. Evidence of entrepreneurial contributions shall include, but not be limited to, creation of self-supporting centers or institutes, development of multi-disciplinary research partnerships, and applications of research to implementations in society.

BOT-UFF POLICY EVALUATION FILE

Purpose:

To provide guidelines for the establishment, maintenance and use of employee evaluation files within the employee's respective academic unit.

Policy:

1. General statement. There shall be one (1) evaluation file containing a dated copy of all documents used in the evaluation process, other than evaluation for tenure, promotion, and successive fixed multi-year appointments. When evaluations and other personnel decisions are made, other than for tenure, promotion, and successive fixed multi-year appointments, the only documents which may be used are those contained in that file. Such documents shall be placed in the evaluation file within a reasonable time after receipt by the custodian of the file. The location of the evaluation file will be in the Dean/ Director's office or in the Department Chairperson's office and employees shall be notified, upon written request, of the location. A copy of the annual evaluation will be maintained in the Division of Human Resources.
2. Access. An employee may examine the evaluation file, upon reasonable advance notice, during the regular business hours of the office in which the file is kept, normally within the same business day as the employee requests to see it, and under such conditions as are necessary to insure its integrity and safekeeping. Upon request, an employee may paginate with successive whole numbers the materials in the file, and may attach a concise statement in response to any item therein. Upon request, an employee is entitled to one (1) free copy of any material in the evaluation file. Additional copies may be obtained by the employee upon the payment of a reasonable fee for photocopying. A person designated by the employee may examine that employee's evaluation file with the written authorization of the employee concerned, and subject

to the same limitations on access that are applicable to the employee.

3. Use of Evaluative Materials.

- (a) In the event a complaint is filed, the University, Board, UFF complaint representatives (designated by the faculty member), the Panel designated to hear policy disputes under the BOT-UFF Policy on Neutral, Internal Resolution of Policy Disputes, and the employee bringing the complaint shall have the right to use copies of materials from the employee's evaluation file in the complaint process.
- (b) In the event of a grievance arising from the Collective Bargaining Agreement, the University, Board, UFF grievance representatives (designated by the faculty member), the arbitrator and the employee bringing the grievance shall have the right to use copies of materials from the employee's evaluation file in the grievance.

4. Anonymous Material. There shall be no anonymous material in the evaluation file except for numerical summaries of student evaluations that are part of a regular evaluation procedure of classroom instruction and/or written comments from students obtained as part of that regular evaluation procedure. If written comments from students in a course are included in the evaluation file, all of the comments obtained in the same course must be included.

5. Peer Committee Evaluations. Evaluative materials, or summaries thereof, prepared by peer committees as part of a regular evaluation system, may be placed in an evaluation file when signed by a representative of the committee.

6. Removal of Contents. Materials shown to be contrary to fact shall be removed from the file. This section shall not authorize the removal of materials from the evaluation file when there is a dispute concerning a matter of judgment or opinion rather than fact. Materials may also be removed pursuant to the resolution of a grievance arising from the Collective Bargaining Agreement or of a complaint arising from a BOT-UFF Policy.

7. Limited Access Information. Information reflecting evaluation of employee performance shall be available for inspection only by the employee, his or her representative (upon written authorization from the employee), University and Board officials who use the information in carrying out their responsibilities, peer committees responsible for evaluating employee performance, and others engaged by the parties to resolve disputes, or by others by court order. However, such limited access status shall not apply to summary data, by course, for the common "core" items contained in student course evaluations that have been selected as such by the Board or the University and made available by the University to the public on a regular basis.

8. Privacy of Social Security Numbers. Generally, University personnel records are public records and under the Sunshine Law are open for public inspection. However,

employees' social security numbers are not public records. An individual's social security number must be removed from any record inspected or released in response to a public records request.

BOT-UFF POLICY ACCESS TO OFFICIAL PERSONNEL RECORDS

Purpose:

To establish what constitutes the University's official personnel records and provide means for individuals to inspect such records.

Policy:

The official personnel record of each University employee is maintained in the Division of Human Resources and consists of copies of any action pertaining to employment (such as changes in salary, disciplinary actions, and annual evaluations). However, the only file that can be the basis for evaluation of an employee's performance is the Department's Evaluation File referred to in the Evaluation File Policy.

An employee may examine the official personnel records during the regular business hours of the Division of Human Resources, upon reasonable advance notice, within a reasonable amount of time after said notice and under such conditions as are necessary to ensure their integrity and safekeeping.

An employee may attach a written response to any document existing in his/her personnel record. Any document, or portion thereof, found to be contrary to fact shall be removed from the official personnel record. This section shall not authorize the removal of materials from the personnel record where there is a dispute concerning a matter of judgment or opinion rather than fact. Materials may also be removed pursuant to the resolution of a grievance arising from the Collective Bargaining Agreement or of a complaint arising from a BOT-UFF Policy.

Generally, University personnel records are public records and under the Sunshine Law are open for public inspection.

All requests for employee information, including both current and former employees, should be submitted in writing to the Division of Human Resources for production.

Upon request, an employee is entitled to one (1) free copy of any materials in the personnel record. Additional copies may be obtained by the employee upon the payment of a reasonable fee for photocopying.

Employees' social security numbers are not public records. An individual's social security number must be removed from any record inspected or released in response to a public records request.

Information reflecting evaluation of faculty performance are limited access records and shall be available for inspection only by the faculty member, his or her representative (upon written authorization from the faculty member), University and Board officials who use the information in carrying out their responsibilities, peer committees responsible for evaluating employee performance, and others engaged by the parties to resolve disputes, or by others by court order. However, such limited access status shall not apply to summary data, by course, for the common "core" items contained in student course evaluations, which have been selected as such by the Board or the University and made available by the University to the public on a regular basis.

BOT-UFF
POLICY NON-REAPPOINTMENT

(1) No Property Right. No appointment shall create any right, interest, or expectancy in any other appointment beyond its specific terms, except as provided in Article 8.2 and Article 9 of the BOT-UFF Collective Bargaining Agreement.

(2) Notice.

(a) All employees, except those described in (b)(i) and (c) below are entitled to the following written notice that they will not be offered further appointment:

(i) For employees in their first two (2) years of continuous University service, one semester (or its equivalent, 19.5 weeks, for employees appointed for more than an academic year);

(ii) For employees with two (2) or more years of continuous University service one year; or

(iii) For employees who are on "soft money" e.g., contracts and grants, sponsored research funds, and grants and donations trust funds, who had five (5) or more years of continuous University service as of June 30, 1991, one year.

(iv) The provision of notice under this section does not provide rights to a summer appointment beyond those provided in "Summer Appointments" section of the BOT-UFF Policy on Appointments.

(b) Employees who are on "soft money," e.g., contracts and grants, sponsored research funds, and grants and donations trust funds, except those described in Section (2)(a)(iii), above, are entitled to the following written notice that they will not be offered further appointment:

(i) For employees in their first five (5) years of continuous University service, no notice need be provided and the statement in (d), below, shall be

included in their letter of offer or notice of change in appointment; or

- (ii) For employees with five (5) or more years of continuous University service, ninety (90) days' notice shall be provided contingent upon funds being available in the contract or grant.

(c) Employees who are appointed for less than one (1) academic year, who are appointed to a visiting appointment, who are appointed to a fixed multi- year appointment and employees employed in an auxiliary entity, are not entitled to notice that they will not be offered further appointment, and the statement in (d), below, shall be included in their letter of offer or notice of change in appointment.

(d) Employees described in (b)(i) and (c), above, shall have the following statement included in their letter of offer or appointment:

Your employment under this letter of offer or appointment will cease on the date indicated. No further notice of cessation of employment is required.

(e) An employee who is entitled to written notice of non-reappointment in accordance with the provisions of Section (2) who receives written notice that the employee will not be offered further appointment shall be entitled, upon written request within twenty (20) days following receipt of such notice, to a written statement of the basis for the decision not to reappoint. Thereafter, the President or designee shall provide such statement within twenty (20) days following receipt of such request. All such notices and statements are to be sent by certified mail, return receipt requested, or delivered in person to the employee with written documentation of receipt obtained.

(3) Complaints Regarding Non-Reappointment. The decision to not reappoint is not subject to the BOT-UFF Policy on Neutral, Internal Resolution of Policy Disputes , or the contractual grievance process except that an employee who receives written notice of non-reappointment may contest the decision, pursuant to the Neutral, Internal Resolution of Policy Disputes process because of an alleged violation of a specific term of a BOT-UFF Policy or pursuant to the contractual grievance process because of an alleged violation of the BOT-UFF Agreement or because of an alleged violation of the employee's constitutional rights. Such complaints or grievances must be filed within thirty (30) days of receipt of the statement of the basis for the decision not to reappoint pursuant to Section (2)(e) or receipt of the notice of non-reappointment if no statement is requested.

(4) Non-Reappointment Considerations. If the decision not to reappoint was based solely upon adverse financial circumstances, reallocation of resources, reorganization of degree or curriculum offerings or requirements, reorganization of academic or administrative structures, programs, or functions, and/or curtailment or abolition of one

or more programs or functions, the University shall take the following actions:

- a. Make a reasonable effort to locate appropriate alternative or equivalent employment within the University; and
- b. Offer such employee, who is not otherwise employed in an equivalent full-time position, re-employment in the same or similar position at the University for a period of two years following the initial notice of non-reappointment, should an opportunity for such re-employment arise. All persons on the recall list shall regularly be sent the FIU position vacancy announcements. For this purpose, it shall be the employee's responsibility to keep the Division of Human Resources advised of the employee's current address. Any offer of re-employment pursuant to this section must be accepted within fifteen (15) days after the date of the offer, such acceptance to take effect not later than the beginning of the semester immediately following the date the offer was made. In the event such offer of re-employment is not accepted, the employee shall receive no further consideration pursuant to this Policy.

(5) Resignation. An employee who wishes to resign has the professional obligation, when possible, to provide the University with at least one semester's notice. Upon resignation, all consideration for tenure and reappointment shall cease.

(6) Notice Document. Notice of appointment and non-reappointment shall not be contained in the same document.

BOT-UFF POLICY PROMOTIONS

Purpose:

To provide academic units and employees with guidelines to be used in making promotion decisions.

Policy:

In order to be considered for promotion, an employee shall meet the qualifications for initial appointment to the proposed rank and successful performance at the level of the qualifications corresponding to that rank.

Promotion decisions are not merely a totaling of an employee's annual performance evaluations. Rather, the University, through its faculty, librarians, professional employees, and administrators, assesses the employee's potential for growth and scholarly contribution as well as past meritorious performance.

Procedures:

(1) Eligibility: Employees classified as Instructor, Lecturer, Senior Instructor, Senior Lecturer, Instructor Librarian, Assistant University Librarian, Associate University Librarian, Assistant Scholar/Scientist/Engineer, Associate Scholar/Scientist/Engineer, Assistant Professor, Associate Professor, Research Associate, Senior Research Associate, Instructional Specialist, and Senior Instructional Specialist shall be eligible to apply for promotion. Employees appointed with the modifiers "Clinical" or "Professional Practice" shall be eligible for promotion. Employees appointed with the modifier "Visiting" shall not be eligible for promotion.

(2) Annual Promotion Appraisals. Upon annual written request, beginning with the second year of employment, employees' eligible for promotion shall be apprised of their progress toward promotion. The promotion appraisal shall be included as a separate component of the annual evaluation and is intended to provide assistance and counseling to candidates to help them to qualify themselves for promotion. The employee may request, in writing, a meeting with an administrator at the next highest level to discuss concerns regarding the promotion appraisal that were not resolved in discussions with the employee's supervisor. The promotion appraisals shall not be the sole basis for a decision concerning the employee's application for promotion.

(3) Promotion Criteria and Procedures.

(a) Each college/school and/or department/unit, as its faculty deem appropriate, subject to the approval of the Dean/Director and Provost, shall adopt its own promotion criteria and procedures, consistent with University-wide criteria and procedures, and reflecting the particular mission and disciplinary requirements specific to the academic unit. Policies on the promotion process must include a poll by secret ballot of the members of the employee's department/unit concerning the employee's promotion application, in accordance with criteria for voting set out by the employee's department/unit. Such criteria and procedures, as appropriate to the academic unit, shall provide for promotion to Senior Lecturer, Senior Instructor, University Lecturer, University Instructor, Assistant University Librarian, Associate University Librarian, University Librarian, Associate Scholar/Scientist/Engineer, Scholar/Scientist/Engineer, Associate Professor, Professor, Research Associate, Senior Research Associate, Instructional Specialist, and Senior Instructional Specialist. In the event that through the University's Strategic Planning process there is a recommendation different than the process defined in this policy, the parties agree to renegotiate this policy without the use of a reopenner.

(b) Any proposal to develop or modify promotion criteria or procedures shall be available for discussion and a vote by members of the affected departments/units before adoption. Promotion decisions shall be a result of meritorious performance and shall be based upon established criteria and procedures specified in writing by the University. Promotion criteria and procedures shall be available in the departmental/unit office and/or at the college/unit level online. The University may

modify promotion criteria or procedures so long as the UFF Chapter has been notified of the proposed changes and offered an opportunity to discuss such changes in consultation with the Provost or designee. Changes in promotion criteria or procedures shall not become effective until one (1) year following adoption of the changes, unless mutually agreed to in writing by the UFF Chapter President and the Provost. The date of adoption shall be the date on which the changes are approved by the Provost.

(c) In the matter of promotion to Senior Lecturer, Senior Instructor, University Lecturer and University Instructor, the Provost, in accordance with the university governance process and subject to consultation with UFF, shall determine the criteria and procedures.

(d) The Promotion File. Prior to the consideration of the employee's promotion, the employee shall have the right to review the contents of the promotion file and may attach a brief response to any material therein. However, each department/unit shall decide by a democratic vote of the tenured and tenure-earning employees and according to that department's/unit's procedures, whether the candidates in its area will have access to the external reviewers' letters. A change in the policy by a new vote shall not become effective until one (1) year following the new vote, unless the employee chooses to have the access to the external letters be subject to the newly adopted policy. It is the responsibility of the employee to see that the file is complete and contains no material misrepresentation by the employee. If any material is added to the promotion file after the commencement of consideration, a copy shall be sent to the employee within five (5) days (by personal delivery or by mail, return receipt requested). The employee may attach a brief response within five (5) days of his/her receipt of the added material. The file shall not be forwarded until the employee either submits a response or the second five (5) day period expires, whichever occurs first.

(e) The promotion file shall include a copy of applicable promotion criteria, the employee's annual assignments, annual evaluations, and the employee's promotion appraisal(s). The only documents that may be considered in making a promotion recommendation are those contained or referenced in the promotion file.

(4) Notice of Award or Denial of Promotion. The University President shall decide whether to award promotion and shall notify the employee in writing of his or her decision within ten (10) days of that decision. Upon written request by an employee within twenty (20) days of the employee's receipt of such decision, the University shall provide the employee with a written statement of the reasons why the promotion was denied. Should an employee elect not to request such a written statement of reasons, the date of the act or omission giving rise to a complaint concerning the denial of promotion shall be deemed to be seven (7) days from the date of the employee's receipt of notice that a promotion shall not be awarded. Should an employee request such a written statement of reasons, the date of the act or omission giving rise to any complaint concerning denial of a promotion shall be deemed the date of the employee's receipt of a written statement of reasons why promotion was not awarded.

BOT-UFF POLICY
DISCIPLINARY ACTION AND JOB ABANDONMENT

- (1) Just Cause.
- (a) The purpose of this Policy is to provide a prompt and equitable procedure for disciplinary action taken with just cause. Just cause shall be defined as:
- (i) incompetence, or
(ii) misconduct
- (b) An employee's activities which fall outside the scope of employment shall constitute misconduct only if such activities adversely affect the legitimate interests of the University or Board.
- (2) Progressive Discipline. Both parties endorse the principle of progressive discipline as applied to professionals.
- (3) Notice of Intent for Suspension or Termination. When the President or designee has reason to believe that a suspension or termination should be imposed, the President or designee shall provide the employee with a written notice of the proposed action and the reasons therefore. Such notice shall be sent certified mail, return receipt requested, or delivered in person with written documentation of receipt obtained. The employee shall be given ten (10) days in which to respond in writing to the President or designee before the proposed action is taken. The President or designee then may issue a notice of disciplinary action under Section (4). The employee has a right to union representation during investigatory questioning that may reasonably be expected to result in disciplinary action. If the President or designee does not issue a notice of disciplinary action, the notice of proposed disciplinary action shall not be retained in the employee's evaluation file.
- (4) Notice of Discipline. All notices of disciplinary action shall include a statement of the reasons therefore and a statement advising the employee that the action is subject to the BOT-UFF Policy on Neutral, Internal Resolution of Policy Disputes and may, in the event of an allegation of a violation of the BOT- UFF Agreement, be subject to the grievance procedure thereunder. All such notices shall be sent certified mail, return receipt requested, or delivered in person to the employee with written documentation of receipt obtained.
- (5) Termination. A tenured appointment or any appointment of definite duration may be terminated during its term for just cause. An employee shall be given written notice of termination at least six (6) months in advance of the effective date of such termination, except that in cases where the President or designee determines that an employee's actions adversely affect the functioning of the University or jeopardize the safety or welfare of the employee, colleagues, or students, the President or designee may give less than six (6) months' notice.

(6) Disciplinary Action Other than Termination. The University retains its right to impose disciplinary action other than termination for just cause including, but not limited to, reprimand and suspension with or without pay. Counseling, including recommendations for participation in an Employee Assistance Program, shall not be considered disciplinary action.

(7) Job Abandonment

(a) If an employee is absent without authorized leave for twelve (12) or more consecutive days, excluding officially observed University Holidays or days when the University is officially closed by the directive of the University President or President's designee, under the provisions of the BOT-UFF Policy on Leaves, the employee shall be considered to have abandoned the position and voluntarily resigned from the University.

(b) Notwithstanding paragraph (a), above, 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 employee will not be considered to have abandoned the position.

(8) Employee Assistance Program. Neither the fact of an employee's participation in an employee assistance program, nor information generated by participation in the program, shall be used as a reason for discipline under this Policy, except for information relating to an employee's failure to participate in an employee assistance program consistent with the terms to which the employee and the University have agreed.

(9) The procedure for review of any disciplinary action shall be the procedures of the BOT-UFF Policy on Neutral, Internal Resolution of Policy Disputes. This provision does not prohibit the filing of a grievance for an alleged violation of an article in the BOT-UFF Agreement.

UFF-BOT POLICY LEAVES

Purpose: To establish policy and procedures concerning employee leaves.

Policy:

1. Requests for A Leave or Extension of Leave of One (1) Semester or More.

(a) For a leave of one (1) semester or more, an employee shall make a written request not less than 120 days prior to the beginning of the proposed leave, if practicable.

(b) For an extension of a leave of one (1) semester or more, an employee shall make a written request not less than sixty (60) days before the end of the leave, if practicable.

- (c) The University shall approve or deny such request in writing not later than thirty (30) days after receipt of the request.
- (d) An absence without approved leave or extension of leave shall subject the employee to the provisions of Section 7 of the BOT-UFF Policy on Disciplinary Action and Job Abandonment.
- (e) An employee's request for use of leave for an event covered by the provisions of the Family and Medical Leave Act (FMLA) of 1993 (Public Law 103-3) shall be submitted and responded to in accordance with the provisions of Section 6 of this Policy.

2. Return from Leave. An employee who returns from an approved leave of absence with or without pay shall be returned to the same classification, unless the University and the employee agree in writing to other terms and conditions. The return from FMLA leave shall be in accordance with Section 6 of this Policy.

3. Accrual During Leave with Pay. An employee shall accrue normal leave credits while on compensated leave in full-pay status, or while participating in the sabbatical or professional development programs. If an employee is on compensated leave in less than full-pay status for other than sabbaticals or professional development programs, the employee shall accrue leave in proportion to the pay status.

4. Tenure Credit During Periods of Leave. Semester(s) during which an employee is on compensated or uncompensated leave for more than twenty (20) days shall not be creditable for the purpose of determining eligibility for tenure, except by mutual agreement of the employee and the University. In deciding whether to credit such leave toward tenure eligibility, the President or designee shall consider the duration of the leave, the relevance of the employee's activities while on such leave to the employee's professional development and to the employee's field of employment, the benefits, if any, which accrue to the University by virtue of placing the employee on such leave, and other appropriate factors.

5. Holidays.

- (a) An employee shall be entitled to observe all official University holidays. No classes shall be scheduled on holidays. Classes not held because of a holiday shall not be rescheduled.
- (b) Supervisors are encouraged not to require an employee to perform duties on holidays; however, an employee required to perform duties on holidays shall have the employee's schedule adjusted to provide equivalent time off, up to a maximum of eight (8) hours for each holiday worked.
- (c) If an employee who has performed duties on a holiday terminates employment prior to being given time off, the employee shall be paid, upon termination, for the holiday hours worked within the previous

twelve (12) month period.

6. Family and Medical Leave Act (FMLA) Entitlements.

- (a) The Family and Medical Leave Act of 1993 ("FMLA") is the common name for the Federal law providing eligible employees an entitlement of up to four hundred and eighty (480) hours of leave without pay for qualified family or medical reasons during a one-year period. This Act entitles the employee to take leave without pay; where University policies permit, employees may use accrued leave with pay during any qualifying family or medical leave. The failure to list, define, or specify any particular provision or portion of the FMLA in this Policy shall in no way constitute a waiver of any of the rights or benefits conferred to the employer or the employee through the FMLA.
- (b) Implementation of FMLA Leave Entitlements.
 - (1) An employee, whether salaried or paid from Other Personal Services (OPS), is entitled to four hundred and eighty (480) hours of FMLA leave within a twelve (12) month period for any qualifying family or medical leave.
 - (2) A salaried employee is entitled to a parental leave for up to six (6) months in accordance with the provisions of Section 7 of this Policy, for a birth or adoption of the employee's child. If an eligible employee elects to take Parental Leave and the employee's parental leave extends beyond the period of paid parental leave provided pursuant to Section 7 of this Policy, up to four hundred and eighty (480) hours of such leave may be counted against that employee's FMLA entitlement.
- (c) Accounting for the Use of FMLA Leave in a Twelve-Month Period.
 - (1) A rolling year (commencing with the first day of leave) shall be the designated twelve (12) month period in which to count the use of up to four hundred and eighty (480) hours of FMLA leave.
 - (2) An eligible employee's entitlement to leave for a birth or placement for adoption or foster care expires at the end of a twelve (12) month period beginning on the date of the birth or placement of the child.
- (d) Use and Approval of FMLA Leave.
 - (1) The University shall approve FMLA leave for an eligible employee as long as the reasons for absence qualify under the FMLA and the employee has not exhausted the employee's four hundred and eighty (480) hours within the appropriate 12-month period for such leave. The employee may request FMLA leave as accrued leave, leave without pay, or a combination of both.
 - (2) The University may require that the employee use accrued leave with pay prior to requesting leave without pay for four hundred and eighty

(480) hours (12 workweeks) of FMLA leave. Requiring the use of paid leave shall be applied consistently and may not be used merely to exhaust the employee's leave balance in order to prohibit the use of paid leave while on leave without pay as provided for in this Policy.

- (3) After the President or designee has acquired knowledge that the leave is being taken for an FMLA required reason, the President or designee shall within two business days, absent extenuating circumstances, notify the employee of the period of FMLA leave to be granted, including the date of return to employment. If the notice is oral, it shall be confirmed in writing no later than the following payday (unless the payday is less than one week after the oral notice, in which case the notice must be no later than the subsequent payday).

(e) Medical Certification.

- (1) The University may require an employee to provide medical certification from a health care provider for FMLA leave without pay when taken for the serious health condition of the employee or the employee's family member.
- (2) Medical certification may be required to affirm the employee's ability to return to work and perform one or more of the essential functions of the job within the meaning of the Americans with Disabilities Act (ADA), after being absent on FMLA leave.

(f) Return to Position. Upon return from FMLA leave, the employee shall be returned to the same or equivalent position in the same class and work location, including the same shift or equivalent schedule, unless the University and the employee agree in writing to other conditions and terms under which such leave is to be granted.

(g) Continuation of Benefits. The use of FMLA leave by eligible employees shall neither enhance nor decrease any rights or benefits normally accrued to salaried employees during a leave with pay or any rights or benefits normally accrued during a leave without pay.

(h) If any provision of this Policy is inconsistent with or in contravention of the Family Medical Leave Act of 1993, Public Law 103-3, or the Family and Medical Leave Act Regulations, 29 CFR Part 825, or any subsequently enacted legislation, then such provision shall be superseded by the laws or regulations referenced above, except to the extent that this Policy, the collective bargaining agreement or any employee benefit program or plan provides greater family or medical leave rights to an eligible employee.

7. Parental Leave.

- (a) An employee, at the employee's request, shall be granted parental leave when the

employee ~~or employee's same sex domestic partner~~ becomes a biological parent or a child is placed in the employee's home pending adoption. Foster care is not covered under parental leave but is provided through the FMLA provisions in accordance with this Policy.

- (b) Except as indicated in 7(f), Once during his or her employment career at FIU, at the employee's discretion, an employee on a 12-month appointment shall be granted parental leave at full pay for a period not to exceed twenty-six (26) consecutive weeks. Such paid parental leave shall begin no earlier than two weeks before the expected date of the child's birth or placement in the employee's home or the actual date of the child's birth or placement in the employee's home, whichever is earlier, and shall end no later than one year from the date of the child's birth or placement in the employee's home.
- (c) Except as indicated in 7(f), Once during his or her employment career at FIU, at the employee's discretion, an employee on an Academic Year appointment shall be granted a parental leave at full pay during Fall or Spring semester and at .33 FTE during Summer A or Summer B, for a period not to exceed twenty-six consecutive weeks. Such paid parental leave shall begin no earlier than the first day of classes in the semester during which the child's birth or placement in the employee's home is expected or during which the actual date of birth or placement occurs, whichever is earlier, and shall end no later than one year from the date of the child's birth or placement in the employee's home. Where circumstances permit, employees are encouraged to begin parental leave at the beginning of the first week of classes in the semester.
- (d) If an employee who takes paid parental leave pursuant to paragraph 7(b) or (c) requests parental leave for a period of more than twenty-six consecutive weeks, the employee may use a combination of paid leave, accrued leave and leave without pay, and such request shall include the specific periods for each type of leave requested. Use of accrued leave during an approved period of leave without pay shall be in accordance with Section 12 of this Policy.
 - (1) The President or designee shall acknowledge to the employee in writing the period of paid parental leave to be taken and the date of return to employment.
 - (2) In addition to paid parental leave and at the employee's request, the President or designee shall grant further accrued leave at the employee's request for a period not to exceed the employee's accrued leave, and/or full-time or part-time leave without pay for a period not to exceed one (1) year, unless the President or designee determines that granting such leave would be inconsistent with the best interests of the University.
 - (3) Any illness caused or contributed to by pregnancy shall be treated as a temporary disability and the employee shall be allowed to use accrued

sick leave credits when such temporary disability is certified by a health care provider.

- (e) Upon agreement between the employee and the University, intermittent FMLA leave or a reduced work schedule may be approved for the birth of the employee's child or placement of a child with the employee for adoption in accordance with Section 6 of this Policy.
- (f) Once during his or her employment at FIU, at the employee's discretion, the twenty-six (26) consecutive weeks of parental leave may be split and used in two (2) consecutive week intervals. This would allow an employee to use parental leave for the birth or adoption of a child and another parental leave for a subsequent birth or adoption of a child. In no instance can the parental leave be utilized in more than two (2) semesters during the employee's career at FIU.
- (g) Subsequent to the use of parental leave, the employee who is on a nine (9) month contract may be required, at the discretion of the University, to return to employment at FIU for two (2) semesters. In the event that the employee fails or refuses to return to employment at FIU, the University may recoup the value of the parental leave that was granted. If the employee is on a twelve (12) month contract, the employee, may be required, at the discretion of the University, return to employment for six (6) months or the University may recoup the value of the parental leave that was granted. The recoupment will not apply in circumstances where the employee is not allowed to return to employment by FIU.

8. Leaves Due to Illness/Injury.

Illness/Injury is defined as 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 Americans with Disabilities Act, the provisions of Public Law 101-336 shall apply.

- (a) Sick Leave.
 - (1) Accrual of Sick Leave.
 - a. A full-time employee shall accrue four (4) hours of sick leave for each biweekly pay period, or the number of hours that are directly proportionate to the number of days worked during less than a full-pay period, without limitation as to the total number of hours that may be accrued.
 - b. A part-time employee shall accrue sick leave at a rate directly proportionate to the percent of time employed.
 - c. An employee appointed under Other Personal Services (OPS) shall

not accrue sick leave.

(2) Uses of Sick Leave.

- a. Sick leave shall be accrued before being taken, provided that an employee who participates in a sick leave pool shall not be prohibited from using sick leave otherwise available to the employee through the sick leave pool.
- b. Sick leave shall be authorized for the following:
 - (1) The employee's personal illness or exposure to a contagious disease which would endanger others.
 - (2) The employee's personal appointments with a Health care provider.
 - (3) The illness or injury of a member of the employee's immediate family, at the discretion of the supervisor. Approval of requests for use of reasonable amounts of sick leave for caring for a member of the employee's immediate family shall not be unreasonably withheld. "Immediate family" means the spouse, ~~same-sex domestic partner, and~~ the grandparents, parents, brothers, sisters, children, and grandchildren of the employee, the employee's spouse ~~or the employee's same-sex domestic partner~~, or other dependents of the employee ~~or~~, employee's spouse, ~~or employee's same-sex domestic partner~~ living in the household.
 - (4) The death of a member of the employee's immediate family, at the discretion of the supervisor. Approval of requests for use of reasonable amounts of sick leave, in addition to paid Bereavement Leave otherwise provided by this Policy, for the death of a member of the employee's immediate family shall not be unreasonably withheld.
- c. A continuous period of sick leave commences with the first day of absence and includes all subsequent days until the employee returns to work. For this purpose, Saturdays, Sundays, and official holidays observed by the State shall not be counted unless the employee is scheduled to perform services on such days. During any seven (7) day period, the maximum number of days of sick leave charged against any employee shall be five (5).
- d. An employee who requires the use of sick leave should notify

the supervisor as soon as practicable.

- e. An employee who becomes eligible for the use of sick leave while on approved annual leave shall, upon notifying the supervisor, substitute the use of accrued sick leave to cover such circumstances.

(3) Certification. If an employee's request for absence or absence exceeds four (4) consecutive days, or if a pattern of absence is documented, the University may require an employee to furnish certification issued by an attending health care provider of the medical reasons necessitating the absence and/or the employee's ability to return to work. If the medical certification furnished by the employee is not acceptable, the employee may be required to submit to a medical examination by a health care provider who is not a University staff member which shall be paid for by the University. If the medical certification indicates that the employee is unable to perform assigned duties, the President or designee may place the employee on compulsory leave under the conditions set forth in Section 8 (c) of this Policy.

(4) Payment for Unused Sick Leave.

(a) An employee with less than ten (10) years of FIU service who separates from FIU shall not be paid for any unused sick leave.

(b) An employee who has completed ten (10) or more years of FIU service, has not been found guilty or has not admitted to being guilty of committing, aiding, or abetting any embezzlement, theft, or bribery in connection with State government, or has not been found guilty by a court of competent jurisdiction of having violated any State law against or prohibiting strikes by public employees, and separates from FIU because of retirement for other than disability reasons, termination, or death, shall be compensated at the employee's current regular hourly rate of pay for one-eighth of all unused sick leave accrued prior to October 1, 1973, plus one-fourth of all unused sick leave accrued on or after October 1, 1973; provided that one-fourth of the unused sick leave since 1973 does not exceed 480 hours. The compensation in this paragraph 7(a) (4)b shall not be given to an employee who starts employment at FIU on or after July 1, 2006.

(c) Upon layoff, an employee with ten (10) or more years of FIU service shall be paid for unused sick leave as described in paragraph b., above, unless the employee requests in writing that unused sick leave be retained pending re-employment. For an employee who is re-employed by the University within twelve (12) calendar

months following layoff, all unused sick leave shall be restored to the employee, provided the employee requests such action in writing and repays the full amount of any lump sum leave payments received at the time of layoff. An employee who is not re-employed within twelve (12) calendar months following layoff shall be paid for sick leave in accordance with this Policy.

(d) All payments for unused sick leave shall be made in lump sum and shall not be used in determining the average final compensation of an employee in any State administered retirement system. An employee shall not be carried on the payroll beyond the last official day of employment, except that an employee who is unable to perform duties because of a disability may be continued on the payroll until all sick leave is exhausted.

(e) If an employee has received a lump sum payment for accrued sick leave, the employee may elect in writing, upon re-employment within 100 days, to restore the employee's accrued sick leave. Restoration will be effective upon the repayment of the full lump sum leave payment.

(f) In the event of the death of an employee, payment for unused sick leave at the time of death shall be made to the employee's beneficiary, estate, or as provided by law.

(b) Job-Related Illness/injury.

(1) An employee who sustains a job-related illness/injury that is compensable under the Workers' Compensation Law shall be carried in full-pay status for a period of medically certified illness/injury not to exceed seven (7) days immediately following the illness/injury, or for a maximum of forty (40) work hours if taken intermittently without being required to use accrued sick or annual leave.

(2) If, as a result of the job-related illness/injury, the employee is unable to resume work at the end of the period provided in paragraph (1), above:

(a) The employee may elect to use accrued leave in an amount necessary to receive salary payment that will increase the Workers' Compensation payments to the total salary being received prior to the occurrence of the illness/injury. In no case shall the employee's salary and Workers' Compensation benefits exceed the amount of the employee's regular salary payments; or

(b) The employee shall be placed on leave without pay and shall receive normal Workers' Compensation benefits if the employee has exhausted all accrued leave in accordance with paragraph (a),

above, or the employee elects not to use accrued leave.

- (3) This period of leave with or without pay shall be in accordance with Chapter 440 (Worker's Compensation), Florida Statutes.
 - (4) If, at the end of the leave period, the employee is unable to return to work and perform assigned duties, the President or designee should advise the employee, as appropriate, of the Florida Retirement System's disability provisions and application process, and may, based upon a current medical certification by a health care provider prescribed in accordance with Chapter 440 (Worker's Compensation), Florida Statutes, and taking the University's needs into account:
 - (a) Offer the employee part-time employment;
 - (b) Place the employee in leave without pay status or extend such status;
 - (c) Request the employee's resignation; or
 - (d) Release the employee from employment, notwithstanding any other provisions of this Agreement.
- (c) Compulsory Leave.
- (1) Placing Employee on Compulsory Leave.
 - (a) If 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, the results of which shall be released to the University, by a health care provider chosen and paid by the University, or by a health care provider chosen and paid by the employee, who is acceptable to the President or designee. Such health care provider shall submit the appropriate medical certification(s) to the University.
 - (b) If the University agrees to accept the employee's choice of a health care provider the University may not then require another University-paid examination.
 - (c) 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.
 - (2) Conditions of Compulsory Leave.
 - (a) Written notification to the employee placing the employee on compulsory leave shall include the duration of the compulsory leave period and the conditions under which the employee may return to work. These conditions may include the requirement of the successful completion of, or participation in, a program of rehabilitation or treatment, and follow-up medical

certification(s) by the health care provider, as appropriate.

- (b) The compulsory leave period may be leave with pay or leave without pay. If the compulsory leave combines the use of accrued leave with leave without pay, the use of such leave shall be in accordance with Section 12 of this Policy.
 - (c) If the employee fulfills the terms and conditions of the compulsory leave and receives a current medical certification that the employee is able to perform assigned duties, the President or designee shall return the employee to the employee's previous duties, if possible, or to equivalent duties.
- (3) Duration. Compulsory leave, with or without pay, shall be for a period not to exceed the duration of the illness/injury or one year, whichever is less.
- (4) Failure to Complete Conditions of Compulsory Leave or Inability to Return to Work. If the employee fails to fulfill the terms and conditions of a compulsory leave and/or is unable to return to work and perform assigned duties at the end of a leave period, the President or designee should advise the employee, as appropriate, of the Florida Retirement System's disability provisions and application process, and may, based upon the University's needs:
- (a) Offer the employee part-time employment;
 - (b) Place the employee in leave without pay status or extend such status;
 - (c) Request the employee's resignation; or
 - (d) Release the employee from employment, notwithstanding any other provisions of any BOT-UFF Policy or the BOT-UFF Agreement.

9. Annual Leave

- (A) Accrual of Annual Leave.
1. Full-time employees appointed for more than nine (9) months, except employees on academic year appointments, shall accrue annual leave at the rate of 6.769 hours biweekly or 14.667 hours per month (or a number of hours that is directly proportionate to the number of days worked during less than a full-pay period for full-time employees), and the hours accrued shall be credited at the conclusion of each pay period or, upon termination, at the effective date of termination. Employees may accrue annual leave in excess of the year end maximum during a calendar year. Employees with accrued annual leave in excess of the year end maximum as of December 31, shall have any excess converted

to post October 1, 1973 sick leave on an hour-for-hour basis on January 1 of each year.

2. Part-time employees appointed for more than nine (9) months, except employees on academic year appointments, shall accrue annual leave at a rate directly proportionate to the percent of time employed.
3. Academic year employees, employees appointed for less than nine (9) months, and OPS employees shall not accrue annual leave.

(B) Use and Restoration of Annual Leave.

1. Annual leave shall be accrued before being taken, except in those instances where the President or designee may authorize the advancing of annual leave. When leave has been advanced and employment is terminated prior to the employee accruing sufficient annual leave to credit against the leave that was advanced, the University shall deduct from the employee's warrant the cost of any annual leave advanced under this provision. All requests for annual leave shall be submitted by the employee to the supervisor as far in advance as possible and appropriate. Approval of the dates on which an employee wishes to take annual leave shall be at the discretion of the supervisor and shall be subject to the consideration of departmental/unit and organizational scheduling.
2. Upon re-employment at FIU within 100 days, except for re-employment after layoff (see (c)(3), below), the employee may elect in writing to restore up to 44 (forty-four) days (352 hours) of his/her former unused annual leave balance. In such cases, the employee's absence shall not constitute a break-in-service. Restoration will be effective upon the repayment of the lump sum leave payment up to forty-four (44) days.
3. An employee may transfer internally into an annual leave accruing position up to forty-four (44) days of unused leave accrued in the FIU classification and pay plan in which previously employed, provided the employee has not received payment for such leave and no more than thirty-one (31) days have elapsed between jobs.

(C) Payment for Unused Annual Leave.

1. Upon termination from an annual leave accruing appointment, or transfer from an annual leave accruing appointment to an academic year appointment, the University shall pay the employee

for up to forty-four days (352 hours) of unused annual leave at the calendar year rate the employee was accruing as of the employee's last day of work. All unused annual leave in excess of forty-four days (352 hours) shall be forfeited by the employee.

2. Upon layoff, an employee shall be paid for up to forty-four days (352 hours) of unused annual leave in lump sum, unless the employee requests in writing that annual leave credits be retained pending re-employment. For employees who are re-employed by the University within twelve (12) calendar months following layoff, all unused annual leave shall be restored to the employee, provided the employee requests such action in writing and repays the full amount of any lump sum leave payment received at the time of layoff. Employees who are not re-employed within twelve (12) calendar months following layoff and who elected to retain their annual leave pending re-employment shall be paid for up to forty-four days (352 hours) of unused annual leave at the calendar rate the employee was accruing as of the employee's last day of work.
3. If an employee has received a lump sum payment from the University for Accrued Annual Leave, the employee may elect in writing, upon re-employment at FIU within 100 days, to restore the employee's accrued annual leave. Restoration will be effective upon the repayment of the full lump sum leave payment.
4. In the event of the death of an employee, payment for all unused annual leave at the time of death, up to 352 hours, shall be made to the employee's beneficiary, estate, or as provided by law.

10. Administrative Leaves.

(A) Jury Duty and Court Appearances.

1. An employee who is summoned as a member of a jury panel or subpoenaed as a witness in a matter not involving the employee's personal interests, shall be granted leave with pay and any jury or witness fees shall be retained by the employee; leave granted hereunder shall not affect an employee's annual or sick leave balance.
2. An appearance as an expert witness for which an employee receives professional compensation falls under the BOT-UFF Policy on Conflict of Interest and Outside Activity and the University's policies and rules relative to outside employment/conflict of interest. Such an appearance may necessitate the employee requesting annual leave or, if a non-annual leave accruing employee, may necessitate the

employee seeking an adjustment of the work schedule.

3. If an employee is required, as a direct result of the employee's employment, to appear as an official witness to testify in the course of any action such duty shall be considered a part of the employee's job assignment, and the employee shall be paid per diem and travel expenses and shall turn over to the University any fees received.
4. An employee involved in personal litigation during work hours must request annual leave or, if a non-annual leave accruing employee, must seek an adjustment to the work schedule.

(B) Military Leave.

1. Short-term Military Training. An employee who is a member of the United States Armed Forces Reserve, including the National Guard, upon presentation of a copy of the employee's official orders or appropriate military certification, shall be granted leave with pay during periods in which the employee is engaged in annual field training or other active or inactive duty for training exercises. Such leave with pay shall not exceed seventeen (17) work days in any one (1) federal fiscal year (October 1 - September 30).
2. National Guard State Service. An employee who is a member of the Florida National Guard shall be granted leave with pay on all days when ordered to active service by the State. Such leave with pay shall not exceed thirty (30) days at any one time.
3. Other Military Leave.
 - (a) An employee, except an employee who is employed in a temporary position or employed on a temporary basis, who is drafted, who volunteers for active military service, or who is ordered to active duty (not active duty training) shall be granted leave in accordance with Chapter 43 of Title 38, United States Code. Active military service includes active duty with any branch of the United States Army, Air Force, Navy, Marine Corps, Coast Guard, National Guard of the State of Florida, or other service as provided in Sections 115.08 and 115.09, Florida Statutes.
 - (b) Such leave of absence shall be verified by official orders or appropriate military certification. The first thirty (30) days of such leave shall be with full-pay and shall not affect an employee's annual or sick leave balance. The remainder of military leave shall be without pay unless the employee elects to use accumulated annual leave or appropriate leave

as provided in (4) below, or the employer exercises its option under Section 115.14, Florida Statutes, to supplement the employee's military pay. Leave payment for the first thirty (30) days shall be made only upon receipt of evidence from appropriate military authority that thirty (30) days of military service have been completed.

(c) Applicable provisions of Federal and State law shall govern the granting of military leave and the employee's re-employment rights.

(d) Use of accrued leave is authorized during a military leave without pay in accordance with Section 12 of this Policy.

(C) Leave Pending Investigation. When the President or designee has reason to believe that the employee's presence on the job will adversely affect the operation of the University, the President or designee may immediately place the employee on leave pending investigation of the event(s) leading to that belief. The leave pending investigation shall commence immediately upon the President or designee providing the employee with a written notice of the reasons therefore. The leave shall be with pay, with no reduction of accrued leave.

(D) Other Leaves Provided Not Affecting Accrued Leave Balances. An employee may be granted other leaves not affecting accrued leave balances which are provided as follows:

1. Florida Disaster Volunteer Leave is provided for an employee who is a certified disaster service volunteer of the American Red Cross. Leave of absence with pay for not more than fifteen (15) working days in the fiscal year may be provided upon request of the American Red Cross and the employee's supervisor's approval. Leave granted under this act shall be only for services related to a disaster occurring within the boundaries of the State of Florida.
2. Civil disorder or disaster leave is provided for an employee who is member of a volunteer fire department, police auxiliary or reserve, civil defense unit, or other law enforcement type organization to perform duties in time of civil disturbances, riots, and natural disasters, including an employee who is a member of the Civil Air Patrol or Coast Guard Auxiliary, and called upon to assist in emergency search and rescue missions. Such paid leave not affecting leave balances may be granted upon approval by the President or designee and shall not exceed two days on any one occasion.

3. Athletic competition leave is provided for an employee who is a group leader, coach, official, or athlete who is a member of the official delegation of the United States team for athletic competition. Such paid leave not affecting leave balances shall be granted for the purpose of preparing for and engaging in the competition for the period of the official training camp and competition, not to exceed 30 days in a calendar year.
4. Leave for re-examination or treatment with respect to service-connected disability is provided for an employee who has such rating by the United States Department of Veterans Affairs and has been scheduled to be reexamined or treated for the disability. Upon presentation of written confirmation of having been so scheduled, such leave not affecting the employee's leave balances shall be approved and shall not exceed six (6) calendar days in any calendar year.

(E) Official Emergency Closings. The President or President's representative may close the University, or portions of the University, in the event an Executive Order declaring an emergency has been issued. When natural disasters or other sudden and unplanned emergency conditions occur which are not covered by an Executive Order, the President or designee shall determine whether the University, or any portion thereof, is affected by the emergency and is to be closed. Such closings will be only for the period it takes to restore normal working conditions. Leave resulting from such an emergency closing shall not reduce employees' leave balances.

11. Bereavement Leave.

An employee shall be granted three (3) days of leave with pay for a death in the employee's immediate family, defined as spouse, ~~same-sex~~-domestic partner, children (including foster or stepchildren), parents (including stepparents), brother or sister (including stepbrother or stepsister), grandparents and grandchildren of either the employee or employee's spouse or ~~same-sex~~-domestic partner. In addition to paid bereavement leave, the employee may request approval to use reasonable amounts of paid sick leave, paid annual leave or unpaid leave in the event of a death in the family.

12. Leave Without Pay.

(A) Granting. Upon request of an employee, the President or designee shall grant a leave without pay for a period not to exceed one year unless the President or designee determines that granting such leave would be inconsistent with the best interests of the University. Such leave may be extended upon mutual agreement.

(B) Salary Adjustment. The salary of an employee returning from uncompensated leave shall be adjusted to reflect all non-discretionary increases distributed during the period of leave. While on such leave, an employee shall be eligible to

participate in any special salary incentive programs such as the Teaching Incentive Program.

(C) Retirement Credit. Retirement credit for such periods of leave without pay shall be governed by the rules and regulations of the Division of Retirement and the provisions of Chapter 121, Florida Statutes.

(D) Accrual of Leave/Holiday Pay. While on leave without pay, the employee shall retain accumulated sick leave and annual leave, but shall not accrue sick leave or annual leave nor be entitled to holiday pay.

(E) Use of Accrued Leave During an Approved Period of Leave Without Pay.

(1) Use of accrued leave with pay is authorized during a leave of absence without pay for parental, foster care, medical, or military reasons. Such use of leave with pay is provided under the following conditions:

(a) Notwithstanding the provisions of Section 8 (a)(2) of this Policy regarding the use of sick leave, an employee may use any type of accrued leave in an amount necessary to cover the employee's contribution to the State insurance program and other expenses incurred by the employee during an approved period of leave without pay for parental, foster care, medical, or military reasons.

(b) Normally the use of accrued leave during a period of leave without pay for medical reasons shall be approved for up to six (6) months, but may be approved for up to one year for the serious health condition of the employee or a member of the employee's immediate family.

(c) The employer contribution to the State insurance program will continue for the corresponding payroll periods.

(2) An employee's request for the use of accrued leave during a period of leave without pay shall be made at the time of the employee's request for the leave without pay. Such request shall include the amount of accrued leave the employee wishes to use during the approved period of leave without pay. If circumstances arise during the approved leave which cause the employee to reconsider the combination of leave with and without pay, the employee may request approval of revisions to the original approval.

**BOT-UFF POLICY
INVENTIONS AND WORKS**

Purpose: To encourage, facilitate, promote and reward the creation and dissemination of original works of scholarship and research, effective pedagogy, and other creative endeavors.

Policy:

1. University Authority and Responsibilities. Section 1004.23, Florida Statutes authorizes the University to establish rules and procedures regarding patents, copyrights, and trademarks. Such rules and procedures shall be consistent with the terms of this Policy.

2. Definitions. The following definitions shall apply in this Policy:

- (a) A "work" includes any copyrightable material, such as printed material, computer software or databases, audio and visual material, circuit diagrams, architectural and engineering drawings, lectures, musical or dramatic compositions, choreographic works, pictorial or graphic works, and sculptural works. Instructional technology material, as defined in the BOT-UFF Policy on Assignments, is included in this definition.
- (b) An "invention" includes any discovery, invention, process, composition of matter, article of manufacture, know-how, design, model, technological development, strain, variety, culture of any organism, or portion, modification, translation, or extension of these items, and any mark used in connection with these items. Instructional technology material, as defined in the BOT-UFF Policy on Assignments, is included in this definition.
- (c) "Instructional technology material" is defined in the BOT-UFF Policy on Assignments.
- (d) "University support" includes the use of University funds, personnel, facilities, equipment, materials, or technological information, and includes such support provided by other public or private organizations when it is arranged, administered, or controlled by the University.

3. Works.

- (a) Independent Efforts. A work made in the course of independent efforts is the property of the employee, who has the right to determine the disposition of such work and the revenue derived from such work. As used in this Policy, the term "independent efforts" means that:

- (1) the ideas came from the employee;

- (2) the work was not made with the use of University support; and
 - (3) the University is not held responsible for any opinions expressed in the work.
- (b) University-Supported Efforts.
- (1) If the work was not made in the course of independent efforts, the work is the property of the University and the employee shall share in the proceeds therefrom.
- (2) Exceptions. The University shall not assert rights to the following works:
- (a) Those works for which the intended purpose is to disseminate the results of academic research or scholarly study, such as books, articles, electronic media; and
 - (b) Works developed without the use of appreciable University support and used solely for the purpose of assisting or enhancing the employee's instructional assignment.

Procedures:

4. Works
- (a) Works Disclosure.
- (1) Upon the creation of a work and prior to any publication, the employee shall disclose to the President or representative any work made in the course of University-supported efforts, together with an outline of the project and the conditions under which it was done. Consistent with the provisions of this Policy, employees need not disclose regarding books, articles, and similar works, the intended purpose of which is to disseminate the results of academic research or scholarly work.
 - (2) The President or designee shall assess the relative equities of the employee and the University in the work.
 - (3) Within sixty (60) days after such disclosure, the President or designee will inform the employee whether the University seeks an interest in the work, and a written agreement shall thereafter be negotiated to reflect the interests of both parties, including provisions relating to the equities of the employee and the allocation of proceeds resulting from such work. Creation, use, and revision of such works shall also be the subject of the written agreement between the employee and the University as well as provisions relating to the use or revision of such works by persons other than the creator. The employee shall assist the University in obtaining releases from persons appearing in, or giving financial or creative support to, the development or use of these works in which the University has an interest. All such agreements shall comport with and satisfy any preexisting commitments to outside sponsoring contractors.

(4) The employee and the University shall not commit any act which would tend to defeat the University's or employee's interest in the work and shall take any necessary steps to protect such interests.

(b) Inventions.

(1) Disclosure/University Review.

- (a) An employee shall fully and completely disclose to the President or designee all inventions which the employee develops or discovers while an employee of the University, together with an outline of the project and the conditions under which it was done. With respect to inventions made during the course of approved outside employment, the employee may delay such disclosure, when necessary to protect the outside employer's interests, until the decision has been made by the outside employer whether to seek a patent.
- (b) If the University wishes to assert its interest in the invention, the President or designee shall inform the employee within 120 days of the employee's disclosure to the President or designee.
- (c) The President or designee shall conduct an investigation which shall assess the respective equities of the employee and the University in the invention, and determine its importance and the extent to which the University should be involved in its protection, development, and promotion.
- (d) The President or designee shall inform the employee of the University's decision regarding the University's interest in the invention within a reasonable time, not to exceed 135 days from the date of the disclosure to the President or designee.
- (e) The division, between the University and the employee, of proceeds generated by the licensing or assignment of an invention shall be negotiated and reflected in a written contract between the University and the employee. All such agreements shall comport with and satisfy any preexisting commitments to outside sponsoring contractors.
- (f) The employee shall not commit any act which would tend to defeat the University's interest in the matter, and the University shall take any necessary steps to protect such interest.

(c) Independent Efforts. All inventions made outside the field or discipline in which the employee is employed by the University and for which no University support

has been used are the property of the employee, who has the right to determine the disposition of such work and revenue derived from such work. The employee and the President or designee may agree that the patent for such invention be pursued by the University and the proceeds shared.

(d) University-Supported Efforts. An invention which is made in the field or discipline in which the employee is employed by the University, or by using University support, is the property of the University and the employee shall share in the proceeds therefrom.

(e) Release of Rights.

- (1) In the event a sponsored research contractor has been offered the option to apply for the patent to an invention or other rights in an invention, the University will use its good offices in an effort to obtain the contractor's decision regarding the exercise of such rights within 120 days.
- (2) At any stage of making the patent applications, or in the commercial application of an invention, if it has not otherwise assigned to a third party the right to pursue its interests, the President or designee may elect to withdraw from further involvement in the protection or commercial application of the invention. At the request of the employee in such case, the University shall transfer the invention rights to the employee, in which case the invention shall be the employee's property and none of the costs incurred by the University or on its behalf shall be assessed against the employee.
- (3) All assignments or releases of inventions, including patent rights, by the President or designee to the employee shall contain the provision that such invention, if patented by the employee, shall be available royalty-free for governmental purposes of the State of Florida, unless otherwise agreed in writing by the University.

(f) University Policy.

- (1) The University shall have a policy addressing the division of proceeds between the employee and the University.
- (2) Such policy may be the subject of consultation meetings pursuant to Section 2.2.

(g) Execution of Documents. The University and the employee(s) shall sign an agreement individually recognizing the terms of this Policy.

5. Outside Activity.

(a) Although an employee may, in accordance with BOT-UFF Policy on Conflict of Interest/Outside Activity, engage in outside activity, including employment, pursuant to a consulting agreement, requirements that an employee waive the

employee's or University's rights to any work or inventions which arise during the course of such outside activity must be approved by the President or designee.

- (b) An employee who proposes to engage in such outside activity shall furnish a copy of this Policy and the University's patents policy to the outside employer prior to or at the time a consulting or other agreement is signed, or if there is no written agreement, before the employment begins.

**BOT-UFF POLICY
CONFLICT OF INTEREST/OUTSIDE ACTIVITY**

Purpose:

- (a) An employee is bound to observe, in all official acts, the highest standards of ethics consistent with the code of ethics of the State of Florida (Chapter 112, Part III, Florida Statutes), the advisory opinions rendered with respect thereto, Board rules, and University rules. Other provisions of State law govern obligations and responsibilities of employees who receive State compensation in addition to their annual salary (see Section 240.283, Florida Statutes).
- (b) Nothing in this Policy is intended to discourage an employee from engaging in outside activity in order to increase the employee's professional reputation, service to the community, or income, subject to the conditions stated herein.

Definitions:

- (a) "Outside Activity" shall mean any private practice, private consulting, additional teaching or research, or other activity, compensated or uncompensated, which is not part of the employee's assigned duties and for which the University has provided no compensation.
- (b) "Conflict of Interest" shall mean
 - (1) any conflict between the private interests of the employee and the public interests of the University, the Board of Governors, or the State of Florida, including conflicts of interest specified under Florida Statutes; or
 - (2) any activity which interferes with the full performance of the employee's professional or institutional responsibilities or obligations.

Policy:

1. Conflicts of Interest Prohibited. Conflicts of interest, including those arising from University or outside activities, are prohibited. Employees are responsible for resolving such conflicts of interest, working in conjunction with their supervisors and other University officials.
2. Report of Outside Activity.

- (a) An employee who proposes to engage in any outside activity which the employee should reasonably conclude may create a conflict of interest, or in any outside compensated professional activity, shall report to the employee's supervisor, in writing, the details of such proposed activity prior to engaging therein.
 - (b) The report, as described in paragraph 2(a), shall include where applicable, the name of the employer or other recipient of services; the funding source; the location where such activity shall be performed; the nature and extent of the activity; and any intended use of University facilities, equipment, or services.
 - (c) At the beginning of the first academic year following ratification of the BOT-UFF 2011-2014 Collective Bargaining Agreement and at the beginning of each academic year thereafter, all employees must report activities described in 2(a) or state that he or she is not engaged in or proposing to engage in any outside compensated professional activity or other activity that he or she reasonably concludes may create a conflict of interest.
 - (d) A new report shall be submitted for outside activity at:
 - (1) the beginning of each academic year; and
 - (2) such time as there is a new activity or significant change in a previously reported activity (nature, extent, funding, etc.)
 - (e) The reporting provisions of this section shall not apply to activities performed wholly during a period in which the employee has no appointment with FIU.
3. Expedited Dispute Resolution Procedure.
- (a) In the event the proposed outside activity is determined to constitute a conflict of interest, and the employee disagrees with that determination, the employee may file a complaint under the Expedited Dispute Resolution procedure contained in the BOT-UFF Policy for Neutral, Internal Resolution of Policy Disputes.
 - (b) The employee may engage in such outside activity pending a resolution of the matter pursuant to the BOT-UFF Policy for Neutral, Internal Resolution of Policy Disputes.
 - (c) If the resolution of the matter is that there is a conflict of interest, the employee shall cease such activity immediately and may be required to turn over to the University all or part of compensation earned therefrom.
4. Use of University Resources. An employee engaging in any outside activity shall not use the facilities, equipment, or services of the University in connection with such outside activity without prior approval of the President or designee. Approval for the use of University facilities, equipment, or services may be conditioned upon reimbursement for the use thereof.

5. No University Affiliation. An employee engaging in outside activity shall take reasonable precautions to ensure that the outside employer or other recipient of services understands that the employee is engaging in such outside activity as a private citizen and not as an employee, agent, or spokesperson of the University.

BOT-UFF POLICY
OTHER EMPLOYEE RIGHTS

1. Professional Meetings. Employees should be encouraged to and may, with the approval of the supervisor, attend professional meetings, conferences, and activities. Subject to the availability of funds, the employee's expenses in connection with such meetings, conferences, or activities shall be reimbursed in accordance with the applicable provisions of State law and rules and regulations having the force and effect of law.
2. Office Space. Each employee shall be provided with office space which may be on a shared basis. The parties recognize the desirability of providing each employee with enclosed office space with a door lock, office equipment commensurate with assigned responsibilities, and ready access to a telephone. Each employee shall, consistent with building security, have reasonable access to the employee's office space and laboratories, studios, music rooms, and the like used in connection with assigned responsibilities; this provision may require that campus security provide access on an individual basis. Before an employee's office location is changed, or before there is a substantial alteration to an employee's office to a degree that impedes the employee's work effectiveness, the affected employee shall be notified, if practicable, at least one (1) month prior to such change.
3. Safe Conditions. Whenever an employee reports a condition which the employee feels represents a violation of safety or health rules and regulations or which is an unreasonable hazard to persons or property, such conditions shall be promptly investigated. The appropriate administrator shall reply to the concern, in writing, if the employee's concern is communicated in writing.
4. Limitation on Personal Liability.
 - (a) In the event an employee is sued for an act, event, or omission which may fall within the scope of Section 768.28, Florida Statutes, the employee should notify the President's office as soon as possible after receipt of the summons commencing the action in order that the Board may fulfill its obligation. Failure to notify the employer promptly may affect the rights of the parties.
 - (b) For information purposes, the following pertinent language of Section 768.28(9), Florida Statutes, is reproduced herein.

No officer, employee, or agent of the State or its sub-divisions shall
be held personally liable in tort for any injuries or damages suffered

- as a result of any act, event or omission of action in the scope of his employment or function unless such officer, employee or agent acted in bad faith or with malicious purpose or in a manner exhibiting wanton or willful disregard of human rights, safety or property.
5. Travel Advances. The University will, to the extent permitted by State law and rule, provide travel advances, upon request, of up to eighty (80) percent of budgeted expenses for authorized travel of longer than five (5) consecutive days.
 6. Working Papers Rights. Consistent with law, the provisions of this Policy and the legitimate interests of the University, employees shall have the right to control of their personal correspondence, notes, raw data, and other working papers.
 7. Protection for Whistleblowers. Employees are notified that Section 112.3187, Florida Statutes, provides protection to whistleblowers and delineates their rights and responsibilities.

BOT-UFF POLICY PROFESSIONAL DEVELOPMENT LEAVE AND SABBATICALS

Purpose of Professional Development Leave:

To provide employees who are not eligible for Sabbatical Leaves with leave opportunities to increase the employee's value to the University through enhanced opportunities for professional renewal, educational travel, formal education, research, writing or other experience of professional value, not as a reward for service.

Policy:

1. Professional Development Leave. Each year, the University shall make available at least one (1) professional development leave at full pay for one (1) semester or its equivalent, for example leave at half pay for two (2) semesters for each twenty (20) eligible non-tenure earning employees, subject to the conditions set forth below.
2. Eligibility. All employees with three (3) or more years of full-time continuous service at FIU, except those who are serving in tenure-earning or tenured positions, shall be eligible for professional development leaves during fiscal years 2011-2012 and 2012-2013. After July 1, 2013, all employees with at least six (6) years of full-time continuous service at FIU, except those who are serving in tenure-earning or tenured positions, shall be eligible for professional development leaves. An employee who is compensated through a contract or grant may receive a professional development leave only if the contract or grant allows for such leaves and the employee meets all other eligibility requirements.
3. Terms of Professional Development Leave.

- (a) The employee must return to the University for at least one (1) academic year following conclusion of the leave, unless other arrangements are agreed to in writing by the Provost or designee before the leave is taken. If neither of these conditions is satisfied, the employee shall be required to return to the University the salary paid the employee by the University during the leave.
- (b) Employees will not be eligible for another professional development leave until they complete six (6) additional years of continuous service.
- (c) An employee who fails to spend the time as stated in the application shall reimburse the University for the salary received during such leave.
- (d) The University shall continue normal contributions to retirement and Social Security programs on a basis proportional to the salary paid the employee during the professional development leave. University contributions normally made to employee insurance programs and other employee benefit programs shall be continued during the professional development leave.
- (e) Eligible employees shall accrue vacation leave, if applicable, and sick leave on a full-time basis during the professional development leave.
- (f) The employee must provide a brief written report of the employee's accomplishments during the professional development leave to the President or designee upon return to the University.
- (g) While on leave, an employee shall be permitted to receive funds for travel and living expenses, and other professional development leave-related expenses, from sources other than the University, such as fellowships, grants-in- aid, and contracts and grants, to assist in accomplishing the purposes of the professional development leave. Receipt of non-salary funds for such purposes shall not result in reduction of the employee's University salary, but must be reported to the University in advance of the professional development leave, if practicable. Grants for such financial assistance from other sources may, but need not, be administered through the University. If financial assistance is received in the form of salary, the University salary shall normally be reduced by the amount necessary to bring the total salary of the professional development leave period to a level comparable to the employee's current year salary rate. Employment unrelated to the purpose of the professional development leave is governed by the provisions of the BOT-UFF Policy on Conflict of Interest/Outside Activity.

Procedures

1. Application and Selection.

- (a) Application for professional development leave shall be submitted on the FIU Professional Development Leave Application Form found on the Academic Affairs website (http://academic.fiu.edu/faculty_resources.html). No professional development leave will be awarded without a completed application form. Each

application shall contain an appropriate description of the project or work to be accomplished during the leave; an indication why the applicant believes the product or work to be undertaken will improve the productivity of the department or improve his/her professional contribution to the department/unit of which the applicant is a part; any anticipated supplementary income, and a statement that the applicant agrees to comply with the conditions of the professional development leave. Thereafter, the applicant's supervisor may submit a letter of endorsement supporting their request and noting expected benefits to the unit.

- (b) The University shall select applicants on the basis of whether completion of the project or work would enhance the employee's contributions to the employee's department/academic unit. Completed application forms must be received by the Provost or designee by the announced deadline for consideration for the following academic year. The application deadline dates shall be in January/February prior to the academic year beginning in August.
 - (c) The Provost will appoint a committee that will evaluate and rank order the applications. No member of the committee shall also be an applicant for a professional development leave. The chairperson of the committee will be elected by a vote of a majority of at least a quorum of the members of the committee. The committee will develop its ranking based on the specific criteria that completion of the project would improve the productivity of the department of which the employee is a part. The committee, in ranking the applicants, shall also consider the benefits of the proposed program to the employee, the University and the profession; an equitable distribution of professional development leaves among colleges, divisions, schools, departments and disciplines within the University; the length of time since the employee was relieved of other assigned duties for the purpose of professional development; and the length of service since the previous professional development leave or initial appointment. The committee shall submit a ranked list of recommended employees to the Provost or designee. The Provost or designee shall make appointments from the list and shall notify the committee chairperson. In the event the Provost does not follow the committee's ranking, the committee chair may request to consult with the Provost or his designee prior to making the appointment.
 - (d) No more than one (1) employee in each department/unit need be granted leave at the same time.
2. Notification of employees. Eligible employees shall be notified annually by January 15 regarding eligibility requirements and application deadlines. Applicants shall be notified as to whether or not their proposed leaves have been granted no later than March 15.

Purpose of Sabbatical Leaves

Sabbaticals are granted to increase tenured faculty members' value to the University through enhanced opportunities for planned travel, research, writing, professional

renewal, study, formal education or other experiences of professional value. Sabbaticals are not granted as a reward for service.

Policy:

1. Types of Sabbaticals:
 - (a) Competitive Sabbaticals. Each year, the University shall make available at least one (1) sabbatical, at full pay for one (1) semester and one (1) sabbatical at two-thirds pay for two semesters for each forty (40) tenured employees.
 - (b) Non-Competitive Sabbaticals. The University shall make available to each tenured employee whose application has been received and reviewed by the University, a sabbatical for two (2) semesters (i.e., one (1) academic year) at half-pay or its equivalent, subject to the conditions set forth in this Policy.
2. Eligibility for Sabbaticals: Full-time tenured employees with at least six (6) years of full-time, continuous service with FIU shall be eligible for competitive full-pay sabbatical leave, non-competitive sabbaticals, and two-thirds pay sabbatical leave. A tenured employee who is compensated through a contract or grant may receive a sabbatical leave only if the contract or grant allows a sabbatical and the employee meets all other eligibility requirements.
3. Terms of Sabbatical Program:
 - (a) No more than one (1) faculty in a department/unit need be awarded a sabbatical at the same time.
 - (b) The employee must return to the University for at least one academic year following participation in the program unless other arrangements are agreed to in writing and approved by the Provost prior to participation. If neither of these conditions is satisfied, the employee must return to the University any salary received from the University during his/her participation during the sabbatical.
 - (c) Within thirty (30) days after returning from a sabbatical, the employee must provide a brief written report to the Provost of the employee's accomplishments during the sabbatical. This report shall include information regarding the activities undertaken during the sabbatical, the results accomplished as they affect the employee and the University, and the research or other scholarly work produced or expected to be produced as a result of the sabbatical.
 - (d) Employees who have received a sabbatical shall not normally be eligible for another sabbatical until six (6) years of continuous service at FIU following the completion of the previous sabbatical.
 - (e) University contributions normally made to retirement and Social Security

programs shall be continued during the sabbatical leave on a basis proportional to the salary received. University contributions normally made to employee insurance programs and any other employee benefit programs shall be continued during the sabbatical.

- (f) Eligible employees shall continue to accrue vacation and sick leave on a full-time basis during the sabbatical leave.
- (g) While on leave, an employee shall be permitted to receive funds for travel and living expenses, and other sabbatical-related expenses, from sources other than the University, such as fellowships, grants-in-aid, and contracts and grants, to assist in accomplishing the purposes of the sabbatical. Receipt of funds for such purposes shall not result in a reduction of the employee's University salary, but shall be reported to the employee's supervisor in advance, if practicable, of the sabbatical. If financial assistance in the form of salary is received during the sabbatical, the University salary shall normally be reduced by the amount necessary to bring the total salary of the sabbatical period to a level comparable to the employee's current year salary rate.

Employment unrelated to the purpose of the sabbatical leave is governed by the BOT-UFF Policy on Conflict of Interest/Outside Activity.

Procedures:

1. Applications
 - (a) Applications for sabbaticals must be submitted on the FIU Sabbatical Application Form found on the Academic Affairs website (http://academic.fiu.edu/faculty_resources.html). No Sabbatical will be awarded without a completed application form. Each application shall include a statement describing the program and activities to be followed while on sabbatical, the expected increase in value of the employee to the University and the employee's academic discipline, specific results anticipated from the leave, any anticipated supplementary income, and a statement that the applicant agrees to comply with the conditions of the sabbatical program as described in this Policy.
 - (b) Applications shall be submitted to the Office of the Provost with a copy filed with the appropriate dean/director who will in turn, provide evaluative comments and a recommendation to the Office of the Provost.
 - (c) Completed application forms must be received by the Office of the Provost by the announced deadline for consideration for the following academic year. The application deadline dates are generally in January/February prior to the academic year beginning in August.
2. Selection
 - (a) Sabbaticals at half-pay shall be granted unless the University has determined that the conditions set forth in this Policy have not been met or that

departmental/staffing considerations preclude such sabbatical from being granted. In this latter instance, the employee shall be provided the sabbatical in the following year, or at a later time as agreed to by the employee and the University. The period of postponement shall be credited for eligibility for a subsequent sabbatical.

- (b) If there are more applications for competitive sabbaticals than available competitive sabbaticals, a University Sabbatical Committee elected annually by and from the tenured employees shall rank the applicants. The committee shall include at least one representative from each of the various colleges and schools. No member of the committee shall also be an applicant for a sabbatical. The chairperson of the University Sabbatical Committee shall be elected by members of the committee. The committee, in ranking the applicants, shall consider the benefits of the proposed program to the employee, the University and the profession; an equitable distribution of sabbaticals among colleges, divisions, schools, departments and disciplines within the University; the length of time since the employee was relieved of teaching duties for the purpose of research and other scholarly/creative/professional activities; and length of service since previous sabbatical or initial appointment. The Committee shall submit a ranked list of recommended employees to the Provost or representative. The Provost or designee shall make appointments from the list and shall notify the committee chairperson. In the event the Provost does not follow the committee's ranking, the committee chair may request to consult with the Provost or his designee prior to making the appointment.
- (c) If there are fewer applications for competitive sabbaticals than available competitive sabbaticals, the University sabbatical committee shall make a recommendation to the Provost or representative how many sabbaticals should be awarded based on the quality of the applications.
- (d) The Provost or designee will review the non-competitive sabbatical applications (half pay/two semesters) for compliance with the eligibility requirements set forth in this Policy.

3. Notification of Employees. Eligible employees shall be notified annually by January 15 regarding eligibility requirements and application deadlines for sabbatical leaves. Applicants shall be notified as to whether or not their proposed leaves have been granted no later than March 15. Applicants shall notify the Provost of their acceptance of their awards within two weeks of receiving notification.

Purpose of Other Study Leave and Retraining:

Other study leave and retraining may be provided when it is in the University's best interests to make such opportunities available.

Policy:

1. Job-required. An employee required to take academic course work or participate in

professional development activities as part of assigned duties shall not be required to charge time spent attending classes during the workday to accrued leave.

2. Job-Related. An employee may, at the discretion of the supervisor, be permitted to attend up to six (6) credit hours of course work per semester or participate in an equivalent number of hours of professional development during the workday, provided that the course work or professional development is directly related to the employee's assigned responsibilities and the supervisor determines that attending classes or professional development activities will not interfere with the proper operation of the employee's department/academic unit. Employees may, in accordance with this Policy and the BOT-UFF Policy on Leaves, use accrued annual leave for job-related study.
3. Retraining. The University may, at its discretion, provide opportunities for retraining of employees. Such opportunities may be provided to employees who are laid off, to those who are reassigned, or in other appropriate circumstances. These retraining opportunities may include enrollment in tuition-free courses under the provisions of the BOT-UFF Policy on Benefits and/or Sabbaticals or Professional Development Leave.

BOT-UFF POLICY BENEFITS

1. Benefits Improvements. The Board and UFF support legislation to provide adequate and affordable health insurance to all employees.
2. Part-Time Employees. Part-time employees, except those in positions funded from Other Personal Services funds, are entitled to employer-funded benefits under the provisions of applicable law and rules. Part-time employees should contact the FIU personnel office to determine the nature and extent of the benefits for which they are eligible.
3. Retirement Credit. Retirement credit for employees who are authorized to take uncompensated or partially compensated leaves of absence shall be granted in accordance with applicable law and rules as they may exist at the time leave is granted. The current Florida Retirement System rules also require that to receive full retirement credit, the employee on uncompensated or partially compensated leave must make payment of the retirement contribution that would otherwise be made by the University, plus interest, if applicable. Employees who are to take such a leave of absence should contact the FIU personnel office for complete information prior to taking the leave.
4. Benefits for Retired Employees.
 - (A) Employees retired from FIU shall be eligible, upon request, and, except where otherwise specified in this Policy, on the same basis as other employees, subject to University policies, to receive the following benefits at FIU.
 - (i) Retired employee identification card;

- (ii) Use of the University library (i.e., public rooms, lending and research service);
- (iii) Listing in the University directory;
- (iv) Placement on designated University mailing lists;
- (v) A University faculty-staff parking decal without charge;
- (vi) Use of University recreational facilities (retired employees may be charged fees different from those charged to other employees for the use of such facilities);
- (vii) The right to enroll in courses without payment of fees, on a space available basis in accordance with the provisions of Section 1009.26(4) Florida Statutes;
- (viii) A mailbox in the department/unit from which the employee retired, subject to space availability;
- (ix) A University e-mail address; and
- (x) Emeritus status normally shall be reserved for those employees who retire after a minimum of five years of employment at FIU. An award of emeritus status shall be based on the employee's past contributions to the University and the profession demonstrated through a record of outstanding teaching, research or service. The decision to grant emeritus status shall be made upon the employee's request to his or her chair or supervisor and pursuant to a vote by the faculty within the employee's department/unit according to criteria and procedures developed by employee's college, school or other appropriate academic unit, and subject to the approval of the Dean of the appropriate academic unit and the Provost, which approvals shall not unreasonably be withheld. The University shall act upon the employee's request within sixty (60) days of the beginning of the Fall or Spring semester following the employee's request or within sixty (60) days of the beginning of the Fall or Spring semester following the employee's retirement, whichever is later.

- (B) In accordance with University policy, and on a space available basis, the University is encouraged to grant a retired employee's request for office or laboratory space.
- (C) With the exception of retirees who participated in the Optional Retirement Program and for whom provisions have been made, as stipulated in Section 5(a) of this Policy, retired employees of any State-administered retirement system are entitled to health insurance subsidy payments in accordance with Section 112.363, Florida Statutes.

5. Optional Retirement Program.

- (A) An Optional Retirement Program is provided for employees in accordance with Florida Statutes and applicable rules of the Division of Retirement including the following provisions:

- (i) Faculty and A&P employees who are in the collective bargaining unit and otherwise eligible for membership in the Florida Retirement System.
- (ii) Any employee whose Optional Retirement Program eligibility results from initial employment will be enrolled as a member of the Optional Retirement Program. If the employee does not execute an annuity contract with an Optional Retirement Program approved provider and notify the Division of Retirement in writing within 90 days, the employee will be enrolled as a member of the Florida Retirement System.
- (iii) No accrued service credit or vested retirement benefits will be lost if an employee participates in the Optional Retirement Program;
- (iv) Benefits under the Optional Retirement Program shall be fully and immediately vested in the participating employees;
- (v) The employer shall contribute to the Optional Retirement Program, on behalf of each employee participating in the program, an amount equal to the normal cost portion of the employer's contribution to the Florida Retirement System, as well as an amount equal to the employer's contribution to the Retiree Health Insurance Subsidy program on behalf of non-Optional Retirement participants (see Section 112.363(8), Florida Statutes), less a reasonable and necessary amount, as determined by the Legislature, which shall be provided to the Division of Retirement for administering the program; and
- (vi) A participating employee may contribute to the Optional Retirement Program, by salary reduction or deduction, a percentage amount of the employee's gross compensation not to exceed the percentage amount contributed by the employer to the Optional Retirement Program, but in no case may such contribution exceed federal limitations.

- (B) The parties agree to inform eligible employees regarding the existence and impact of the Optional Retirement Program upon their retirement benefits.
- (C) If the UFF is concerned with the performance of any aspect of the Optional Retirement Program, whether administered by the Board or another State agency, the UFF has a right to consult with the Board regarding such concern. As a result of such consultation, the parties may agree to an approach to address the concern if it lies outside the Board's statutory authority.

6. Phased Retirement Program.

(A) Eligibility.

- (i) Employees who have accrued at least six (6) years of creditable service in the Florida or Teachers Retirement System (FRS, TRS) or Optional Retirement Program (ORP), except those employees referenced in

6(a)(2), are eligible to participate in the Phased Retirement Program. Such eligibility shall expire on the employee's 63rd birthday. Employees who decide to participate must provide written notice to the University of such decision prior to the expiration of their eligibility, or thereafter forfeit such eligibility. Employees who choose to participate must retire with an effective date not later than 180 days, nor less than ninety (90) days, after they submit such written notice, except that when the end of this 180 day period falls within a semester, the period may be extended to no later than the beginning of the subsequent term (semester or summer, as appropriate).

- (ii) Employees not eligible to participate in the Phased Retirement Program include those who have received notice of non-reappointment, layoff, or termination, and those who participate in the State's Deferred Retirement Option Program (DROP).

(B) Program Provisions.

- (i) All participants must retire and thereby relinquish all rights to tenure/permanent status as described in the BOT-UFF Agreement, except as stated otherwise in this Policy. Participants' retirement benefits shall be determined as provided under Florida Statutes and the rules of the Division of Retirement.
- (ii) Payment for Unused Leave. Participants shall, upon retirement, receive payment for any unused annual leave and sick leave to which they are entitled.
- (iii) Re-employment.
 - (a) Prior to re-employment, participants in the Phased Retirement Program must remain off the FIU payroll for at least six (6) months following the effective date of retirement in order to validate their retirement, as required by the Florida Division of Retirement. Participants must comply with the re-employment limitations of the Florida Retirement System (which includes ORP).
 - (b) Participants shall be offered re-employment, in writing, by the University under an Other Personal Services (OPS) contract for one-half of the academic year; however, the University and employee may agree to less than one-half of the academic year. The written re-employment offer shall contain the text of Section 6(B)(iii)d. below.
 - (c) Compensation during the period of re-employment shall be at a salary proportional to the participant's salary prior to retirement, including an amount comparable to the pre-retirement employer contribution for health and life insurance and an allowance for any taxes associated with this amount. The assignment shall be

scheduled within one (1) semester unless the participant and the University agree otherwise, beginning with the academic year next following the date of retirement and subject to the condition outlined in (3)a.

- (d) Participants shall notify the University in writing regarding acceptance or rejection of an offer of re-employment not later than thirty (30) days after the employee's receipt of the written re-employment offer. Failure to notify the University regarding re-employment may result in the employee's forfeiting re-employment for that academic year.

(iv) Leave for Illness/Injury.

- (a) Each participant shall be credited with five (5) days of leave with pay at the beginning of each full-time semester appointment. For less than full-time appointments, the leave shall be credited on a pro-rata basis with the assigned FTE. This leave is to be used in increments of not less than four (4) hours ($\frac{1}{2}$ day) when the participant is unable to perform assigned duties as a result of illness or injury of the participant or a member of the participant's immediate family. For the purposes of this Section, "immediate family" means the spouse, ~~same sex domestic partner~~, and the grandparents, parents, brothers, sisters, children, and grandchildren of the participant, and/or the participant's spouse ~~or same sex domestic partner~~ or other dependents of the participant ~~and/or the~~ participant's spouse ~~or participant's same sex domestic partner~~ living in the household.

- (b) Such leave may be accumulated; however, upon termination of the post-retirement re-employment period, the participant shall not be reimbursed for unused leave.

(v) Personal Non-Medical Leave.

Each participant who was on a twelve (12) month appointment upon entering the Phased Retirement Program and whose assignment during the period of re-employment is the same as that during the twelve (12) month appointment shall be credited with five (5) days of leave with pay at the beginning of each full-time semester appointment. This leave is to be used in increments of not less than four (4) hours ($\frac{1}{2}$ day) for personal reasons unrelated to illness or injury. Except in the case of emergency, the employee shall provide at least two (2) days' notice of the intended leave. Approval of the dates on which the employee wishes to take such leave shall be at the discretion of the supervisor and shall be subject to the consideration of departmental and organizational scheduling. Such leave shall not be accumulated, nor shall the participant be reimbursed for unused leave upon termination of the

post- retirement period.

(vi) Re-employment Period.

(a) The period of re-employment obligation shall extend over five (5) consecutive academic years, beginning with the first day of classes of the Fall or Spring semester next following the effective date of retirement and the fulfillment of the six (6) month retirement validation period described in Paragraph 6(B)(iii), above. No further notice of cessation of employment is required.

(b) The period of re-employment obligation shall not be shortened by the University, except under the provisions of BOT-UFF Policy on Disciplinary Action and Job Abandonment. During the period of re-employment, participants are to be treated, based on status at point of retirement, as tenured status employees or non-tenure-earning status employees with five (5) or more years of continuous service, as appropriate, for purposes of the Layoff and Recall provisions of the BOT-UFF Agreement.

(vii) Declining Re-employment. A participant may decline an offer of re-employment during any academic year. Such a decision shall not extend the period of re-employment beyond the period described in this Policy. At the conclusion of the re-employment period, the University may, at its option, continue to re-employ participants in this program on a year-to-year basis.

(viii) Salary Increases. Participants shall receive all increases guaranteed to employees in established positions, in an amount proportional to their part-time appointment, and shall be eligible for non-guaranteed salary increases on the same basis as other employees.

(ix) Preservation of Rights. Participants shall retain all rights, privileges, and benefits of employment, as provided in laws, rules, the BOT-UFF Agreement, and BOT-UFF Policies and other University policies, subject to the conditions contained in this Policy.

(x) Payroll Deductions. The UFF payroll deductions, as specified in the BOT-UFF Agreement, if applicable, shall be continued for a program participant during each re-employment period.

(xi) Contracts and Grants. Nothing shall prevent the employer or the participant, consistent with law and rule, from supplementing the participant's employment with contracts or grants.

(xii) The decision to participate in the Phased Retirement Program is irrevocable after the required approval document has been executed

by all parties.

7. Free University Courses for Employees. Full-time employees, including employees on sabbaticals or on professional development or grants-in-aid leave, their spouses, ~~same sex domestic partners~~ and dependent children under the age of twenty-five (25) may enroll for a combined maximum of up to ten (10) credit hours of FIU instruction per term (Fall, Spring, or Summer), with employees enrolling in no more than six (6) credit hours of the total 10 (ten) credit hours per term, without payment of the in-state portion of tuition, tuition differential, or the following fees: financial aid fees, capital improvement trust fund fees, building fees, athletic fees, activity and service fees. Free university courses provided pursuant to this paragraph will be subject to the following conditions:
 - (A) ~~Spouses, same sex domestic partners and d~~Dependent children under the age of twenty-five (25) must be admitted to FIU as degree seeking undergraduate or graduate students.
 - (B) Employees and spouses may enroll either as degree-seeking students or as special students on a space available basis.
 - (C) An application on the form attached as Appendix G, Attachment 5 (for employee) or as Appendix G, Attachment 6 (for spouse, ~~same sex domestic partner~~ or dependent child under the age of 25) must be provided before the first week of classes to Human Resources, who will verify eligibility for the waiver of tuition and fees.
 - (D) Employees should discuss with their supervisors their intent to take classes and should schedule classes during non-working hours to ensure there is no conflict with assigned responsibilities. When a desired class cannot be scheduled during non-working hours, the supervisor may allow the employee to use annual leave or modify his or her assignment based on departmental needs.
 - (E) Enrollment must be in regular lecture or laboratory courses, thesis or dissertation, directed individual studies, directed research courses or internships. College of Law, College of Medicine, and continuing education courses are excluded. The tuition and fee waiver shall not apply to tuition and fees for courses restricted to students who are admitted as majors in the following limited access degree programs that have limited enrollments: Bachelor of Science in Hospitality Management, Bachelor of Science in Nursing, Bachelor of Arts/Fine Arts in Theater, and Bachelor of Science in Dietetics and Nutrition.
 - (F) A maximum of thirty (30) credits will be covered for dissertation courses (7980-7989).
 - (G) A maximum of nine (9) credits will be covered for thesis courses (6970-6979),
 - (H) The employee will be responsible for paying the tuition and fees for any courses

dropped (except for courses dropped on an emergency basis) by the employee, his or her spouse, ~~same sex domestic partner~~ or dependent child under the age of twenty-five (25) after the official Drop/Add period during the first week of classes. If the individual withdraws from the university before the end of the last day to withdraw from the University with a 25% refund of tuition, the employee will be responsible for paying that portion of tuition and fees that is not subject to refund.

- (I) A student 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. A student enrolled in a "P-F" graded course must receive a "P". Receipt of a lower grade will result in the employee's being charged for the course.

8. Tuition Reimbursement

Purpose of Tuition Reimbursement:

To provide employees who do not have the terminal degree the opportunity to increase the employee's value to the University, not as a reward for service.

Policy:

1. Tuition Reimbursement. The University will reimburse eligible employees who lack a terminal degree reimbursement for tuition expenses incurred while earning a terminal degree at another fully accredited university, subject to the conditions set forth below. The University is not required to accept more than seven (7) employees for this program in any academic year.
2. The reimbursement shall not exceed the equivalent tuition cost of up to six (6) credits per semester at FIU.
3. Eligibility. All employees with two (2) or more years of full-time continuous service at FIU and who do not hold a terminal degree in their discipline shall be eligible to apply for tuition reimbursement under this program.-
4. Terms of Tuition Reimbursement. The employee must return to the University for at least one (1) academic year following the reimbursement, if requested by the University. If this condition is not met the employee may be required to return to the University the full amount reimbursed under this program.

Procedures

1. Application and Selection.
 - (a) Application for tuition reimbursement shall be submitted on the Application Form found on the Academic Affairs website provost.fiu.edu. Each application shall contain a vita showing educational background and documentation of acceptance into the terminal degree program and a statement that the applicant

agrees to comply with the conditions of the tuition reimbursement program. The applicant's supervisor may submit a letter of endorsement supporting the request and noting expected benefits to the unit.

(b) The University shall select applicants on the basis of whether completion of the project or work would enhance the employee's contributions to the employee's department/academic unit. Completed application forms must be received by the Provost or designee by the announced deadline for consideration for the following academic year. The application deadline date shall be April 1.

(c) If there are more qualified applicants than the University will fund in a given year, the Provost will appoint a committee that will evaluate and rank order the applications. This may be the same committee as appointed to evaluate and recommend Professional Development leave applications. The chairperson of the committee will be elected by a vote of a majority of at least a quorum of the members of the committee. The committee will develop its ranking based on the specific criteria that completion of the project would improve the productivity of the department of which the employee is a part. The committee, in ranking the applicants, shall also consider the benefits of the proposed program to the employee, the University and the profession. The committee shall submit a ranked list of recommended employees to the Provost or designee. The Provost or designee shall make selections from the list and shall notify the committee chairperson. In the event the Provost does not follow the committee's ranking, the committee chair may request to consult with the Provost or his designee prior to making the selection.

2. Notification of employees. Eligible employees shall be notified annually by November 1 regarding eligibility requirements and application deadlines.
3. At the completion of each semester while enrolled in the terminal degree program, the employee must present documentation to the Provost or designee showing the successful completion of the course(s), progress toward the degree, and the tuition cost incurred. The University will reimburse the employee for the documented tuition expense for those courses, subject to the conditions set forth in this article. The reimbursement will be paid to the employee within 60 days of receipt of this documentation.

9. Employee Assistance Programs. The University, as part of its Employee Assistance Program (EAP), will provide assessment, referral, follow-up consultation, short-term counseling, and other services for employees with personal, family, job stress, or substance abuse problems. Any policies created or revised by the University in the development or operation of its EAP shall be bargained with the UFF Chapter.
10. Pre-tax Benefits Program. The Board shall continue to provide a pre-tax benefits program for salaried FIU employees, which include the opportunity to: (1) pay for

their State insurance premiums on a pre-tax basis and, (2) utilize flexible spending accounts for medical and dependent care expenses.

~~11. Same Sex Domestic Partnership Health Insurance Stipend. The University will provide employees annual same sex domestic partnership health insurance stipends to eligible employees who have completed the documentation requirements as stated on the Declaration of Same Sex Domestic Partnership Certification [http://hr.fiu.edu/uploads/file/forms/ben/ss certification.pdf](http://hr.fiu.edu/uploads/file/forms/ben/ss%20certification.pdf). The annual stipend amount will be the difference between the University's annual contribution for a fulltime employee for employee only coverage at the cost level selected by the employee and the University's annual contribution for family coverage at the same cost level. The stipend amount will be adjusted whenever changes are made in the employee's coverage selection or in the amount of the University's contribution to the University health insurance to reflect such changes. The stipend will be paid to participating University employees on a quarterly basis. To be eligible, the non employee domestic partner must be either not employed or not eligible for health benefits through his or her employer. The employee must be covered under the University's health insurance plan with individual coverage. Medical coverage must be in effect for the same sex domestic partner and maintained during any period for which the same sex domestic partner health insurance stipend is sought. The amount of the cash stipend will be taxable to the employee and subject to FICA and income tax withholding only, but will not count toward retirement, life insurance and other benefits.~~

BOT-UFF POLICY NEUTRAL, INTERNAL RESOLUTION OF POLICY DISPUTES

Purpose:

To establish and maintain a process for resolving disputes concerning BOT-UFF Policies.

Policy:

1. Policy/Informal Resolution.

The parties agree that all problems should be resolved, whenever possible, before the filing of a complaint but within the time limits for filing complaints stated elsewhere in this Policy, and encourage open communications between administrators and employees so that resort to the formal neutral, internal policy dispute resolution will not normally be necessary. The parties further encourage the informal resolution of complaints whenever possible. At each step in the neutral, internal 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. The procedures hereinafter 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.

- (a) The filing of a complaint 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 University procedures that may otherwise be available to address such matters. For rights or benefits that are provided exclusively by a BOT-UFF Policy this neutral, internal dispute resolution procedure shall be the sole review mechanism. Only those acts or omissions and sections of the BOT-UFF Policies identified at the initial filing may be considered at subsequent steps.
- (b) Except where an employee files a grievance alleging violations of the BOT-UFF Agreement in connection with the same act or omission pursuant to the Grievance and Arbitration provisions of the BOT-UFF Agreement, if prior to seeking resolution of a dispute by filing a complaint hereunder, or while the Policy Dispute Resolution process is in progress, an employee requests, in writing, the same remedy of the matter in any other forum, whether administrative (including the Public Employees Relations Commission) or judicial, the University shall have no obligation to entertain or proceed further with the complaint pursuant to this Policy. As an exception to this provision, a complainant may file an EEOC charge while a complaint is in progress when such filing becomes necessary to meet federal filing guidelines pursuant to 42 U.S.C. §2000e et. seq. Further, since the parties do not intend that this Neutral, Internal Resolution of Policy Disputes procedure be a device for appellate review, the President's response to a recommendation of a hearing officer or other individual or group having appropriate jurisdiction in any procedure other than the Neutral, Internal Resolution of Policy Disputes procedure shall not be an act or omission giving rise to a complaint under this Policy.

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 BOT-UFF Policy appended to the BOT-UFF Agreement, subject to those exclusions appearing in the Policy. A complaint shall be filed on a 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 BOT-UFF Policy that confers rights upon the employee(s). The UFF may file a complaint in a dispute over a provision of a BOT-UFF Policy that confers rights upon a group of employees or upon the UFF. 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.
- (c) Complaint Forms. Each Complaint, Request for Step 2 Review, and Notice of Demand for Internal Policy Dispute Resolution by a Panel must be submitted in writing on the appropriate forms attached to this Policy and shall be signed by the complainant(s). All complaint forms shall be dated when the complaint is

received. If there is difficulty in meeting any time limit, the UFF representative may sign such documents for the complainant; however, complainant's signature shall be provided prior to the Step 2 meeting.

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

4. **Burden of Proof.** In all complaints, except disciplinary complaints in accordance with the BOT-UFF 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.** The UFF 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 the UFF, the University shall promptly inform the UFF in writing of the complaint. No resolution of any individually processed complaint shall be inconsistent with the terms of any applicable BOT-UFF Policy or the BOT-UFF Agreement, and for this purpose the UFF 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.** The UFF shall annually furnish to the University a list of all persons authorized to act as complaint representatives and shall update the list as needed. The UFF complaint representative shall have the responsibility to meet all classes, office hours, and other 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 rescheduling of assigned duties, the representative may, with the approval of the appropriate administrator, arrange for the fulfillment of such duties. Such approval shall not be unreasonably withheld.

7. **Appearances.**

- (a) When an employee participates during scheduled hours in a neutral policy dispute resolution proceeding or in a meeting between the complainant, complainant's counsel or UFF representative and the University, that employee'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 employee shall make arrangements acceptable to the appropriate 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.

Procedures:

(A) Filing.

- (1) A complaint shall be filed with the Provost or designee at Step 1 within forty-five (45) days~~thirty 30 days~~ following the act or omission giving rise thereto, or the date on which the employee knew or reasonably should have known of such act or omission if that date is later. The complainant may amend the Step 1 Form one time prior to the Step 2 meeting. Only those acts or omissions and sections of BOT-UFF Policy identified at the Step 1 filing as amended in accordance with this paragraph may be considered at subsequent Steps.
- (2) The filing of a complaint 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 University procedures which may otherwise be available to address such matters.
- (3) An employee may seek redress of a salary action alleged to be unsupported by performance or job related criteria by filing a complaint under the provisions of the Policy. An act or omission giving rise to such a complaint may be the employee's receipt of salary during any pay period, but in no case shall the Panel's award of back salary be retroactive to a date earlier than the date of that act or omission, or twelve months from the date the complaint is filed, whichever is less.

(B) Time Limits. All time limits in this Policy may be extended by mutual agreement of the parties in writing. Mutual agreement may be evidenced by e-mail exchanges. 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 Neutral, Internal Resolution of Policy Disputes by a Panel (—Step 3) should the UFF elect to take the complaint to neutral, internal policy dispute resolution by a Panel. Upon the failure of the complainant or the UFF, where appropriate, to file an appeal within the time limits provided in this article, the complaint shall be deemed to have been resolved at the prior step. The "end of the day" shall mean 5 PM. The date of receipt shall not be included in the count of days. 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 decision, or by the date of the mailing as indicated by the postmark.

(C) Step 1.

All complaints shall be placed in Step 1 informal resolution status for forty-five (45) days~~thirty 30 days~~unless both the University and UFF agree otherwise. During the Step 1 informal resolution period, efforts to resolve the complaint informally shall be made. Upon request of the complainant or complainant's representative, the University representative shall, during the Step 1 informal resolution period, arrange an informal meeting between the appropriate administrator and the complainant. The complainant shall have the right to representation by the UFF or legal counsel during attempts at informal resolution of the complaint. Any party bringing legal counsel to the informal meeting shall provide at least five (5) days

advance written notice to all other parties. If the complaint is not satisfactorily resolved during the Step 1 informal resolution period, the complainant may give written notice to the President or designee requesting Step 2 review within thirty (30) days from the expiration of the Step 1 period. If the complainant does not request a Step 2 review within thirty (30) days from the expiration of the Step 1 informal resolution period or any extension of that period, the complaint shall be deemed informally resolved and shall not be processed further.

(D) Step 2.

- (1) Meeting. The President or designee and the complainant and/or the complainant's representative shall meet no sooner than ten (10) days and no later than thirty (30) days following receipt of the complainant's request for a Step 2 meeting. At the Step 2 meeting, the complainant shall have the right to present any evidence in support of the complaint, and the complainant and/or the complainant's representative or the complainant's legal counsel and the President or designee 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.
- (a) Decision. The President or designee shall issue a written decision, stating the reasons therefore, to complainant's Step 2 representative within fifteen (15) days following conclusion of the Step 2 meeting. A copy of the decision shall be sent to the complainant, to the complainant's representative and to UFF if complainant elected self-representation or representation by legal counsel.
- (b) Documents. The President or designee shall make available to the complainant or the complainant's representative all documentation referenced in the Step 2 decision prior to its issuance. All documents referred to in the Step 2 decision and any additional documents presented by the complainant shall be attached to the decision, together with a list of these documents. In advance of the Step 2 meeting, the complainant shall have the right, upon written request, to a copy of any identifiable documents relevant to the complaint.

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

(1) Filing.

- (a) If the complaint has not been satisfactorily resolved at Step 2, UFF may, upon the request of the complainant, proceed to Neutral, Internal Resolution of Policy Disputes by a Panel by filing a written notice of the intent to do so. Notice of intent to proceed to Neutral, Internal Resolution of Policy Disputes by a Panel must be filed with the President or designee within forty-five (45) days after receipt of the Step 2 decision by the complainant's Step 2 representative and shall be signed by the complainant and UFF President or designee. The complaint may be withdrawn by the complainant or by the UFF President or designee at any

point prior to issuance of the Panel's decision.

(b) Issues of Applicability. 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 to render a decision on applicability. 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.

(2) Creation of Pools for Selecting Panel Members.

- (a) Representatives of the University and the UFF shall meet within ninety (90) days after the execution of the BOT-UFF Agreement for the purpose of creating two pools.
- (b) One pool shall consist of University employees, defined as any University employee, whether in a bargaining unit or not ("Employee Pool"). The Employee Pool shall consist of ten (10) members, five of whom shall be appointed by the President or designee and the remaining five shall be appointed by the UFF President.
- (c) A second pool shall consist of FIU internal community members, defined as former employees or alumni ("Neutral Pool"). The Neutral Pool shall consist of six (6) members appointed by mutual agreement of the President or designee and the UFF President. If the University and the UFF are unable to reach mutual agreement on six (6) Neutral Pool members, selection shall be made from striking names from lists of six (6) names each submitted by the University and the UFF until six (6) panel members are selected. The order of striking shall be determined by the flip of a coin.
- (d) The University and the UFF are encouraged to seek eligible Neutral Pool members who are educators at other educational institutions, fully retired FIU faculty or administrators, or professional mediators or arbitrators. Any member of the Neutral Pool who is not a professional labor arbitrator shall complete training to qualify as a professional labor arbitrator prior to being selected to serve in a dispute resolution. The costs of such training will be shared equally by the University and the UFF. 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 arbiter of disputes involving the University shall be eligible for inclusion in the Neutral Pool.

- (e) Members of the pools shall be able to serve on short notice and willing to serve for at least one calendar year. In addition, the University and the UFF shall jointly provide all pool members with orientation and training in BOT-UFF Policies including this Neutral, Internal Resolution of Policy Disputes procedure. The costs of such training will be shared equally by the University and the UFF.
- (f) If at any time the number of members of the Neutral Pool drops below six (6), the University and the UFF shall meet to select one or more additional Neutral Pool members through the process outlined above. A new panel may be selected annually, at the initiation of the University or the UFF, on written notice no later than November 30th.
- (g) If at any time the number of members of the Employee Pool drops below ten (10), the departing member's vacancy shall be filled by the President (or designee) or the UFF President, as appropriate.

(3) Selection of a Panel.

- (a) Within fourteen (14) days after receipt of a notice of intent to proceed to neutral, internal policy dispute resolution, representatives of the University and the UFF shall meet for the purpose of selecting a Panel.
- (b) The President or designee shall appoint one member of the Employee Pool to serve on the Panel.
- (c) The UFF President shall appoint one member of the Employee Pool to serve on the Panel.
- (d) The appointees to the Panel pursuant to (b) and (c) above, shall select the third member of the Panel, who shall be selected from the Neutral Pool. Selection from among Neutral Pool members shall be by mutual agreement or by alternately striking names from the eligible members of the Neutral Pool list. Each side shall have two strikes. The right of the first choice to strike from the list shall be determined by the flip of a coin. Unless the parties mutually agree to one of the remaining two panelists, a flip of the coin will determine which of the remaining two Neutral Pool members shall hear the complaint. The parties may mutually select as the third panel member an individual who is not a member of the Neutral Pool.
- (e) The appointee from the Neutral Pool shall serve as the Chair of the Panel and 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.

(f) The hearing by the Panel shall be held within sixty (60) days following the selection of the Panel.

(4) Authority of the Panel.

- (a) The Panel shall not add to, subtract from, modify, ignore, or alter the terms or provisions of any BOT-UFF Policy or the BOT-UFF Agreement. Neutral, Internal Resolution of Policy Disputes by a Panel shall be confined solely to the application and/or interpretation of BOT-UFF 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.
- (b) Where an administrator has made a judgment involving the exercise of discretion, such as decisions regarding promotion under the BOT-UFF Promotion Policy, the Panel shall not substitute its judgment for that of the administrator. Nor shall the Panel review such decision except for the purpose of determining whether the decision has violated BOT-UFF Policy.
- (c) The Panel shall not have the power to award promotion or tenure.
- (d) If the Panel determines that a BOT-UFF 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. If notice that further employment will not be offered is not given on time, the Panel may direct the University to renew the appointment only upon a finding that no other remedy is adequate, and that the notice was given so late that (a) the employee was deprived of reasonable opportunity to seek other employment, or (b) the employee actually rejected an offer of comparable employment which the employee otherwise would have accepted.
- (e) A Panel's decision awarding employment beyond the sixth year shall not entitle the employee to tenure. In such cases the employee shall serve during the seventh year without further right to notice that the employee will not be offered employment thereafter. If an employee is reappointed at the direction of a Panel, the President or designee may reassign the employee during such reappointment.

(5) Conduct of Hearing.

The Panel shall hold the hearing in Miami-Dade County, unless otherwise agreed by the parties. The hearing shall commence within twenty-five (25) days of the all Panel members' acceptance of selection, or as soon thereafter as is

practicable, and the Panel shall issue the decision within thirty (30) days of the close of the hearing or the submission of briefs, whichever is later, unless additional time is agreed to by the parties. 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.

- (6) Effect of Decision. The decision or award of the Panel shall be final and binding upon the University, the UFF, and the complainant, provided that 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.
- (7) 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 the UFF will move for a change of venue based upon the defendant's residence in-fact if other than Miami-Dade County.
- (8) 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. Each party shall bear the cost of preparing and presenting its own case. The party desiring a transcript of the Panel hearing shall provide written notice to the other party of its intention to have a transcript of the Panel hearing made at least one week prior to the date of the hearing. The party desiring such transcript shall be responsible for scheduling a stenotype reporter to record the proceedings. The parties shall share equally the appearance fee of the stenotype reporter and the cost of obtaining an original transcript and one copy for the party originally requesting a transcript of the proceedings. The requesting party shall, at its expense, photocopy the transcript received from the reporter and deliver the photocopy to the other party within five days after receiving the copy of the transcript from the reporter.
- (9) Retroactivity. A Panel's award may or may not be retroactive as the equities of 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 initially filed in accordance with this Policy.

8. **Filings and Notification.** With the exception of Step 2 decisions, all documents required or permitted to be issued or filed pursuant to this Policy may be transmitted by fax, United

States mail, or any other recognized delivery service (note: e-mail is not an acceptable form of delivery). Step 2 decisions shall be transmitted to the complainant's representative(s) by personal delivery with written documentation of receipt or by certified mail, return receipt requested.

9. **Precedent.** No complaint informally resolved, or complaint resolved at either Step 1 or 2, shall constitute a precedent for any purpose unless agreed to in writing by the University or representative and the UFF acting through its President or designee.
10. **Processing.**
 - (a) The filing or pendency of any complaint or request for Neutral, Internal Resolution of Policy Disputes by a Panel under this Policy shall not operate to impede, preclude, or delay the University from taking the action complained of. Reasonable efforts, including the shortening of time limits when practical, shall be made to conclude the processing of a complaint prior to the expiration of the complainant's employment, whether by termination or failure to reappoint. An employee with a pending complaint will not continue to be compensated beyond the last date of employment.
 - (b) Nothing shall authorize the University or its representative to refuse consideration of a complaint on the assertion that it was not timely filed or processed in accordance with this Policy.
11. **Reprisal.** No reprisal of any kind will be made by the University or the UFF against any complainant, any witness, any UFF representative, or any other participant in the Neutral, Internal Resolution of Policy Disputes procedure by reason of such participation.
12. **Records.** All written materials pertinent to a complaint shall be filed separately from the evaluation file of the complainant or witnesses, except (a) at the request of the complainant or witness that specific materials be included in his or her own evaluation file, or (b) 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.
13. **Expedited Dispute Resolution Procedure for Conflict of Interest/Outside Activity.**
 - (a) The period for informal resolution of a dispute alleging a violation of the provisions of the BOT-UFF Policy on Conflict of Interest and Outside Activity shall be five (5) days from the date the complaint is filed. Such a dispute shall be heard at Step 2 by the President or designee no more than seven (7) days after a request for a Step 2 review has been filed. The President or designee shall issue a Step 2 decision no more than three (3) days after the Step 2 meeting.

- (b) A request for resolution by a Neutral Panelist shall be filed within fourteen (14) days after receipt of the Step 2 decision. A Neutral Panelist shall be selected by the parties from the Neutral Pool, or by mutual agreement from outside the neutral pool, no more than fourteen (14) days after a request for a resolution by a Neutral Panelist is received. Selection shall be by mutual agreement or by striking names from the Neutral Pool. Each side shall have two strikes. Unless the parties mutually agree to one of the remaining two panelists, a flip of the coin will determine which of the two panelists shall hear the complaint. The order of striking shall be determined by the flip of a coin. The Neutral Panelist shall issue a memorandum of decision within seven (7) days following the conclusion of the Neutral Panelist 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.

14. Expedited Dispute Resolution Procedure for Complaint over Assignment.

An employee who complains that his or her assignment has been imposed arbitrarily or unreasonably shall be entitled to Expedited Assignment Dispute Resolution ("ADR") as set forth below. If the employee's assignment begins prior to final resolution of the dispute, the employee shall perform the assignment pending final resolution under this procedure.

- (a) If an employee believes that the assignment has been imposed arbitrarily or unreasonably, the employee or employee's representative shall, within thirty (30) days after receipt of the assignment, file Part 1 of the ADR Form (attached hereto as ADR Form 1) with the individual responsible for making the assignment. The filing of the ADR Form shall be accompanied by a brief and concise statement of the employee's arguments, and any relevant documentation supporting the employee's position. This documentation shall be placed in a file entitled "Employee's Assignment Dispute Resolution File," which shall be kept separate from the employee's personnel evaluation file. Additional documentation shall not be considered in the ADR process except by agreement of the President's representative unless it is documentation that the employee requested from the University prior to the conference held pursuant to (b) below, but did not receive before such conference.
- (b) Within four (4) days of receipt of the ADR Form, the individual responsible for making the assignment shall meet with the employee and employee's representative and discuss the dispute. Within twenty-four (24) hours after this conference, such individual shall complete Part 1 of the ADR Form and deliver it to the employee or representative.
- (c) If the employee continues to be aggrieved following the initial conference, the employee or representative shall file the ADR Form, with Part 1 completed, with the Dean or other appropriate administrator no later than four (4) days after the initial conference.

- (d) The employee or employee's representative shall schedule a meeting with the Dean or other appropriate administrator to be held no later than four (4) days after filing the ADR Form with the Dean or other appropriate administrator. At this meeting, the employee, the UFF representative, and the Dean or appropriate administrator shall discuss the dispute and attempt to resolve it. Within twenty-four (24) hours after the conclusion of this meeting, the Dean or appropriate administrator shall complete Part 2 of the ADR Form and deliver it to the employee or employee's representative.
- (e) If consultation with the Dean or appropriate administrator does not resolve the matter, the employee or employee's representative may file, within four (4) days of that meeting, Part 3 of the ADR Form (with supporting documentation) with the President's representative, indicating an intention to submit the dispute to a Neutral Panelist.
- (f) Within seven (7) days of receipt of the completed ADR Form and other documentation, the President's representative may place a written explanation, brief statement of the University's position, a list of expected witnesses, and other relevant documentation in the employee's ADR File. As soon as practicable thereafter, a copy of all documents placed in the employee's ADR File shall be presented to the employee or employee's representative, who shall place a list of the employee's expected witnesses into the file.
- (g) At the time that the completed ADR Form is submitted to the President's representative, the employee or employee's representative shall schedule a meeting with the President's representative for the purpose of selecting a Neutral Panelist from among the members of the Neutral Pool or by mutual agreement from outside the neutral pool. Selection of the Neutral Panelist shall be by mutual agreement or by striking names from the Neutral Pool. The order of striking shall be determined by the flip of a coin. Each side shall have two strikes. Unless the parties mutually agree to one of the remaining two panelists, a flip of the coin will determine which of the two panelists shall hear the complaint. This meeting shall be scheduled for no later than seven (7) days after filing of the completed ADR Form.
- (h) The President's representative shall contact the selected Neutral Panelist no later than three (3) days following the selection. Should the Neutral Panelist selected be unable to serve, the President's representative shall contact the UFF representative as soon as practicable and schedule another selection meeting.
- (i) Upon the agreement of the Neutral Panelist to serve, the President's representative shall provide the Neutral Panelist with the employee's ADR File.
- (j) The ADR hearing shall be scheduled as soon as practicable after the Neutral Panelist has received the employee's ADR File. The President's representative shall

notify the UFF representative of the time and place of the ADR hearing no later than forty-eight (48) hours prior to it being convened.

(k) The ADR hearing shall be conducted as follows:

- (1) The employee, or employee's representative, and a representative of the President shall be the sole representatives of the parties. Each representative may present documentary evidence from the employee's ADR File, interrogate witnesses, offer arguments, cross-examine witnesses, and have present at the meeting one individual to assist in the presentation of the representative's case.
 - (2) The Neutral Panelist will conduct and have total authority at the ADR hearing. The Neutral Panelist may conduct the ADR hearing in whatever fashion consistent with this Policy that will aid in arriving at a just decision.
 - (3) The Neutral Panelist shall submit to all parties on Part 4 of the ADR Form within forty-eight (48) hours after the close of the ADR hearing a written, binding decision as to whether the assignment was imposed arbitrarily or unreasonably. The decision shall include the reasons for the Neutral Panelist's determination.
 - (4) If the Neutral Panelist decides that the employee's assignment was imposed arbitrarily or unreasonably, the Neutral Panelist may also order the appropriate remedy, which shall be binding on the University.
- (l) All other provisions of this Policy shall apply to these complaints, except as noted above.

Florida International University/United Faculty of Florida

Neutral, Internal Resolution of Policy Disputes

Complaint Form

Date Received by Provost or Designee: _____

COMPLAINANT

NAME:

SCHOOL/COLLEGE:

DEPT:

OFFICE PHONE:

STEP 1 COMPLAINANT REPRESENTATIVE

NAME:

MAILING ADDRESS:

OFFICE PHONE:

COMPLAINANT BOT-UFF Policy(ies) and section(s) of Policy(ies) allegedly violated:

Statement of Complaint (must include date of acts or omissions complained of):

Remedy Sought:

(See page 2 for additional requirements)

AUTHORIZATION

I will be represented in this complaint by: (check one - representative must sign on appropriate line. If complainant is represented by the UFF or legal counsel, all University communications should go to the complainant's representative.):

UFF _____

Legal Counsel _____

Myself _____

I UNDERSTAND AND AGREE THAT BY FILING THIS COMPLAINT, I WAIVE WHATEVER RIGHTS I MAY HAVE UNDER CHAPTER 120 OF THE FLORIDA STATUTES WITH REGARD TO THE MATTERS I HAVE RAISED HEREIN AND UNDER ALL OTHER UNIVERSITY PROCEDURES WHICH MAY BE AVAILABLE TO ADDRESS THESE MATTERS.

This complaint was filed with the Provost's or Designee's Office on _____ by (check one) mail (certified or registered, restricted delivery, return receipt requested) _____; personal delivery _____; other (specify) _____.

Signature of Complainant

(Complainant must sign prior to Step 2 Meeting if complaint is to be processed.)

Florida International University/United Faculty of Florida

Neutral, Internal Resolution of Policy Disputes Request for Step 2

Review

Date Received by President or Designee: _____

COMPLAINANT

NAME:

SCHOOL/COLLEGE:

DEPT:

OFFICE PHONE:

**STEP 2 COMPLAINT
REPRESENTATIVE**

NAME:

MAILING ADDRESS:

OFFICE PHONE:

Complainant hereby requests that the President or designee review the complaint as set forth on the attached Step 1 Complaint Form and issue a decision providing the remedy sought.

Complainant filed this request for review with the President's or designee's Office on ___, by (check one): mail (certified or registered, restricted delivery, return receipt requested) ___; personal delivery ___; other (specify) ___.

Signature of Complainant:

I am represented in this complaint by (check one - representative should sign on appropriate line. If complainant is represented by the UFF or legal counsel, all University communications should go to the complainant's representative):

UFF _____

Legal Counsel _____

Myself _____

(See page 2 for additional requirements.)

A copy of the Complaint Form initially filed with the Provost or designee must be attached to this Request for Step 2 Review at the time of its filing with the President or designee.

The Step 2 Decision shall be transmitted to Complainant's Step 2 Representative by personal delivery with written documentation of receipt or by certified mail, return receipt requested. Copies of this decision shall be sent to Complainant, to the Provost or designee, and to the President, UFF-FIU, if Complainant elected self-representation or representation by legal counsel.

DRAFT

Florida International University/United Faculty of Florida

Neutral, Internal Resolution of Policy Disputes

Notice of Intent to Proceed to Neutral, Internal Resolution of Policy Disputes by a Panel

Date of receipt by President or Designee: _____

The United Faculty of Florida hereby gives notice of its intent to proceed to Neutral, Internal Resolution of Policy Disputes by a Panel in connection with the decision of the President dated _____ and received by the UFF on _____ in this complaint of:

NAME: _____

The following statement of issue(s) before the Panel is proposed:

This notice was filed with the President's or designee's Office on _____ by (check one) mail (certified or registered, restricted delivery, return receipt requested) _____; personal delivery _____; other (specify) _____.

Signature of UFF President or designee

I hereby authorize UFF to proceed to Neutral, Internal Resolution of Policy Disputes by a Panel with my complaint. I also authorize UFF and the University to use, during the arbitration proceedings, copies of any materials in my evaluation file pertinent to this complaint and to furnish copies of the same to the arbitrator.

Signature of Complainant

**Florida International University/United Faculty of Florida
Neutral, Internal Resolution of Policy Disputes
Assignment Dispute Resolution Form**

PART 1: STATEMENT OF DISPUTE

Employee's Name

Department

Employee's Address

Person Making Assignment

Date Assignment Made

Beginning Date of Assignment

I believe the assignment was arbitrarily or unreasonably imposed because:

Employee's Signature

UFF Representative's Signature

Date Filed

Date of Meeting

The assignment was not arbitrarily or unreasonably imposed.

The disputed assignment has been resolved in the following manner:

Person making the assignment:

Date of Decision:

THIS FORM MUST BE ACCOMPANIED BY ALL DOCUMENTATION WHICH THE EMPLOYEE WANTS TO HAVE REVIEWED, EXCEPT FOR DOCUMENTATION THE EMPLOYEE HAS REQUESTED BUT NOT RECEIVED (SEE BOT-UFF POLICY ON NEUTRAL, INTERNAL RESOLUTION OF POLICY DISPUTES, SECTION 16(a)).

I UNDERSTAND AND AGREE THAT BY FILING THIS COMPLAINT, I WAIVE WHATEVER RIGHTS I MAY HAVE UNDER CHAPTER 120 OF THE FLORIDA STATUTES WITH REGARD TO THE MATTERS I HAVE RAISED HEREIN AND UNDER ALL OTHER UNIVERSITY PROCEDURES WHICH MAY BE AVAILABLE TO ADDRESS THESE MATTERS.

PART 2: DECISION OF DEAN OR APPROPRIATE ADMINISTRATOR

Date Filed with Dean/Administrator:

Date of Conference:

 The assignment was not arbitrarily or unreasonably imposed. The disputed assignment has been resolved in the following manner:

Dean or appropriate administrator

Date of Decision

PART 3: UFF NOTICE OF INTENT TO REFER DISPUTE TO NEUTRAL PANELIST

The decision of the Dean or other appropriate administrator is not satisfactory and the UFF hereby gives notice of its intent to refer the dispute to a Neutral Panelist.

Employee's Name

Date of Receipt by President's Representative

UFF Representative

Receipt Acknowledged by President's Representative

PART 4: NEUTRAL PANELIST'S DECISION

The disputed assignment was _____/was not _____ arbitrarily or unreasonably imposed. Reasons for the determination that the assignment was arbitrarily or unreasonably imposed are:

Remedy:

Neutral Panelist's Name

Employee's Name

Neutral Panelist's Signature

Date Decision Issued

Attachment 5

**FLORIDA INTERNATIONAL UNIVERSITY
APPLICATION OF EMPLOYEE FOR ENROLLMENT IN
THE BOT-UFF (FACULTY AND LIBRARIAN) EMPLOYEE
TUITION WAIVER PROGRAM**

Fulltime employees who are in the UFF (Faculty and Librarian) bargaining unit may enroll for no more than six (6) credit hours per semester (Fall, Spring, or Summer). Employees participating in this program may register on a space available basis.

TO BE COMPLETED BY EMPLOYEE (Please type or print form.)

Last Name

First Name

MI

Panther ID

Employee's Title

Department Name

Work phone

Term Enrolled:

Fall _____ Spring _____ Summer _____

Year

List course(s) for which you wish to enroll (up to six credit hours per semester). Please include alternate class selections. A maximum of 30 dissertation credits (7980 – 7989) and a maximum of 9 thesis credits (6970 – 6979) will be covered. Please attach a copy of your class schedule.

Reference	Course #	Course Title	Class Time	Class Day(s)	Grading Option	# Hours

I certify that I am a full-time employee in the UFF bargaining unit. I understand that a condition of this tuition waiver program is that I receive a grade no lower than C in each undergraduate course and no lower than B in each graduate course taken under the program. I understand that if I receive a grade lower than C in an undergraduate class or B in a graduate class or if I drop a course after the official Drop-Add period, except in case of an emergency, by this application I authorize Florida International University to make a payroll deduction for six (6) biweekly pay periods to reimburse the University the cost of tuition and fees waived. If I withdraw from the University before the end of the last day to withdraw from the university with a 25% refund of tuition, I will be responsible for paying that portion of tuition and fees that is not subject to refund. The University Cashier's Office will determine the amount of the deduction based on the courses involved. It is my responsibility to inform the Cashier's Office if the amount being deducted is incorrect. The biweekly deductions will begin approximately three (3) weeks after grades are submitted. If I go on leave of absence or cease to be employed at the University prior to reimbursing the University the total amount due, I authorize the University to deduct the remaining amount from my final paycheck or from any other funds due me. If these funds are not sufficient, I agree to pay the University the remaining amount in accordance with University policy.

Employee's Signature _____

Date _____

Division of Human Resources Use Only—Do Not Write below this Line

Full time employee Yes No Employee's Date of Hire _____

The courses listed above are hereby APPROVED _____ DISAPPROVED _____

Human Resources Signature

Date

Distribution: Original- Human Resources Copy - Cashier's Office Copy - Employee

DRAFT

Attachment 6

FLORIDA INTERNATIONAL UNIVERSITY
APPLICATION OF SPOUSE, SAME SEX DOMESTIC PARTNER, OR DEPENDENT CHILD
FOR ENROLLMENT IN THE BOT-UFF (FACULTY AND LIBRARIAN) EMPLOYEE TUITION
WAIVER PROGRAM

Fulltime employees who are in the UFF (Faculty and Librarian) bargaining unit, their spouses, same sex domestic partners, and dependent children under the age of twenty-five (25) may enroll for a combined maximum of ten (10) credit hours each semester (Fall, Spring or Summer). Individuals other than employees participating Dependents participating in this program must be degree-seeking students and may register during the regular registration period.

TO BE COMPLETED BY INDIVIDUAL APPLYING FOR WAIVER:
(Please type or print form.)

Employee's Last Name

First Name

MI

Applicant's Last Name

First Name

MI

Employee's Panther ID

Applicant's Panther ID

Applicant's Relationship to Employee: _____

(Affidavit of legal dependent or same sex domestic partner [available at http://hr.fiu.edu/index.php?name=forms_library] with supporting documents, must be attached if not already on file with FIU Human Resources. If applicant is spouse of employee, copy of marriage license must be attached, if not already on file with Human Resources.)

If Applicant is the dependent child of Employee, please provide date of birth: _____

I, _____, certify that I am fully admitted as a degree seeking student.

Term Enrolled:

Fall _____ Spring _____ Summer _____

Year _____

List course(s) for which you wish to enroll (up to ten credit hours per semester). Please include alternate class selections. A maximum of 30 dissertation credits (7980 – 7989) and a maximum of 9 thesis credits (6970 – 6979) will be covered. Please attach a copy of your class schedule.

Applicant's Signature _____ **Date** _____

Date

TO BE COMPLETED BY EMPLOYEE:

I certify that I am a full-time employee in the UFF bargaining unit. I understand that a condition of this tuition waiver program is that the individual enrolled receive a grade no lower than C in each undergraduate course and no lower than B in each graduate course taken under the program. I understand that if the individual enrolled receives a grade lower than C in an undergraduate course or B in a graduate course or drops a course after the official Drop-Add period, except in case of an emergency, by this application I authorize Florida International University to make a payroll deduction for six (6) biweekly pay periods to reimburse the University the cost of tuition and fees waived. If the individual enrolled withdraws from the University before the end of the last day to withdraw from the university with a 25% refund of tuition, I will be responsible for paying that portion of tuition and fees that is not subject to refund. The University Cashier's Office will determine the amount of the deduction based on the courses involved. It is my responsibility to inform the Cashier's Office if the amount being deducted is incorrect. The biweekly deductions will begin approximately three (3) weeks after grades are submitted. If I go on leave of absence or cease to be employed at the University prior to reimbursing the University the total amount due, I authorize the University to deduct the remaining amount from my final paycheck or from any other funds due me. If these funds are not sufficient, I agree to pay the University the remaining amount in accordance with University policy.

Employee's Signature

Date

Division of Human Resources Use Only—Do Not Write below this LineFull time employee: Yes No Employee's Date of Hire: _____The courses listed above are hereby APPROVED DISAPPROVED

Human Resources Signature

Date

Distribution: Original- Human Resources Copy - Cashier's Office Copy - Employee

Governance Committee Meeting

February 10, 2016

Subject: Ratification of the 2015-2018 Collective Bargaining Agreement between The Florida International University Board of Trustees and The Dade County Police Benevolent Association Law Enforcement Bargaining Unit

Proposed Committee Action:

Recommend that the Florida International University Board of Trustees (the BOT) ratify the 2015-2018 Collective Bargaining Agreement between the BOT and The Dade County Police Benevolent Association Law Enforcement Bargaining Unit (PBA Rank & File Unit).

Background Information:

Representatives of the BOT and the PBA Rank & File Unit have engaged in collective bargaining and reached a tentative agreement on the terms of the articles and policies of the 2015-2018 BOT-PBA Rank & File Unit Collective Bargaining Agreement. The unit ratified the agreement on January 25, 2016. The new agreement provides for wage increases and contract enhancements which are described in the accompanying term sheet.

Florida Board of Governors Regulation 1.001(5)(b) provides that each board of trustees shall act as the sole public employer with regard to 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.

**2015-2018 Collective Bargaining Agreement between
The Florida International University Board of Trustees (BOT) and
the Dade County Police Benevolent Association
Law Enforcement Unit (PBA Rank & File Unit)**

Term: 2015-2018

Wages: The wage package brings us into greater alignment with the overall strategy of reducing law enforcement officer turnover by moving compensation closer to the local market.

2015-2016: Market equity adjustment of six percent (6%) increase added to the base.

2016-2017: Five percent (5%) across-the-board wage increase added to the base.

2017-2018: Three percent (3%) across-the-board wage increase added to the base. If BOT and UFF bargains for a wage increase greater than three percent (3%) during the 2017-2018 fiscal year, the PBA Rank & File Unit will receive the difference if greater than three percent (3%).

Shift Differentials: The parties have agreed to increase the shift differential for those working the evening shift from three percent (3%) to five percent (5%). The parties have also agreed to increase the shift differential for those working the midnight shift from six percent (6%) to eight percent (8%).

Pay Supplements: The parties have agreed to provide a five percent (5%) pay supplement to those employees performing as Field Training Officer, Field Training Supervisor and those who have been assigned to a specialty unit (e.g., detective, K-9) while performing such duties.

Sworn Law Enforcement Pay: The parties agree that the sworn law enforcement officers will receive \$10/pay period during the Agreement for maintaining his/her law enforcement certification.

Off-Duty Pay: Officers working events on campus being funded by an outside entity, will be paid a premium rate of pay for working those events; officers working BOT funded events will be paid at their regular rates of pay.

Other Non-Monetary Term Highlights: The PBA bargained that several university PBA-related policies, subject to mandatory bargaining under Florida law, be reinstated into the Agreement. This request was generally accepted with one key exception, the Disciplinary Action Policy. Retaining this policy maintains review of challenged disciplinary decisions through our Neutral Internal Resolution of

Disputes process which provides a three-member panel comprised of one member selected by BOT, one selected by the PBA, and one member selected jointly by the parties, to review challenged disciplinary decisions in lieu of arbitration with one person reviewing the University's decision. Also retained in the Agreement are: (1) a requirement that reviewers of university disciplinary decisions, whether under the Neutral Internal Resolution of Disputes process or the grievance process, not substitute his/her/its judgment for that of the university when evaluating grievances and complaints, thus establishing the equivalent of an abuse of discretion review standard for these matters; and (2) the Chief of Police's discretion to establish working hours (instead of having the four day/10 hour work schedule be the default schedule). Lastly, the parties agreed that seniority will be the primary factor (instead of the only factor) regarding assignments to particular shifts, vacation time and other similar type staffing decisions within the Chief's discretion to determine.

Date of Union Ratification: January 25, 2016

COLLECTIVE BARGAINING AGREEMENT

between-

THE FLORIDA INTERNATIONAL UNIVERSITY

BOARD OF TRUSTEES—

and the—

DADE COUNTY POLICE BENEVOLENT ASSOCIATION

LAW ENFORCEMENT BARGAINING UNIT

2011-2014

Table of
2015-2018

Contents

Preamble	1
Article 1 — Recognition	1
Article 2 — Employee Representation and PBA Activities	2
Article 3 — Grievance and Arbitration Procedure	3
Article 4 — Layoff and Recall	11
Article 5 — Health and Safety	12
Article 6 — Learning Opportunities	13
Article 7 — Dues Deduction	14
Article 8 — Uniforms and Equipment	15
Article 9 — Wages	16
Article 10 — Insurance Benefits	18
Article 11 — Grooming Standards	18
Article 12 — Replacement of Personal Property	19
Article 13 — Management Rights	20
Article 14 — Totality of Agreement	21
Article 15 — Savings Clause	22
Article 16 — Compliance with Rules or Policies	22
Article 17 — Permanent Status	23
Article 18 — Duration of Agreement	24

PREAMBLE

<u>PREAMBLE</u>	2
<u>ARTICLE 1 - RECOGNITION.....</u>	2
<u>ARTICLE 2 - DEFINITIONS</u>	3
<u>ARTICLE 3 - EMPLOYEE REPRESENTATION AND PBA ACTIVITIES.....</u>	4
<u>ARTICLE 4 - GRIEVANCE AND ARBITRATION PROCEDURE.....</u>	6
<u>ARTICLE 5 - LAYOFFS AND RECALL</u>	13
<u>ARTICLE 6 - HEALTH AND SAFETY.....</u>	14
<u>ARTICLE 7 - LEARNING OPPORTUNITIES.....</u>	15
<u>ARTICLE 8 - DUES DEDUCTION</u>	16
<u>ARTICLE 9 - UNIFORMS AND EQUIPMENT</u>	16
<u>ARTICLE 10 - WAGES.....</u>	17
<u>ARTICLE 11 - INSURANCE BENEFITS.....</u>	24
<u>ARTICLE 12 - GROOMING STANDARDS.....</u>	24
<u>ARTICLE 13 - REPLACEMENT OF PERSONAL PROPERTY</u>	25
<u>ARTICLE 14 - BEREAVEMENT LEAVE.....</u>	25
<u>ARTICLE 15 - BONUS POLICY</u>	26
<u>ARTICLE 16 - COMPULSORY LEAVE</u>	29
<u>ARTICLE 17 - SICK LEAVE</u>	29
<u>ARTICLE 18 - TEMPORARY OR PERMANENT LATERAL REASSIGNMENT</u>	30
<u>ARTICLE 19 - VACATION</u>	31
<u>ARTICLE 20 - JURY DUTY AND COURT APPEARANCES</u>	32
<u>ARTICLE 21 - MANAGEMENT RIGHTS</u>	33
<u>ARTICLE 22 - TOTALITY OF AGREEMENT</u>	34
<u>ARTICLE 23 - SAVINGS CLAUSE</u>	34
<u>ARTICLE 24 - COMPLIANCE WITH REGULATIONS, POLICIES, OR DEPARTMENT SOPs</u>	34
<u>ARTICLE 25 - POLICIES SPECIFICALLY APPLICABLE TO.....</u>	38
<u>THE FIUBOT PBA LAW ENFORCEMENT BARGAINING UNIT.....</u>	38
<u>ARTICLE 26 - DURATION OF AGREEMENT</u>	54

PREAMBLE

THIS AGREEMENT is between The Florida International University Board of Trustees (hereinafter referred to as the "University" or the "Employer") and the Dade County Police Benevolent Association (hereinafter referred to as the "PBA" or the "Union") representing the employees in the Law Enforcement Bargaining Unit. It is recognized by the University and the PBA 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 public employers 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 public employer. It is further recognized by the University and the PBA that terms and conditions of employment of employees are contained in this Agreement and in the University Employment RulesRegulations, Policies, Procedures, and ManualsDepartment SOPs.

Further, this Agreement defines the Employer's obligations to the Union and members of the bargaining unit, thus avoiding disputes due to misunderstandings, as well as by providing a procedure for the resolution of any claims that the Agreement has been violated.

Finally, both parties recognize that the above language is a statement of intent and, therefore, not subject to the grievance procedure as outlined in Article 34.

ARTICLE 1

-RECOGNITION

1.1- University recognizes the PBA as the exclusive collective bargaining representative of the bargaining unit certified by the Public Employees Relations Commission in Case No. EL-2003-025 (RC-2002-081) to include all sworn full time law enforcement officers including Sergeants and ranks below Sergeants employed in the Public SafetyFlorida International University Police Department (hereinafter referred to as DepartmentFIUPD).

1.2- University will not be called upon to recognize the PBA as agent for any of its employees other than those included in the certified unit mentioned above, in the absence of a new PERC certification. When any new job classification is created, University will notify the Union. Any dispute as to an individual employee's status or any new classification status as being included or excluded from the bargaining unit will be resolvable through normal legal procedures, and not through the contractual grievance procedure.

ARTICLE 2 - DEFINITIONS

The terms used in this Agreement are defined as follows:

- ② "Administration" means Florida International University acting through its President and staff.
- ② "Bargaining unit" means those employees, collectively, represented for collective bargaining purposes by the Dade County Police Benevolent Association.
- ② "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 and staff.
- ② "Chief" means the Chief of the University Police Department.
- ② "Days" means business days unless otherwise noted.
- ② "Department" means the University Police Department.
- ② "Employee" means a member of the bargaining unit as it is described in Article 1.
- ② "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 and Arbitration Procedure.
- ② "Employee Representative" means an FIUPD employee who has been chosen by the PBA to act as the PBA representative.
- ② "PBA" or the "Union" means the Dade County Police Benevolent Association that is the exclusive collective bargaining representative of the bargaining unit certified by the Public Employees Relations Commission in Case No. EL-2003-015 (RC-2002-081) to include all sworn full time law enforcement officers including Sergeants and ranks below Sergeants employed in the FIUPD.
- ② "President" means the President of FIU or his/her representative.
- ② "Department SOPs" means the Department's standard operating procedures.
- ② "Specialized Units" means those units that the Chief of FIUPD or designee has designated which are assigned duties beyond that of a patrol officer, which require a degree of training, familiarity, and/or orientation necessary to fulfill said assignment, and where the assignment to the unit is a primary duty. Examples include, but are not limited to, Investigations unit, Housing unit, Community Policing unit, K-9 unit, and

Pedestrian and Traffic Safety unit.

- ② "Supervisor" means an individual identified by the President as having immediate administrative authority over bargaining unit employees.
- ② "University" or "FIU" means Florida International University Board of Trustees, acting through the President and staff.
- ② "Operational Necessity or Operational Need" means a legitimate business purpose as determined by the Chief of the FIUPD or his/her designee that justifies an employment practice as valid and necessary for the effective achievement of the FIUPD's objectives and the safe and efficient operation of the FIUPD.
- ② "University Polic(ies)" means those statements of policy, establishing principles as a basis and guide for later action, and articulating the University's official statements on issues it deems important to the governance of the University.
- ② "University Regulation(s)" means those regulations that the Florida International University Board of Trustees have promulgated.

ARTICLE 3 - EMPLOYEE REPRESENTATION AND PBA ACTIVITIES

2.4 3.1 Designation and Selection of Representatives

A. The President of the PBA shall furnish to the University a list of Employee Representatives who are designated to assist in processing Grievances—every year on or about July 1st. 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 the PBA with written notice to the University.

B. A total of three (3) employees may be designated to serve as Employee Representatives; however, University will only be required to deal with one designated PBA representative, Employee Representative unless mutually agreed to otherwise.

2

3.2 Representative Access.— The PBA bargaining unit shall have the right to use University facilities for meetings on the same basis as they are available to other University related organizations.

2

3.3 Consultation.

A. A. The DirectorChief of Public Safetythe FIUPD or his/her designee shall meet with the PBArepresentatives, or its Employee Representatives, to discuss matters pertinent to the implementation or administration of the Agreement or any other mutually agreeable matters. —The University and the PBA 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.

B. If a consultation meeting, as described in 2.3(A)above is held or requires reasonable travel time during the working hours of any employee participant, such participant shall be excused for that purpose. -Attendance at a consultation meeting scheduled outside of regular working hours shall not be deemed time worked.

2.4 3.4 Employee Information and Rules Provided.

Upon written request of the PBA, the University will, on a semi-annual basis, provide a list of PBA Unit employees with the name, work address, classification title, gross salary and date of hire for each employee.

2.5 3.5 Negotiations.

A. A. Parties and Location.

(1) The PBA 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 the PBA at any other level.

(2) The University agrees that all collective bargaining is to be conducted with PBA representative(s) designated for that purpose. There shall be no negotiations by the University at any other level.

(2) (3) Negotiations shall be held in Miami-Dade County, Florida, unless all parties agree to another location.

B. Negotiation Committee. The PBA may designate in writing no more than three (3) employees to serve on its Negotiation Committee and not more than two (2) employees to serve as alternates for Committee members who are unable to attend a negotiation session. For each round of negotiations, administrative leave shall be granted to the Committee members for the purpose of attending the negotiations. Committee members shall not be reimbursed by the University for travel, meals, lodging, or any other expense incurred in connection with attendance at the negotiating sessions.

2

3.6 Bulletin Boards

—The University shall provide bulletin boards at the Police Stations at both the Modesto A. Maidique Campus and the Biscayne Bay Campus, along with access to the bargaining unit members' email addresses, for the sole use of the PBA to post materials of interest to bargaining unit members.— The Bulletin boards shall be placed in an accessible location to bargaining unit employees within the respective police stations and shall be no smaller than two feet by three feet. -All materials placed on the designated bulletin boards shall bear the date of posting. -Material posted on the bulletin board or sent via email shall be limited to documents informing the employees of the collective bargaining process or contract administration, union business, or general law enforcement topics. -Derogatory material or political election material is not permitted.

ARTICLE 3

4 - GRIEVANCE AND ARBITRATION PROCEDURE

34.1 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.-

~~3.2 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.~~

3.3.

4.2 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.

4.3.4 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 other review mechanism including the Neutral Internal Resolution of Dispute Policy and any grievance that is or has already been filed over the same matter (i.e., the same act or omission) will be dismissed with no further obligation to consider the grievance.

3.5 In

4.4 Under no circumstances can an employee avail him/herself of both the event that the grievance involves an act or omission which could be handled by either this Article or Grievance and Arbitration Procedure and the Neutral, Internal Resolution of Policy Disputes, the filing of Policy to resolve a grievance under this Article constitutes a waiverdispute as each procedure is

applicable to and governs different set of ~~the filing~~ facts and circumstances and is applicable, per terms of a complaint under the Neutral, Internal Resolution this Agreement, to different types of Policy Disputes. ~~disputes.~~

3.6.

4.5 Grievances shall be processed in accordance with the following procedures:-

A. **STEP 1:INFORMAL RESOLUTION.** The parties strongly encourage the informal resolution of issues that may be grievances. The grievant shall present in writing may (but is not required to) attempt to resolve his/her grievance to the appropriate supervisor within seven (7) days of with the occurrence Chief 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).FIUPD or his/her designee. 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 Should the grievant wish to the grievant within ten (10) pursue an informal resolution of a grievance, he/she must request a meeting with the Chief or designee within five (5) days from the date the grievance was presented to him/her. Failure of the supervisor to timely 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 Chief or designee will respond shall be considered a denial with a meeting date and time within five (5) days of the grievance and shall entitle request. If the Chief or designee determines that the Department action should be changed, the Chief or designee 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 Chief or designee 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 to the Department action by initiating the Step process, all parties agree that no one will mention any details about the informal resolution process at Step 1 or Step 2.

B. **STEP 2:1:**

- (1) **Filing.** -If the grievance has not been satisfactorily resolved ~~at through~~ the Step 1 informal resolution process or if the supervisor grievant has failed chosen not to respond within use the Step 1 deadlines informal resolution process but wants to file a grievance, the grievant or the PBA may (upon request of the grievant) proceed to file 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 seven (7) ten (10) days after receipt of conclusion of the Step 1 decision by the grievant and/or grievant's representative or when the answer was due in the Step 1 informal resolution process if used or within ten (10) 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 2 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) days' advance written notice to all other parties ~~before the Step 1 meeting. At the Step 1 meeting, the grievant shall have the right to present any evidence in support of the grievance.~~

(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 seven (7) days following the meeting. -A copy of the decision shall be sent to the grievant, the grievant's representative and the PBA ~~(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 ~~3-2~~. 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 the PBA elect to take the grievance to that step. -

C.- STEP 32: If a grievance has not been satisfactorily resolved at Step ~~21~~, or if ~~or~~ the Vice President of Human Resources or designee has failed to respond within the Step ~~21~~ deadlines, the ~~grievant or the PBA may~~ ~~(upon the request of the grievant)~~ 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 seven (7) days after receipt of the Step ~~21~~ decision by the grievant ~~and/or, the~~ grievant's representative, ~~and the PBA~~, or when the ~~answerdecision~~ was due in the Step ~~21~~ process. -The grievance may be withdrawn by the ~~grievant or by the PBA representative PBA~~ at any point prior to issuance of the ~~Panel's Arbitrator's~~ decision by providing written notification to the ~~Arbitrator and the~~ Vice President of Human Resources or designee. -

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

A. A. The party requesting arbitration shall, concurrently with its filing of the Step ~~32~~ form, notify the American Arbitration Association (AAA) of the filing of the grievance and request a list of ~~five (5)~~seven (7) arbitrators sent to each party.

B. B. ~~Within seven (7) days of when the last party receives the list from the AAA, 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 AAA of the party's selection. -

C. ~~The parties will select the arbitrator within seven (7) days after receipt of the Step 3 form by the Vice President of Human Resources or designee.~~

_____ (2) Authority of the Panel-Arbitrator.

- A. A. Unless the parties agree in writing to the contrary, only one grievance may be submitted to the arbitrator at any one hearing.
- B. B. 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.-
- C. C. 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.-
- D. D. 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.-
- E. E. 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.
- F. F. 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.—

- G.** G. 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.—
- H.** H. 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 days (30) days prior to the date the grievance was originally filed in this Article.—, except in cases where compensation is the issue, and in such cases, an Award may be retroactive to a maximum of sixty (60) days prior to the date the grievance was originally filed.
- I.** I. The decision or award of the arbitrator shall be final and binding upon the University, the PBA, 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.—
- J.** J. 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 the PBA will move for a change of venue based upon the defendant'sgrievant's residence in-fact if other than Miami-Dade County.—
- K.** K. 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.—

3.7.

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

A. A. The grievant or the PBA may abandon or settle a grievance.-

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

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

D. Only the PBA may request that a grievance proceed to arbitration.

B. E. The grievant or the PBA 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 Policy. 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.

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 PBA.-

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. An e-mail is not an acceptable form of delivery unless otherwise noted in this Article, including email.

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

H. Records. 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.

ARTICLE 4

5 - LAYOFFS AND RECALL-

45.1 Employees may be laid off due to adverse financial circumstances; reallocation of resources; reorganization of administrative structures, programs, or functions; curtailment of one or more programs or functions; shortage of work; or a material change of duties.

4

5.2 In the event of a reduction in force University 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. 1. Training, experience and position, including certifications.
2. 2. Employee's overall performance/disciplinary record.
3. 3. Seniority.

As between two (2) employees, if one and two above are relatively equal, then seniority shall prevail.

4

5.3 Laid off employees shall have recall rights only to positions within the bargaining unit. Recall will be in reverse order of layoffs. -Recall rights are limited to the one (1) year period following the layoff. During this period, no new bargaining unit employees will be hired by the Department until all laid off members of the bargaining unit are offered recall. -Any employee offered recall at his/her last known address must contact the Department and agree to return to work within 21 calendar days or forfeit all recall rights.

ARTICLE **5**

6 - HEALTH AND SAFETY

56.1 The University will make reasonable efforts to provide employees a safe and healthy working environment. -The University and the PBA agree to work cooperatively toward reducing job-related injuries and ~~Workers' Compensation~~workers' compensation costs by encouraging improved safety measures.
5

6.2 Safety Committee. -The PBA will name one 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 the University requires an employee to use or wear health or safety equipment, such equipment will be provided by the University.

—B. Any employee who becomes 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 unit, the employee shall immediately report the condition to the supervisor or the supervisor's designee. -The University shall investigate the report and respond to the employee.

5

6.4- Vehicles and Equipment.

A. Vehicles used by employees, whether or not issued to the employee, shall be maintained in safe operating condition by the University. Marked patrol vehicles shall be equipped with cages, and as such vehicles are replaced, the newly purchased vehicles shall include the standard police package. The University shall use high visibility lights on University vehicles as dictated by University needs. In-car computers shall be mounted for safe use by bargaining unit members. -When employees are required to drive scooters, golf carts, all-terrain vehicles, or other similar vehicles, such vehicles shall be operated in accordance with the manufacturer's warranty and the officer shall be properly trained in the operation of such vehicle.

B. Where the University has determined that an employee should be provided with a police baton, mace or OC spray, electric restraining device, conducted electrical weapon (CEW), or other such weapon as the University deems appropriate, such employee shall be properly trained by a certified instructor in its use.

C. The University shall provide its employees with custom-fitted bullet resistant vests. Vests shall be replaced as per the stated warranty. The wearing of these vests is at the discretion of the employee, however, employees are strongly encouraged to wear the vest at all times when on duty, and the University reserves the right to require the wearing of the vest at the direction of the Chief or Designee/his/her designee.

5

6.5 Firearms.

A. The University shall provide its employees with a semi-automatic firearm. The type of semi-automatic firearm shall be at the University's discretion. The University will attempt to provide a semi-automatic firearm which is suitable to the employee's stature and hand size.

B. In order to promote safety in the use of firearms by employees, the University guarantees that each employee is allowed to fire his/her firearm in an approved course at least once every six (6) months, at no cost to the employee. Such training shall be for the purpose of qualifying in the use of firearms.

C. The University shall issue new factory ammunition for on-duty use at intervals not to exceed twelve (12) months from the previous date.

ARTICLE 6

7 - LEARNING OPPORTUNITIES

Law Enforcement Training.- The University and the PBA recognize the importance of training programs to develop skills in our law enforcement officers and supervisors. -The University will make a reasonable effort to continue existing training programs in law enforcement techniques and to develop new programs, and to ensure that opportunities to attend law enforcement and salary incentive training programs are equitably distributed among employees.-

ARTICLE **7**

8 - DUES DEDUCTION

7**8.1** During the term of this Agreement University will deduct PBA dues and other authorized deductions in an amount established by the PBA and certified in writing by the PBA to University, from employee's pay for those employees who individually make such request on the deduction form provided by the PBA included as Appendix A. -Such deductions will be made by University when other payroll deductions are made and will begin with the pay for the first full pay period following receipt of the authorization by the University.

7

8.2 The PBA shall advise University of any increase in dues or other authorized deductions in writing at least thirty (30) days prior to its effective date.

7

8.3 This Article applies only to the deduction of membership dues and shall not apply to the collection of any fines, penalties, or special assessments. University will not be required to process Dues Deductions Authorization Forms that are: (1) incorrectly and/or incompletely filled out; (2) postdated; or (3) submitted to University more than sixty (60) days following the date of the employee's signature.-

7

8.4 Deductions of dues and other authorized deductions shall be remitted exclusively to the ~~Dade County Police Benevolent Association~~PBA by University within thirty (30) days after the deductions are made, or as soon as practical thereafter, along with a list containing the names of the employees from whom the remittance is made.

7

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

7

8.6 Deductions for the PBA dues and other authorized deductions shall continue until either: (1) revoked by the employee by providing University and the PBA with thirty (30) days written notice that the employee is terminating the prior checkoff authorization; (2) revoked pursuant to Section 447.507 Florida Statutes; (3) the termination of employment; or (4) the transfer, promotion, or demotion of the employee out of this bargaining unit. -If these deductions are continued when any of the above situations occur, the PBA shall, upon notice of the error, reimburse the employee for the deductions that were improperly withheld.

7

8.7 The PBA shall indemnify, defend, and hold University, the Florida Board of Governors, the State of Florida, and its 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 University, or other officials, agents, and employees in complying with this Article. -The PBA shall promptly refund to University any funds received in accordance with this Article which are in excess of the amount of dues and other authorized deductions which University has agreed to deduct.

ARTICLE **8**

9 - UNIFORMS AND EQUIPMENT

89.1 Uniform. All employees shall receive a standard issue of uniforms (winter and summer) and uniform accessories, and may request replacement of such uniforms as needed. Requests for replacement of uniforms shall be honored in a timely fashion and not unreasonably denied.

8

9.2 Uniform accessories and equipment will include the following minimum requirements:

- A. A. Gun belt, either 2 ¼ inches or 3 inches, as appropriate for the individual employee.
- B. B. Firearm safety (snatch resistant) holster; and
- C. C. Three (3) magazines and an approved case for spare ammunition.

8

9.3 Uniform Maintenance and Shoe Allowance. The University will provide employees who are furnished and required to wear by the University a uniform, a uniform maintenance allowance in the amount of \$450.00 annually, unless laundry and dry cleaning facilities are available and the service is furnished by the University without cost to the employees. In addition, such employees shall receive a shoe allowance in the amount of \$150.00 annually, unless shoes are furnished by University.

8

9.4 Clothing Allowance. Employees assigned to full-time plain clothes positions shall receive a clothing allowance in the amount of \$500.00 annually, and a shoe allowance in the amount of \$150.00 annually, unless the shoes are furnished by the University.

8

9.5 Bullet Resistant Vest. The University shall provide uniformed and plain clothes law enforcement personnel a bullet resistant vest for use during duty hours. Each bullet resistant vest will be replaced per the manufacturer's warranty.

8

9.6 Recreational Use Privileges. The Department will pay for the cost of the University Recreation Facility services as the employee uses such services. All sworn law enforcement personnel covered by this agreement shall receive an annual standard University Recreational Facility membership at no cost. If the membership is not used by the employee, it may be revoked.

ARTICLE 9

10 - WAGES

910.1 General Wage Increases.

A. Upon Joint Ratification.

i. Definitions. A. Fiscal Year 2011-2012.

- 1. For fiscal year 2011-2012) "Current PEP" means the Performance Excellence Process form completed for the bargaining unit employee for the fiscal year prior to the payment of the applicable wage payment as described in the subsequent subparagraphs.

2) "Joint Ratification" means the date that the FIU BOT/PBA collective bargaining agreement has been ratified by both parties.

ii. Upon Joint Ratification, each eligible bargaining unit employee shall receive a general across the board wage increase of two and one half six percent (2.5%) of 6% as a market adjustment to their base rate of pay or Two Thousand Dollars (\$2,000), whichever is greater, effective July 1, 2010. Eligible employees shall have successfully passed their initial probationary period and are meeting performance standards/expectations. If an employee has a current performance evaluation of "Below or Consistently Below" in effect on the date of ratification, the employee shall not receive the general wage increase. (without including pay supplements, such as shift differentials). To be eligible, the employee must be continuously employed on or before July 1, 2009 and through the date of joint ratification. The across the board increase will be paid on the first pay period following July 1, 2011.

2. One percent (1%) of the total salaries of all members of the collective bargaining unit shall be pooled and distributed in accordance with the University Operational Excellence Award policy using the University Police Officers form. The pooled money shall be distributed only to bargaining unit members and shall be distributed as a one-time bonus. Bargaining unit members receiving the merit bonus shall not have the merit bonus change their base rate of pay. To be eligible, the employee must have Joint Ratification. Eligible employees must have successfully passed their initial probationary period and be continuously employed on or before December 1, 2010. The merit bonus will be paid on the first pay period in December 2011.

B. Fiscal Year 2012-2013.

1. For fiscal year 2012-2013, each eligible bargaining unitas a new employee shall receive a general across the board wage increase of two percent (2%) of their base rate of pay. Eligible employees shall have successfully passed their initial probationary period and areand must be meeting performance standards/expectations. at the time of the Joint Ratification. If an employee has a current performance evaluation of "Below or Consistently Below" in effect on July 1, 2011, theCurrent PEP of "Unsatisfactory or Needs Improvement" in effect on the date of Joint Ratification, the employee shall not receive the wage increase. The increase will be paid on the first full pay period following Joint Ratification. Employees that have not passed their probationary period as a new employee at the time of Joint Ratification will receive this wage increase in the first full pay period after they pass their probationary period as a new employee shall not receive the general wage increase. To be eligible, the employee must be continuously employed on or before

~~July 1, 2011. The across-the-board wage increase will be paid on the first pay period following July 1, 2012.~~

A. Fiscal Year ~~2. One percent (1%) of the total salaries of all members of the collective bargaining unit shall be pooled and distributed in accordance with the University Operational Excellence Award policy using the University Police Officers form. The pooled money shall be distributed only to bargaining unit members and shall be distributed as a one-time bonus. Bargaining unit members receiving the merit bonus shall not have the merit bonus change their base rate of pay. To be eligible, the employee must have successfully passed their initial probationary period and be continuously employed on or before December 1, 2011. The merit bonus will be paid on the first pay period in December 2012.~~

C. Fiscal Year 2013-2014.

1. 2016-2017. For fiscal year ~~2013-2014~~~~2016-2017~~, each eligible bargaining unit employee shall receive a ~~general across-the-board wage increase of one percent (1%) of their base rate of pay. Eligible employees shall have successfully passed their initial wage increase of five percent (5%) as an across-the-board increase to the base rate of pay (not including pay supplements, such as shift differentials).. Eligible employees shall have successfully passed their probationary period as a new employee and are meeting performance standards/expectations. If an employee has a current Performance Excellence Process (PEP) of "Unsatisfactory or Needs Improvement" in effect on the date of the across-the-board increase, the employee will not be eligible to receive the across-the-board increase. To be eligible, the employee must have been employed by the University on or before June 30, 2016. The increase should be effective on the first full pay period in July 2016. Employees that have not passed their probationary period as a new employee as of June 30, 2016 will receive this wage increase in the first full pay period after they pass their probationary period as a new employee.~~

B. Fiscal Year 2017-2018. For fiscal year 2017-2018, each eligible bargaining unit employee shall receive a wage increase of three percent (3%) as an across the board increase to the base rate of pay (not including pay supplements, such as shift differentials). Eligible employees shall have successfully passed their initial probationary period as a new employee and are meeting performance standards/expectations. If an employee has a ~~current performance evaluation of "Below or Consistently Below"~~Current PEP of "Unsatisfactory or Needs Improvement" in effect on ~~July 1, 2012~~the date of the across-the-board increase, the employee ~~shall~~will not be eligible to receive the ~~general wage across-the-board~~ increase. To be eligible, the employee must ~~be continuously employed on or before July 1, 2012.~~ ~~The across-the-board have been employed by the University on or before June 30, 2017. The increase should be effective on the first full pay period in July 2017. Employees that have not passed their probationary period as a new employee as of June 30, 2017 will receive~~

this wage increase will be paid on in the first full pay period following July 1, 2013 after they pass their probationary period as a new employee.

2. One percent (1%) of the total salaries of all members of the collective bargaining unit shall be pooled and distributed in accordance with the University Operational Excellence Award policy using the University Police Officers form. The pooled money shall be distributed only to bargaining unit members and shall be distributed as a one-time bonus. Bargaining unit members receiving the merit bonus shall not have the merit bonus change their base rate of pay. To be eligible, the employee must have successfully passed their initial probationary period and be continuously employed on or before December 1, 2012. The merit bonus will be paid on the first pay period in December 2013.

9.2 For the fiscal year 2017-2018, if the United Faculty of Florida and the FIU Board of Trustees enters into a jointly ratified collective bargaining agreement (UFF/FIU CBA) which provides a base salary increase of more than three percent (3%), each eligible bargaining unit employee will receive an amount equivalent to the amount provided in the UFF/FIU CBA but not less than the three percent (3%) as described above in this subparagraph. The increase provided to the bargaining unit employee as a result of the UFF/FIU BOT is not additive. For example, if UFF/FIU CBA provides for an increase of 3.5%, each bargaining unit employee will receive only the 0.5% increase. If the UFF/FIU BOT CBA provides for an increase of less than three percent (3%), each eligible employee bargaining unit will receive the three percent (3%) as described above in this subparagraph. Such increase will be paid on the first full pay period following the Joint Ratification of the UFF BOT/CBA or the first full pay period in July 2017, whichever is later.

10.2 Shift Differential Pay

A. 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.

B. Policy: 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 five percent (5%) is paid for shifts where the majority of the hours fall after 6:00 P.M.

Night: A differential of eight percent (8%) is paid for shifts where the majority of the hours fall after midnight.

C. The shift differential additive is included in the calculation of an employee's regular rate of pay for purposes of computing overtime pay.

D. The Chief of FIUPD or designee retains the discretion to move employees from shift to shift based on operational necessity and shall not be used for the purposes of discipline. The

parties agree that the exercise of such discretion is not subject to the Grievance and Arbitration procedure or the Neutral Internal Resolution of Disputes Policy.

10.3 Pay Supplements

- A. Bargaining unit employees assigned as Field Training Officer (FTO) and Field Training Supervisor (FTS) shall receive a five percent (5%) pay supplement while performing duties as a FTO or FTS.
- B. Bargaining unit employees assigned to a specialty unit, including but not limited to, the detective bureau and the K-9 unit, shall receive a five percent (5%) pay supplemental while performing duties in the specialty unit.
- C. The Chief of FIUPD or his/her designee has the sole discretion in determining which bargaining unit employee will be assigned as a FTO, FTS and/or in one of the specialty units and the length of such assignment. This exercise of discretion is not subject to any review process such as the Grievance and Arbitration article or the Neutral Internal Resolution of Disputes Policy.
- D. This Article is subject to Department SOP's regarding eligibility, performance, etc.

10.4 Off-Duty Pay

- A. Purpose: To establish guidelines to compensate law enforcement personnel for off-duty pay.
- B. Definition: An off-duty assignment is any assignment that is being funded by an outside funding source and not from a FIU funding source or budget regardless of department. FIU and, then in turn, the FIUPD are being reimbursed by an outside funding source at a premium rate of pay.
- C. Policy: Law enforcement personnel are entitled to off-duty pay when an employee is assigned an off-duty event. The law enforcement personnel working the off-duty event does not have to work a forty (40) hour workweek to be compensated at the off-duty pay.
- D. The hours worked as part of the off-duty assignment shall not be counted as hours worked for the purpose of calculating overtime for that week. An employee reporting to an off-duty event shall be guaranteed two (2) hours of off-duty pay if the event is cancelled or concluded prior to the end of the two hour period. An employee who fails to adhere to the Department's procedures for determining the status of the event prior to reporting for such duty will lose eligibility of the guaranteed two hours.

- E. If, after the employee reports to work, the event is cancelled or concluded prior to the end of the guaranteed two (2) hours, management may assign other law enforcement duties to the employee during the guaranteed two-hour period.
- F. Subject to operational necessity, the University agrees that officers from outside agencies will not be assigned an off-duty event shift that is longer than the shift offered to the FIUPD employee unless the FIUPD employee declines to work the longer shift. This provision does not apply to specialized units.

10.5 Overtime Pay and Compensatory Time

- A. Purpose: To establish a policy for overtime pay and compensatory time for non-exempt employees.
- B. Definitions: An overtime detail is any assignment being funded by a University source or budget regardless of the University department paying for the event and which the law enforcement personnel works in excess of forty (40) hours of the workweek in which the overtime detail occurs. Utilization of accrued compensatory time, holiday time, and administrative leave within a workweek will count as hours worked to fulfill the forty (40) hours required to be given overtime.
- C. Policy: 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 forty (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 authorized by the immediate supervisor prior to working.
- D. Any employee working an overtime detail must work the full forty (40) hours in the workweek in which the overtime detail occurs before the employee will be compensated at the overtime rate (i.e., time and one-half pay (1 ½)).
- E. Compensatory time may be earned by non-exempt employees in lieu of overtime pay for all hours actually worked in excess of forty (40) hours. Compensatory time is credited at the rate of one and one-half (1 ½) times the number of hours in excess of forty (40) hours worked in a workweek. Non-exempt employees must use accrued compensatory time within thirty (30) days of its accrual, provided that to do so would not unduly disrupt the operations of the University.
- F. Exempt employees are not entitled to compensatory time or overtime pay for hours worked in excess of forty (40) hours per week. When an employee is changed from a nonexempt 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.

10.6 Sworn Law Enforcement Certification Award

For each of the fiscal years 2015-2016, 2016-2017, 2017-2018, and for the duration of this Agreement only, each bargaining unit employee will receive a ten dollar (\$10) Sworn Law Enforcement Certification Award every pay period in which he/she maintains his/her sworn law enforcement certification. The Sworn Law Enforcement Certification Award

will begin and will be paid on the first full pay period following ratification by both parties.

10.7 Additional Wages Increases-

- A. If the Florida Legislature provides for a different or additional funding of wages or wage increases described in this Article during the term of this Agreement, the University and the Union agree that such increases will be administered in accordance with the applicable appropriation language. -Any additional funding of wages or wage increases provided by the Legislature during any fiscal year covered by this Article shall count as credit towards the across-the-board increase wage increases and/or merit bonus described in the Article.-
- B. Nothing contained herein shall prevent the University from providing salary increases beyond the increases specified above. -These increases may be provided for market equity considerations, including verified counteroffers and compression/_inversion; increased duties and responsibilities; special achievements; litigation/settlements; and similar special situations.-

ARTICLE 10

11 - INSURANCE BENEFITS

11.1 University agrees to administer the State Group Health self-insurance plan in accordance with the applicable Fiscal Year's General Appropriations Act and, if provided, the Summary Statement of Intent.

ARTICLE 11

12 - GROOMING STANDARDS

1112.1 Hair on top of the head will be neatly groomed. -The length or bulk of the hair will not be excessive or present a ragged, unkempt appearance.- When combed, hair will not fall over the ears or eyebrows, or touch the collar, except for the closely cut hair on the back of the neck. The hair of uniformed members may touch the shirt collar but not fall below the collar's edge and may cover a portion of the ear. -Long hair of female officers must be worn up in a neat, stylish manner which permits the wearing of the hat. -Conspicuous barrettes, pins, or combs will not be worn.

1112.2- If an employee desires to wear sideburns, they will be neatly trimmed. -The base will be a clean shaven horizontal line. -Sideburns will not extend downward beyond the lowest part of the exterior ear opening.

1112.3- The face will be clean shaven, except that if a mustache is worn it will be kept neatly trimmed and tidy. -No portion extending beyond the corners of the mouth will fall below a line parallel with the bottom of the lower lip.

1112.4 —Cosmetic and Jewelry. -If worn, cosmetics shall be subdued and blended to match the natural skin color of the individual. -False eyelashes are prohibited. -Fingernails should be clear and trimmed so as not to extend beyond the tips of the fingers. -Fingernail polish, if worn,

shall be clear. -Female officers may wear small post earrings. -Necklaces shall not be visible when the uniform is worn.

ARTICLE 42

13 - REPLACEMENT OF PERSONAL PROPERTY

1213.1 An employee, while on duty and acting within the scope of employment, who suffers damage or destruction of the employee's watch or prescription eyewear, or such other items of personal property as have been given prior approval by the Department as being required by the employee to adequately perform the duties of the position, will be reimbursed or have such property repaired or replaced as provided herein. -A written report must be filed detailing the circumstances under which such property was damaged or destroyed.

42

13.2 Specific Reimbursement Allowances and Approvals.

A. A. Upon proper documentation by the employee of the amount expended, the Department shall authorize reimbursement for repair or replacement of such property, not to exceed the following amounts:-

(1) (1) Watch - \$75100;
(2) (2) Prescription eye wear - \$200300 (including any required examination);

(3) (3) Other items – The DirectorChief shall have final authority to determine the reimbursement value of any items other than watches or prescription eye wear; and

(4) (4) Total allowable per incident - \$700.

B. Such reimbursement shall be with the approval of the DirectorChief. Approval shall not be unreasonably withheld.

ARTICLE 1314 - BEREAVEMENT LEAVE

STATEMENT

An employee shall be granted three (3) days of leave with pay for a death in the immediate family.

REASON

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.

DEFINITIONS

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

ARTICLE 15 - BONUS 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

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.

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 employee's regularly assigned duties.

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 as follows:

Associate Degree \$ 500

Baccalaureate Degree \$ 1,000

Master's Degree \$1,500

Doctorate Degree/Juris Doctor \$2,000

Apprenticeship \$ 500

J Journeyman \$ 750

Professional Registration or License \$1,000

Professional Certification \$ 500

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. 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.
- 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.

IV. 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.

V. 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 \$1,500 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.

VI. 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 Provost and by the Vice President of Human Resources or designee. 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.

ARTICLE 16 - COMPULSORY LEAVE

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

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.

ARTICLE 17 - SICK LEAVE

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 on 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.
- 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.

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

To administer the accrual and appropriate use of sick leave.

DEFINITIONS

"Illness/Injury" means 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 Americans with Disabilities Act, the provisions of Public Law 101- 336 shall apply.

"Employee's Immediate Family" is defined as spouse, children (including foster or stepchildren), parents (including stepparents), brother and sister (including stepbrother and stepsister), grandparents, and grandchildren.

ARTICLE 18 - TEMPORARY OR PERMANENT LATERAL REASSIGNMENT

STATEMENT

Management 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 will be given a fourteen (14) calendar days' notice, unless in the case of unforeseen circumstances, prior to the effect of the change in assignment.

REASON

To provide a means for management to address operational needs.

DEFINITIONS

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, regardless of campus location and shift. Voluntary lateral reassessments may provide employees with opportunities to develop and diversify their skills, obtain a location or position that they prefer and meet other needs.

ARTICLE 19 - VACATION

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 and 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 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 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.

Non-Exempt Personnel

<u>Length of Service with University</u>	<u>Hours Accrued Per Pay Period</u>	<u>Maximum Accrual and Payout Hours</u>
<u>Less than 5 years</u>	<u>5 hours</u>	
<u>More than 5 years but less than 10 years</u>	<u>6 hours</u>	
<u>More than 10 years</u>	<u>7 hours</u>	
		<u>250</u>

Exempt Personnel

<u>Length of Service with University</u>	<u>Hours Accrued Per Pay Period</u>	<u>Maximum Accrual and Payout Hours</u>
<u>N/A</u>	<u>7</u>	<u>352</u>

Nine-month Faculty Members

<u>Length of Service with University</u>	<u>Hours Accrued Per Pay Period</u>	<u>Maximum Accrual and Payout Hours</u>
<u>N/A</u>	<u>0 (none)</u>	<u>N/A</u>

REASON

To administer a uniform procedure of accruing and utilizing vacation leave.

ARTICLE 20 - JURY DUTY AND COURT APPEARANCES

STATEMENT:

An employee summoned as a member of a jury panel shall be granted leave with pay and any jury or witness fees shall be retained by the employee. Leave granted hereunder shall not affect the employee's accrued leave.

An employee subpoenaed to represent the University shall have such duty considered a part of the employee's job assignment. The employee shall be paid travel expenses and incidentals. The employee shall give the University any fees received.

An employee is not paid for time off work because they were subpoenaed to appear in court for criminal or civil cases being heard in connection with the employee's personal matters, including but not limited to, appearing in traffic court, divorce proceedings, custody hearings, appearing as directed with a juvenile, etc., or service as a paid expert witness. The time off may be charged to accrued compensatory time (if applicable), vacation leave, or, if the employee does not have accrued vacation or compensatory time, leave without pay.

If the sworn law enforcement employee is subpoenaed to appear as a witness in a job-related court case, not during the employee's regularly assigned shift, the employee shall have the option to either accept the witness fee or be granted a minimum of three (3) hours which shall be counted as hours worked. The three-hour minimum shall be paid if a court appearance is scheduled to start more than sixty (60) minutes before or after the employee's regularly assigned shift. In order to be eligible for the three-hour minimum, the employee must appear in person in court or the Student Conduct hearing, whichever is the case. If an employee only appears in court or at the Student Conduct hearing by telephone, skype, or through similar electronic medium, he/she will only be eligible for a one-hour minimum and will receive hour-for-hour overtime pay if the appearance exceeds one-hour. This provision also applies when the employee is requested to serve as a witness in the University Student Conduct process.

REASON:

To administer a policy regarding jury duty, subpoena for court appearances, and serve as a witness in the University Student Conduct process.

ARTICLE 21 - MANAGEMENT RIGHTS-

1321.1 Each of the rights described below shall be vested exclusively in University, subject only to such restrictions governing the exercise of these rights as are expressly and specifically provided in this Agreement, University regulations, policies, and Department SOPs.

13

21.2 The management of the Department personnel and the direction of its work force, including but not limited to the exclusive right: to determine whether all or any part of the operations covered by this Agreement shall commence, cease, continue, reduce or increase; to remove the operation or any part thereof to any location; to establish new jobs; to abolish or change existing jobs and to increase or decrease the number of jobs or employees; to change materials, processes, products, service, equipment, work schedules and methods of operation to introduce new materials, equipment, services or facilities; to assign work to be performed; to assign or reassign employees to shifts, increase or abolish shifts and rotate shifts; to require employees to work overtime; to establish and change hiring procedures; to set the work schedules; to transfer employees from job to job, shift to shift or campus to campus either on a permanent or temporary basis; to evaluate and direct the work of the employees covered by this Agreement; to maintain, enforce, rescind or change University or Department policies, procedures, rules, orders, practices, and directives not inconsistent with this Agreement or covering mandatory subjects of bargaining; to establish or change operational standards; to determine the services to be provided by University and by law enforcement personnel; to lay off employees as provided in Article 45 of this Agreement; to establish requirements for employment; to promote and demote employees; and to have complete authority to exercise those rights and powers incidental thereto, including the right to alter or vary past practices not involving mandatory subjects of bargaining as University may determine to be necessary for the orderly and efficient operation of the Department.—

—as specified in this Agreement. University's failure to exercise any right hereby reserved to it or its exercising any right in a particular way shall not be deemed a waiver of its right to exercise such right, nor preclude University from exercising the same right in some other way not in conflict with the express provisions of this Agreement.

13

21.3 If a civil emergency is declared by the Governor or by a political subdivision of the State, the provisions of this Agreement may be suspended by University during the time of the declared emergency, provided that the wage rates and monetary fringe benefits shall not be suspended.

13

21.4 The Union agrees that its members shall comply with all University ~~or Department rules~~~~regulations~~, policies, and ~~procedures~~~~Department SOPs~~, including those relating to conduct and work performance.

13

21.5 The parties also recognize that pursuant to the Management Rights clause of this Agreement, University has the right to amend and modify its rules, policies, and procedures and to implement reasonable rules, policies and procedures except as expressly provided in this Agreement—or involving a mandatory subject of bargaining.

ARTICLE 14

22 - TOTALITY OF AGREEMENT-

1422.1— University and the PBA acknowledge that, during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to present proposals with respect to any and all matters lawfully subject to collective bargaining, and that all of the understandings and agreements arrived at by University and the PBA thereby are set forth in this Agreement between the parties for its duration.

14

22.2 University and the PBA, 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.

14

22.3 Modifications.— Nothing herein shall preclude University or the PBA from mutually agreeing to alter, amend, supplement, delete, enlarge, or modify any of the provisions of this Agreement in writing.

ARTICLE 15

23 - SAVINGS CLAUSE

23.1 If any provision of this Agreement should be rendered or declared invalid, unlawful, or not enforceable by any court action or by reason of any existing or subsequently enacted legislation; or if the appropriate governmental body having amendatory power to change a law, rule, or regulation which is in conflict with a provision of this Agreement, fails to enact or adopt an enabling amendment to make the provision effective, in accordance with Section 447.309(3), Florida Statutes; then such provision shall not be applicable, performed, or enforced, but the remaining parts or portions of this Agreement shall remain in full force and effect for the term of this Agreement.

ARTICLE 16

24 - COMPLIANCE WITH RULES OR REGULATIONS, POLICIES, OR DEPARTMENT SOPs

1624.1 AThe PBA designated representative will be advised in writing of any changes in University personnel rules or regulations, policies, or Department SOPs impacting terms and conditions of employment within twenty-one (21) calendar days prior to formal adoption.—

16.2 The

24.2 The members of the bargaining unit are subject to the following University-wide policies, which may be amended from time to time, subject to applicable law.

FIU Regulations

FIU-105 Prohibited Discrimination, Harassment and Related Misconduct Including Sexual and Gender-Based Harassment, Sexual Violence, Dating Violence, Domestic Violence, and Stalking

FIU-110 Demonstrations

FIU-111 Camping

FIU-112 Use of University Facilities

FIU-113 Smoke & Tobacco-Free Campus

FIU-2505 Alcoholic Beverages

Access to Official Personnel Records - <http://policies.fiu.edu/files/57.pdf>"
<http://policies.fiu.edu/files/57.pdf>

Acquisition, Assignment & Use of University Vehicles - <http://policies.fiu.edu/files/569.pdf>"
<http://policies.fiu.edu/files/569.pdf>

Alternative Work Site - <http://policies.fiu.edu/files/19.pdf>" <http://policies.fiu.edu/files/19.pdf>

Animals in the Workplace - <http://policies.fiu.edu/files/20.pdf>"
<http://policies.fiu.edu/files/20.pdf>

Anonymous Complaints - <http://policies.fiu.edu/files/23.pdf>" <http://policies.fiu.edu/files/23.pdf>

Applications Software Resources Purchasing, Licensing & Use -

<https://policies.fiu.edu/files/556.pdf>" <https://policies.fiu.edu/files/556.pdf>

Approval of Perquisites - <http://policies.fiu.edu/files/26.pdf>" <http://policies.fiu.edu/files/26.pdf>

Automated External Defibrillator (AED) policy - <https://policies.fiu.edu/files/793.pdf>"
<https://policies.fiu.edu/files/793.pdf>

Business Related Travel - <http://policies.fiu.edu/files/54.pdf>" <http://policies.fiu.edu/files/54.pdf>

Cash Control Policy - <http://policies.fiu.edu/files/576.pdf>" <http://policies.fiu.edu/files/576.pdf>

Catastrophic Pool - <http://policies.fiu.edu/files/21.pdf>" <http://policies.fiu.edu/files/21.pdf>

Children in the Workplace - <http://policies.fiu.edu/files/42.pdf>"
<http://policies.fiu.edu/files/42.pdf>

Confidentiality Agreements - <http://policies.fiu.edu/files/40.pdf>"
<http://policies.fiu.edu/files/40.pdf>

Conflict of Interest - <http://policies.fiu.edu/files/106.pdf>" <http://policies.fiu.edu/files/106.pdf>

Digital Millennium Copyright Act policy - <http://policies.fiu.edu/files/545.pdf>"
<http://policies.fiu.edu/files/545.pdf>

Domestic Violence leave - <http://policies.fiu.edu/files/708.pdf>"

<http://policies.fiu.edu/files/708.pdf>

Dress Code - <http://policies.fiu.edu/files/36.pdf>" <http://policies.fiu.edu/files/36.pdf>

Dual Employment and Compensation - <http://policies.fiu.edu/files/35.pdf>"

<http://policies.fiu.edu/files/35.pdf>

Environmental Management Policy - <https://policies.fiu.edu/files/349.pdf>"
<https://policies.fiu.edu/files/349.pdf>

Ethics in Purchasing & Gifts - <http://policies.fiu.edu/files/598.pdf>"
<http://policies.fiu.edu/files/598.pdf>

Exit Reviews - <http://policies.fiu.edu/files/46.pdf>" <http://policies.fiu.edu/files/46.pdf>

Extra State Compensation from Sponsored Projects for FIU personnel -
<http://policies.fiu.edu/files/366.pdf>" <http://policies.fiu.edu/files/366.pdf>

Firearms and Dangerous Weapons - <http://policies.fiu.edu/files/32.pdf>"
<http://policies.fiu.edu/files/32.pdf>

FIU Records - <http://policies.fiu.edu/files/732.pdf>" <http://policies.fiu.edu/files/732.pdf>

Flexible Work Schedule (Flextime) - <http://policies.fiu.edu/files/24.pdf>"
<http://policies.fiu.edu/files/24.pdf>

FMLA, Parental, and Medical Leave - <http://policies.fiu.edu/files/28.pdf>"
<http://policies.fiu.edu/files/28.pdf>

Fraud Prevention & Mitigation policy - <http://policies.fiu.edu/files/712.pdf>"
<http://policies.fiu.edu/files/712.pdf>

Gramm-Leach-Billey Act: Safeguards to Protect Confidential Financial Information -
<https://policies.fiu.edu/files/129.pdf>" <https://policies.fiu.edu/files/129.pdf>

Preventing Identity Theft on Covered Accounts Offered or Maintained by Florida International University - <http://policies.fiu.edu/files/594.pdf>

Health Insurance Portability and Accountability Act Compliance -
<http://policies.fiu.edu/files/599.pdf>" <http://policies.fiu.edu/files/599.pdf>

HIPAA: Sanctions for Unauthorized Uses or Disclosures of Protected Health Information -
<http://policies.fiu.edu/files/601.pdf>

HIPAA: Business Associates - <http://policies.fiu.edu/files/602.pdf>

HIPAA PRIVACY: Use of Protected Health Information for Purposes of Treatment, Payment and health Care Operations - <http://policies.fiu.edu/files/603.pdf>

HIPAA PRIVACY AND SECURITY: Required Education of Covered Workforce -
<http://policies.fiu.edu/files/604.pdf>

HIPAA PRIVACY: Obtaining Individual Authorization for Use and Disclosure of Protected Health Information - <http://policies.fiu.edu/files/606.pdf>

HIPAA PRIVACY: Use and Disclosure of Protected Health Information for Marketing Purpose -
<http://policies.fiu.edu/files/608.pdf>

HIPPA PRIVACY: Using and Disclosing Protected Health Information for Fundraising Purposes -
<http://policies.fiu.edu/files/609.pdf>

HIPPA SECURITY: Access Controls to Systems Containing Electronic Protected Health Information - <http://policies.fiu.edu/files/611.pdf>

HIPPA SECURITY: Access to Facilities Housing Electronic Protected Health Information -
<http://policies.fiu.edu/files/612.pdf>

HIPPA SECURITY: Authentication and Audit Controls for Electronic Protected Health Information - <http://policies.fiu.edu/files/613.pdf>

HIPAA SECURITY: Duty to Report Security Incidents Involving Protected Health Information -
<http://policies.fiu.edu/files/614.pdf>

HIPPA SECURITY: Information Access Management for Electronic Protected Health Information -

<http://policies.fiu.edu/files/615.pdf>
[HIPPA SECURITY: Inventory of Hardware and Software Containing Electronic Protected Health Information - http://policies.fiu.edu/files/616.pdf](http://policies.fiu.edu/files/616.pdf)
[HIPPA SECURITY: Responsibility for Conducting Risk Assessments with Regards to Electronic Protected Health Information - http://policies.fiu.edu/files/618.pdf](http://policies.fiu.edu/files/618.pdf)
[HIPPA SECURITY: Use and Security of Workstations with Access to Electronic Protected Health Information - http://policies.fiu.edu/files/620.pdf](http://policies.fiu.edu/files/620.pdf)
[HIPPA SECURITY: Workforce Security Regarding Protected Health Information - http://policies.fiu.edu/files/621.pdf](http://policies.fiu.edu/files/621.pdf)
[Information Technology Security - http://policies.fiu.edu/files/96.pdf"](http://policies.fiu.edu/files/96.pdf)
<http://policies.fiu.edu/files/96.pdf>
[Leave Pending Investigation- http://policies.fiu.edu/files/85.pdf"](http://policies.fiu.edu/files/85.pdf)
<http://policies.fiu.edu/files/85.pdf>
[Mandatory Reporting of Child Abuse, Abandonment & Neglect - http://policies.fiu.edu/files/785.pdf" http://policies.fiu.edu/files/785.pdf](http://policies.fiu.edu/files/785.pdf)
[Media Policy - http://policies.fiu.edu/files/570.pdf" http://policies.fiu.edu/files/570.pdf](http://policies.fiu.edu/files/570.pdf)
[Military Leave - http://policies.fiu.edu/files/82.pdf" http://policies.fiu.edu/files/82.pdf](http://policies.fiu.edu/files/82.pdf)
[Nepotism - http://policies.fiu.edu/files/61.pdf" http://policies.fiu.edu/files/61.pdf](http://policies.fiu.edu/files/61.pdf)
[On Call Pay- http://policies.fiu.edu/record_profile.php?id=59"](http://policies.fiu.edu/record_profile.php?id=59)
http://policies.fiu.edu/record_profile.php?id=59
[Performance Excellence Process - http://policies.fiu.edu/files/593.pdf"](http://policies.fiu.edu/files/593.pdf)
<http://policies.fiu.edu/files/593.pdf>
[Personal Leave of Absence Without Pay - http://policies.fiu.edu/files/78.pdf"](http://policies.fiu.edu/files/78.pdf)
<http://policies.fiu.edu/files/78.pdf>
[Political Activity - http://policies.fiu.edu/files/108.pdf" http://policies.fiu.edu/files/108.pdf](http://policies.fiu.edu/files/108.pdf)
[Political Participation - http://policies.fiu.edu/files/77.pdf" http://policies.fiu.edu/files/77.pdf](http://policies.fiu.edu/files/77.pdf)
[Pre-Employment Requirements - http://policies.fiu.edu/files/76.pdf"](http://policies.fiu.edu/files/76.pdf)
<http://policies.fiu.edu/files/76.pdf>
[Professional Development Leave - http://policies.fiu.edu/files/75.pdf"](http://policies.fiu.edu/files/75.pdf)
<http://policies.fiu.edu/files/75.pdf>
[Recruitment & Selection - http://policies.fiu.edu/files/584.pdf"](http://policies.fiu.edu/files/584.pdf)
<http://policies.fiu.edu/files/584.pdf>
[Separations of Employment - http://policies.fiu.edu/record_profile.php?id=71"](http://policies.fiu.edu/record_profile.php?id=71)
[http://policies.fiu.edu/record_profile.php?id=71 \(pertaining solely to job abandonment\)](http://policies.fiu.edu/record_profile.php?id=71)
[Severe Weather/Emergency Closing - http://policies.fiu.edu/files/325.pdf"](http://policies.fiu.edu/files/325.pdf)
<http://policies.fiu.edu/files/325.pdf>
[Sick Leave Pool - http://policies.fiu.edu/files/68.pdf" http://policies.fiu.edu/files/68.pdf](http://policies.fiu.edu/files/68.pdf)
[Solicitation, Distribution and Posting - http://policies.fiu.edu/files/67.pdf"](http://policies.fiu.edu/files/67.pdf)
<http://policies.fiu.edu/files/67.pdf>
[Trademark Policy - http://policies.fiu.edu/files/571.pdf" http://policies.fiu.edu/files/571.pdf](http://policies.fiu.edu/files/571.pdf)
[Travel: University Travel Expense Policy - http://policies.fiu.edu/files/548.pdf"](http://policies.fiu.edu/files/548.pdf)
<http://policies.fiu.edu/files/548.pdf>
[Tuition Waiver Program - http://policies.fiu.edu/files/64.pdf" http://policies.fiu.edu/files/64.pdf](http://policies.fiu.edu/files/64.pdf)
[University Golf Cart & Motorized Carts Safety policy - http://policies.fiu.edu/files/781.pdf"](http://policies.fiu.edu/files/781.pdf)

<http://policies.fiu.edu/files/781.pdf>
University Wireless Network Infrastructure - <http://policies.fiu.edu/files/590.pdf>"
<http://policies.fiu.edu/files/590.pdf>
Workplace Violence - <http://policies.fiu.edu/files/709.pdf>" <http://policies.fiu.edu/files/709.pdf>
Works & Copyrightable materials - <http://policies.fiu.edu/files/463.pdf>"
<http://policies.fiu.edu/files/463.pdf>

24.3 The University may not amend its current personnel rules or regulations, policies, or Department SOPs applicable to the members of the bargaining unit if such a change would conflict with a term of this Agreement. or involves a mandatory subject of bargaining. In the event a change of personnel rules or a regulation, policies, or Department SOP does not conflict with a provision of this Agreement or involves a mandatory subject of bargaining, but constitutes anwould otherwise constitute a change in terms or conditions of employment, the University shall notify the PBA as specified in this Agreement who may then request impact bargaining.

16.3

24.4 Any claim by an employee concerning the application of provisions of and/or a dispute regarding a University personnel rules or regulations, policies, or the Department SOPs shall not be subject to the Grievance and Arbitration Procedure of this Agreement, but shall be subject to the method of review prescribed by the personnel rules or policies of the University, or other appropriate administrative or judicial remedyNeutral, Internal Resolution of Policy Disputes.

ARTICLE 1725 - POLICIES SPECIFICALLY APPLICABLE TO THE FIUBOT PBA LAW ENFORCEMENT BARGAINING UNIT

25.1 The parties agree that the Article on Grievance and Arbitration Procedure is not applicable to a dispute pertaining to any policy contained within this Article. Rather, the Neutral, Internal Resolution of Policy Disputes or the Expedited Dispute Resolution Procedure for Title IX/VAWA (as applicable) shall apply to and govern such disputes.

DISCIPLINARY ACTIONS

Purpose:

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

Definitions:

Oral Counseling – defined as a discussion between the supervisor and the employee where the employee is advised and cautioned about unsatisfactory work performance and/or misconduct. Oral counseling may be documented; it does not constitute discipline.

Written Reprimands – defined as written documentation to the employee from the supervisor where the employee is advised and cautioned about his/her unsatisfactory work performance and/or misconduct.

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

Suspension - occurs when an employee is taken off duty for a day or more 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 the employee be placed into a lower level position.

Involuntary Termination – when the University involuntarily ends a bargaining unit member's employment.

Policy:

Disciplinary actions administered to permanent status employees may be taken only for just cause. An employee who has not attained permanent status is considered a probationary employee and cannot use to the Neutral Internal Resolution of Disputes policies or any other University policy to challenge any disciplinary action. The University is committed to the theory of progressive discipline. Based on the severity and the frequency of the offense or occurrence, disciplinary actions may take the form of written reprimands, demotions, suspensions, and termination. Based on the severity of the offense, the University reserves the right to impose discipline at any level, including immediate termination.

Process for Oral Counseling:

If the Chief of the FIUPD or his/her designee determines that an employee will receive an Oral Counseling as a result of his/her actions, there will be no Pre-Disciplinary Review (PDR). The matter will be handled solely by FIUPD. Oral Counseling is not considered discipline and is used to guide an employee on how to improve his/her behavior or performance through recommendations and/or advice. Oral Counseling is not subject to review by the Neutral, Internal Resolution of Disputes policy or any other review mechanism.

In the event that the Oral Counseling has been documented in writing, this document will be maintained in the employee's personnel file kept in FIUPD for a period of two (2) years. If the employee has been without discipline during the two year period, the record of Oral Counseling will be marked "no longer in effect" and shall not be used by the University in any manner, including but not limited to, progressive discipline, promotions, transfers, or as evidence in a case of subsequent discipline case. The intent of this subsection shall be that the record of Oral Counseling shall be effectively destroyed while abiding by the Florida Public Records laws precluding actual destruction. The two-year period shall run from the date of the issuance of the Oral Counseling. In the event that the employee incurs discipline during that two (2) year period, the Oral Counseling will be considered in determining the appropriate progressive discipline. Records will be retained pursuant to the Florida Department of State Library and Information Services Records Retention schedule (Retention Schedule) which may be amended from time to time. The employee

may request that his/her record regarding Oral Counseling be removed from his/her file as allowed by the Retention Schedule.

Process for Written Reprimand:

The Chief of FIUPD or his/her designee will follow the same process used for oral counseling when issuing a written reprimand. The exceptions are that the reprimand will be in writing, is considered part of the progressive disciplinary process, and will be maintained in the employee's official personnel file. Written Reprimand is only subject to Step 1 of the Neutral, Internal Resolution of Disputes policy.

Process for Severe Disciplinary Actions:

If the FIUPD determines that an employee should receive some form of severe discipline, the FIUPD will conduct a Pre-Disciplinary Review (PDR) with Employee and Labor Relations Department (ELR).

When the Department and ELR have determined that an employee should receive a form of severe discipline, the affected employee will be presented with a memorandum outlining the events that support the discipline and a description of the discipline that will be imposed. The employee will be provided with all of the evidence for which a disciplinary recommendation is based a reasonable amount of time prior to the meeting. If the employee chooses to have a representative present, he/she may attend along with the employee and the employee's immediate supervisor. During the PDR, the FIUPD will present the results of any completed internal investigation, if any. A final decision will be reached in consultation with ELR.

The Neutral, Internal Resolution of Policy Disputes process is the only review process for discipline based on a violation of any University regulations, policy, or Department SOP.

Disciplinary Records. If an employee has received a written reprimand, suspension, and/or demotion, the documentation of this discipline will be maintained in the employee's official personnel file for a period of two (2) years. If the employee has been without discipline during this two (2) year period, the disciplinary record will be marked "no longer in effect" and shall not be used by the University in any manner, including but not limited to, progressive discipline, promotions, transfers, or as evidence in a case of subsequent discipline case. The intent of this subsection shall be that the disciplinary record shall be effectively destroyed while abiding by the Florida Public Records laws precluding actual destruction. The two (2) year period shall run from the date of the issuance of the disciplinary record. In the event that the employee incurs discipline during that two (2) year period, the prior disciplinary record will be considered in determining the appropriate progressive discipline. Records will be retained pursuant to the Florida Department of State Library and Information Services Records Retention schedule (Retention Schedule) which may be amended from time to time. The employee may request that his/her record regarding discipline be removed from his/her file as allowed by the Retention Schedule after the expiration of the two-year period described in this section.

COMPRESSED WORK SCHEDULE

Purpose:

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

Policy:

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 may be granted in situations where operational necessity 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 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)

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 operational necessity and upon notice to the employee. Decisions regarding whether to approve or terminate a compressed work schedule are not subject to any review process (e.g., the Neutral Internal Resolution of Dispute Policy).

HOLIDAYS

Purpose: To establish holidays observed by the University.

Policy:

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
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.

Bargaining unit employees shall receive hour for hour holiday pay for all hours worked on a holiday. Employees shall receive holiday pay consistent with their regularly scheduled shift length for holidays falling on their regularly rescheduled day off. 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.

Workloads, emergency conditions, or certain critical staff may be required to work on a holiday.

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.

OPERATING HOURS

Purpose: To establish the standard operating hours for the FIUPD.

Policy:

The standard workweek shall be forty (40) hours. All certified law enforcement officers shall work eight (8) hours for five (5) days unless on an authorized compressed work schedule.

NEUTRAL INTERNAL RESOLUTION OF DISPUTES

Purpose:

To establish and maintain the sole process for resolving disputes concerning BOT-PBA regulations, University regulations, policies, or Department SOPs, and applicable University Policies that impact the terms and conditions of employment of the PBA unit members (the Policy or Policies). The Neutral, Internal Resolution of Policy Dispute Procedure covers any discipline involving a written reprimand, suspension, involuntary 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 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 other review mechanism including the Grievance and Arbitration Procedure, and any complaint that is or has already been filed

over the same matter (i.e., the same act or omission) will be dismissed with no further obligation to consider the complaint.

Under no circumstances can an employee avail him/herself of both the Grievance and Arbitration Procedure and the Neutral Internal Resolution of Disputes Policy to resolve a dispute as each procedure is applicable to and govern different sets of facts and circumstances and is applicable, per terms of this Agreement, to different types of disputes.

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). The PBA may file a complaint in a dispute over a provision of a Policy that confers rights upon a group of employees or upon the PBA.

(c) Complaint Forms. The "complaint forms" constitute the Complaint (the "Step 1 form") and Notice of Demand for Internal Policy Dispute Resolution by a Panel (the "Step 2 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.

4. Burden of Proof

In all complaints, except disciplinary complaints in accordance with the BOT-PBA 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.

The PBA may elect to represent an employee in a complaint filed hereunder, or an employee may elect self-representation or to be represented to be by another representative not from the PBA. If an employee elects not to be represented by the PBA and has notified the University, the University shall promptly inform (i.e., within seven (7) days) the PBA 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, the PBA shall have the right to be present at all meetings called for the purpose of discussing such complaints among parties and shall be sent copies of all decisions at the same time as they are sent to the other parties.

6. Complaint Representatives.

The PBA shall annually (i.e., on or before July 1st) furnish to the University a list of all persons authorized to act as complaint representatives and shall update the list as needed. The PBA will provide the University with written notice of an amended list. The PBA complaint representatives 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 the Chief of the FIUPD or his/her designee, 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 PBA 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 complainant and/or complaint representative shall make arrangements acceptable to the appropriate 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.

(a) 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 e-mail exchanges. Upon the failure of the complainant or the PBA, 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 without further appeal.

(b) The date of receipt shall not be included in the count of days. 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, a representative may sign such documents for the complainant, however, complainant's signature shall be provided prior to the Step 2 panel hearing.

PROCEDURES:

1. Informal Resolution Process

The parties strongly encourage the informal resolution of issues that may be complaints under this policy. The complainant may (but is not required to) attempt to resolve his/her complaint with the Chief of the FIUPD or his/her designee. 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 Chief or designee 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 Chief or designee will respond with a meeting date and time within five (5) days of the request. If the Chief or designee determines that the Department action should be changed, the Chief or designee will offer the change to the complainant. If the complainant accepts the change, the matter will be considered resolved and there will be no further review. If the Chief or designee 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 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.

(a) Filing. If the complaint has not been satisfactorily resolved through the informal resolution process or if the complainant has chosen to not use the informal resolution process but wants to file a complaint, the complainant or the PBA may file Step 1 by filing a fully executed Step 1 form (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 from the act or omission giving rise to the complaint or the date on which the employee knew or should reasonably have known of such act or omission if the complainant did not use the informal 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 following the 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. Any party bringing legal counsel to the Step 1 meeting shall provide at least five (5) days' advance written notice to all other parties before the Step 1 meeting. The parties present at the Step 1 meeting shall discuss the complaint. At the Step 1 meeting, the complainant shall have the right to present any evidence in support of the complaint.

(1) Documents. In advance of the Step 1 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 the PBA. 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 2 except as provided otherwise in this section. If the University fails to provide a Step 1 decision within the time limits provided in this Policy due to a University-caused delay, the University shall pay all costs of the Step 2 process should the PBA elect to take the complaint to that step.

3. Step 2. Neutral, Internal Resolution of Policy Disputes by a Panel

(a) Filing. If the complaint has not been satisfactorily resolved at Step 1 or the Vice President of Human Resources or designee has failed to respond within the Step 1 deadlines, PBA may proceed to Step 2 by filing a fully executed Step 2 form (attached). The Step 2 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, the complainant's representative, and the PBA or when the decision was due in the Step 1 process. The complaint may be withdrawn by the complainant at any point prior to issuance of the Panel's decision by providing written notification to the Vice President of Human Resources or designee. In complaints alleging a violation of BOT-PBA regulations, University regulations, policies, and/or Department SOPs that involve mandatory subjects of bargaining as defined by the Public Employees Relations Commission, a self-represented complainant, or a complainant represented by a non-PBA representative, must obtain written approval from the PBA prior to proceeding to Step 2. In these cases, the PBA also has the option of taking over representation of the complaint.

(b) Selection of the Panel Members. Within seven (7) days after receipt of the Step 2 form, representatives of the University and the PBA shall designate their members to the Panel using the method described below.

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

(2) The PBA President or designee shall appoint one (1) member of the Panel who shall be a current or former law enforcement officer certified in the State of Florida.

(3) The third member of the Panel shall be a professional mediator or arbitrator selected off a list of seven (7) names provided by the AAA utilizing an alternate striking method with the University striking first. The parties will strike within seven (7) days upon the last party's receipt of the list.

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

(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) Unless the parties agree in writing to the contrary, only one complaint may be submitted to the Panel at any one hearing.

(2) 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. The 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 to it 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 sixty (60) days prior to the date the complaint was originally filed under this Policy.

(f) Conduct of The 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 Panel shall determine the issue.

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, and except where prohibited by law, 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 AAA.

(g) Effect of Decision.

The decision or award of the Panel shall be final and binding upon the University, the PBA, and the complainant provided that any party may appeal to an appropriate court of law a decision claiming that the Panel decision was rendered was 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.

(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 University and the PBA unless an employee is self-represented or represented by a non-PBA representative, in which case the employee and the University shall be responsible for all fees and expenses associated with the Panel. The University and the PBA shall bear its respective cost of preparing and presenting its own case. If the employee is self-represented or represented by a non-PBA representative, then he/she shall bear the cost of preparing and presenting his/her own case. Expenses of obtaining a hearing room, if any, shall be equally divided between the University and the PBA (or the employee if he/she is self-represented or represented by a non-PBA representative). The cost of the written transcript, if requested by both parties to a complaint (the University and either the PBA or employee if self-represented or

represented by a non-PBA representative), will be shared by both parties.

(j) The PBA may abandon or settle a complaint.

(k) The PBA shall have only one opportunity to amend or supplement the complaint. No complaint can be amended or supplemented after Step 1.

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, including email. An e-mail is an acceptable form of delivery unless otherwise noted in this Policy.

(b) Precedent.

No complaint informally resolved or by using the Neutral, Internal Resolution of Policy Disputes 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, complainant's representative if different from the PBA, and/or PBA.

(c) Reprisal.

No reprisal of any kind will be made by the University or the PBA against any complainant, any witness, any PBA representative, or any other participant in the Neutral, Internal Resolution of Policy Disputes Policy Dispute Resolution Process by reason of such participation.

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 Chief or his/her designee by that date or the complainant chose not to use the informal resolution process, the dispute shall be heard at Step 1 by the Vice President of Human Resources or designee no more than seven (7) days after a request for a Step 1 review has been filed. The Vice President of Human Resources or designee shall issue a Step 1 decision no more than three (3) days after the Step 1 meeting. A request for resolution by the Step 2 Panel shall be filed with the Vice President of Human Resources or designee within seven (7) days after receipt of

the Step 1 decision. The Step 2 Panel shall be selected using the same process as for Step 2 but no more than seven (7) days after a request for a resolution by a Neutral Panelist is received. The Step 2 Panel will hold a hearing within seven (7) days after being selected. The Step 2 Panel shall issue a memorandum of decision within seven (7) days following the conclusion of the Step 2 hearing to be followed by a written opinion and award in accordance with the provisions of this Policy.

(b) All other provisions of this Policy shall apply to these complaints except as noted above.

PERMANENT STATUS FOR CERTIFIED LAW ENFORCEMENT PERSONNEL

The University shall maintain its policy, Permanent Status for Certified Law Enforcement Personnel for the duration of the Agreement.

Purpose:

To define permanent status for employees in a certified law enforcement personnel class.

Policy:

Certified law enforcement personnel earn "permanent status" in a class after successfully completing the probationary period for that class. Permanent status provides the employee with the right to appeal any severe disciplinary action while serving in the class. Until the newly hired law enforcement officer achieves permanent status, the employee serves a probationary period. If the University separates the newly hired employee during his/her probationary period, he/she is not entitled to any review of the decision under the Neutral Internal Resolution of Disputes policy or any other University policy.

The standard probationary period for all certified law enforcement personnel shall be twelve (12) months from either the date of hire or date of certification as a State of Florida Law Enforcement Officer, whichever is later, for new law enforcement personnel. The standard probationary period shall be twelve (12) months from the date of promotion for newly promoted certified law enforcement personnel. The Chief or his/her designee retains the discretion to extend any probationary period.

Prior to the expiration of the probationary period, the Chief of University Police will make a decision regarding retention of the certified law enforcement employee in a permanent status position. The failure of a certified law enforcement employee to pass or complete probation shall not be appealable to any authority; however, an employee who fails to pass a promotional probation period will be returned to their prior position with appropriate reduction in salary.

SENIORITY

- A. Seniority shall be defined as continuous paid service within the job classification, provided, however, that any unauthorized absence for three (3) or more consecutive work days shall be considered a break in service. Seniority shall be computed from the date of appointment. In the event that an employee who has been promoted into a higher grade is subsequently demoted and/or returns to a lower grade, the accrued seniority in the higher grade will be added to the previously earned seniority in the lower grade. Seniority shall accumulate during absence because of illness, injury, vacation, military leave or other authorized paid leave. Employees on authorized unpaid leave shall not lose previously accrued seniority, but shall not accumulate seniority during an unpaid leave of more than eighty (80) hours.
- B. Seniority shall be the primary consideration regarding shift assignment, days off, and equipment assignment unless there is an operational need within the Department

including, but not limited to, an emergency. Employees will be given fourteen (14) days' notice prior to any transfer resulting in a change of campus site (i.e., the Modesto Maidique Campus, the Biscayne Bay Campus), shift times, or days off. The employee may waive the notice period if he/she so desires.

Provided the operational needs of the department are met, seniority will be the primary factor in determining vacation leave. However, an employee who has been approved for leave by a supervisor will not have that leave involuntarily cancelled due to an employee with greater seniority requesting the same leave dates after the aforementioned employee has been granted approval for the leave. For purposes of this policy, vacation leave is defined as leave of two (2) consecutive work days or more. Employees may request vacation leave at any time. The scheduling of such leave is within the approval and at the discretion of the Chief or his/her designee. Such approval shall not be arbitrarily withheld. Requests for vacation leave will be approved or disapproved within a reasonable time. The parties recognize the necessity of controlling the number of employees on vacation at any given time and agree that FIU has the authority to maintain a workforce adequate to meet the objectives of the Chief and FIU.

- C. In the event of a vacancy in any division or unit (not a promotional vacancy), seniority will be considered.
- D. The University shall maintain a roster of employees arranged by job classification, according to seniority showing name, position class and seniority date.
- E. Shift bidding for location, shift time, and days off shall occur three (3) times a year in accordance with seniority. A proposed schedule with the allotted location, duty hours, and days off shall be posted, and bargaining unit members must submit their bid preferences within fifteen (15) calendar days thereafter whenever practicable. The University will then post the shift schedule twenty (20) calendar days prior to the shift change whenever practicable.
- F. The Chief of the University Police Department or his/her designee retains the discretion to assign an employee to any University location based on operational necessity and shall not be utilized as disciplinary action.

ARTICLE 18

26 - DURATION OF AGREEMENT

The term of this Agreement shall be from July 1, 20112015 through June 30, 20142018 and the Agreement shall be effective as of the date of ratification.

IN WITNESS WHEREOF, the parties have set their signatures this _____ day of _____, 2011. _____, 20 ____.

**FOR THE FLORIDA
INTERNATIONAL UNIVERSITY
BOARD OF TRUSTEES**

Albert Maury
Claudia Puig
Chairman
Chair

Mark B. Rosenberg
President

Mike Mattimore

Donald D. Slesnick, II, Esq.

John F. Dickinson
Chief Negotiator

Brendan Coyle
Chief Negotiator

Gustavo Wong

Liz Marston
Senior University Counsel

Luis Fuste
PBA Attorney

Ben Guerrero,
FIUPD Representative

Matt Halfhide
Employee Representative

Joann Cuesta-Gomez
HR Representative

Date ratified by the PBA: _____

Date ratified by the Board of Trustees: _____

Governance Committee Meeting

February 10, 2016

Subject: Ratification of a Memorandum of Understanding between The Florida International University Board of Trustees and The Dade County Police Benevolent Association Lieutenants Law Enforcement Bargaining Unit

Proposed Committee Action:

Recommend that The Florida International University Board of Trustees (BOT) ratify the Memorandum of Understanding (MOU) between the BOT and The Dade County Police Benevolent Association Lieutenants Law Enforcement Bargaining Unit (PBA Lts) providing parity with the wage provisions for the PBA Lts and the PBA Rank & File Unit.

Background Information:

The BOT and PBA Lts jointly ratified the 2015-2018 Collective Bargaining Agreement for the PBA Lts on September 10, 2015. Following that ratification, and subject to the BOT's approval, the BOT and PBA Rank & File Unit have agreed to a Collective Bargaining Agreement for 2015-2018 which contains a different wage package from that contained in the 2015-2018 Collective Bargaining Agreement for the PBA Lts. The proposed MOU amends that previously jointly ratified Collective Bargaining Agreement for the PBA Lts. The PBA Lts ratified the MOU on February 4, 2016. The MOU wage adjustments are described in the accompanying term sheet.

Florida Board of Governors Regulation 1.001(5)(b) provides that each board of trustees shall act as the sole public employer with regard to 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.

**Memorandum of Understanding (MOU) between
The Florida International University Board of Trustees (BOT) and
the Dade County Police Benevolent Association Law Enforcement Unit (PBA Lts)
to Amend the 2015-2018 FIU BOT/PBA Lts Collective Bargaining Agreement**

The BOT and PBA Lts ratified their Collective Bargaining Agreement on September 10, 2016. Subsequent to that date, the BOT and PBA Rank & File Unit tentatively agreed to a collective bargaining agreement with a wage package different from that provided to the PBA Lts. To bring the two bargaining agreements into alignment on wage packages, the MOU is proposed.

The terms of the MOU are:

Upon Ratification: A two percent (2%) wage increase added to base salaries. With this additional market adjustment, the PBA Lts will receive a total of six percent (6%) for the 2015-2016 fiscal year.

2016-2017: A five percent (5%) wage increase added to base salaries. This increase replaces the previously agreed to wage increase of two percent (2%).

2017-2018: A three percent (3%) wage increase added to the base. This increase replaces the previously agreed to wage increase of one percent (1%). If BOT and UFF bargains for a wage increase greater than three percent (3%) during the 2017-2018 fiscal year, the PBA Lts will receive the difference if greater than three percent (3%).

All other terms of the 2015-2018 PBA Lts Collective Bargaining Agreement remain the same.

Date of Union Ratification of MOU: February 4, 2016

**MEMORANDUM OF UNDERSTANDING BETWEEN THE FLORIDA INTERNATIONAL UNIVERSITY
BOARD OF TRUSTEES AND THE DADE COUNTY POLICE BENEVOLENT ASSOCIATION LAW
ENFORCEMENT LIEUTENANTS BARGAINING UNIT**

This MEMORANDUM OF UNDERSTANDING (MOU) is voluntarily entered into this ____ days of January, 2016 between FLORIDA INTERNATIONAL UNIVERSITY BOARD OF TRUSTEES (FIU BOT) and the DADE COUNTY POLICE BENEVOLENT ASSOCIATION LIEUTENANTS LAW ENFORCEMENT BARGAINING UNIT (PBA Lts) as follows:

WHEREAS, FIU BOT and the PBA Lts have jointly ratified a collective bargaining agreement covering the period of July 1, 2015 to June 30, 2018 (PBA Lts 2015-2018 CBA);

WHEREAS, FIU BOT and the PBA have tentatively agreed to a wage package for the PBA rank and file bargaining members which is different from that agreed to for the PBA Lts;

WHEREAS, the FIU BOT wishes to have wage parity for the PBA Lts and PBA rank and file by amending the wage package previously jointly ratified by the FIU BOT and PBA Lts; and

WHEREAS, the FIU BOT wishes to make the changes to the PBA Lts wage article effective as of the date that the FIU BOT and PBA rank and file jointly ratify their collective bargaining agreement.

THEREFORE, FIU BOT and the PBA Lts understand and mutually agrees as follows:

1. When there is joint ratification of the FIU BOT/PBA rank and file collective bargaining agreement, the parties agree to modify the FIU Lts 2015-2018 CBA by substituting the existing General Wage Increases section contained in article 10.1 with the following language:

1.1 General Wage Increases.

A. Upon Joint Ratification.

i. Definitions.

- 1) "Current PEP" means the Performance Excellence Process form completed for the bargaining unit employee for the fiscal year prior to the payment of the applicable wage payment as described in the subsequent subparagraphs.
- 2) "Joint Ratification" means the date that the FIU BOT and PBA rank and file collective bargaining agreement has been ratified by both parties.

- ii. Upon Joint Ratification, each eligible bargaining unit employee shall receive a wage increase of two per (2%) in addition to what was given to them on upon joint ratification of the PBA Lts 2015-2018 CBA on September 10, 2015. This wage increase will be a market adjustment to their base rate of pay (without including pay supplements, such as shift differentials). To be eligible, the employee must be employed on or before the date of Joint Ratification. Eligible employees must have successfully passed their probationary period as a new employee and must be meeting performance standards/expectations at the time of the Joint Ratification. If an employee has a Current PEP of "Unsatisfactory or Needs Improvement" in effect on the date of Joint Ratification, the employee shall not receive the wage increase.

The increase will be paid on the first full pay period following Joint Ratification. Employees that have not passed their probationary period as a new employee at the time of Joint Ratification will receive this wage increase in the first full pay period after they pass their probationary period as a new employee.

- A. **Fiscal Year 2016-2017**. For fiscal year 2016-2017, each eligible bargaining unit employee shall receive a wage increase of five percent (5%) as an across-the-board increase to the base rate of pay (not including pay supplements, such as shift differentials). Eligible employees shall have successfully passed their probationary period as a new employee and are meeting performance standards/expectations. If an employee has a current Performance Excellence Process (PEP) of "Unsatisfactory or Needs Improvement" in effect on the date of the across-the-board increase, the employee will not be eligible to receive the across-the-board increase. To be eligible, the employee must have been employed by the University on or before June 30, 2016. The increase should be effective on the first full pay period in July 2016. Employees that have not passed their probationary period as a new employee as of June 30, 2016 will receive this wage increase in the first full pay period after they pass their probationary period as a new employee.
- B. **Fiscal Year 2017-2018**. For fiscal year 2017-2018, each eligible bargaining unit employee shall receive a wage increase of three percent (3%) as an across the board increase to the base rate of pay (not including pay supplements, such as shift differentials). Eligible employees shall have successfully passed their initial probationary period as a new employee and are meeting performance standards/ expectations. If an employee has a Current PEP of "Unsatisfactory or Needs Improvement" in effect on the date of the across-the-board increase, the employee will not be eligible to receive the across-the-board increase. To be eligible, the employee must have been employed by the University on or before June 30, 2017. Employees that have not passed their probationary period as a new employee as of June 30, 2017 will receive this wage increase in the first full pay period after they pass their probationary period as a new employee.

For the fiscal year 2017-2018, if the United Faculty of Florida and the FIU Board of Trustees enters into a jointly ratified collective bargaining agreement (UFF/FIU CBA) which provides a base salary increase of more than three percent (3%), each eligible bargaining unit employee will receive an amount equivalent to the amount provided in the UFF/FIU CBA but not less than the three percent (3%) as described above in this subparagraph. The increase provided to the bargaining unit employee as a result of the UFF/FIU BOT is not additive. For example, if UFF/FIU CBA provides for an increase of 3.5%, each bargaining unit employee will receive only the 0.5% increase. If the UFF/FIU BOT CBA provides for an increase of less than three percent (3%), each eligible employee bargaining unit will receive the three percent (3%) as described above in this subparagraph. Such increase will be paid on the first full pay period following the Joint Ratification of the UFF BOT/CBA or the first full pay period in July 2017, whichever is later.

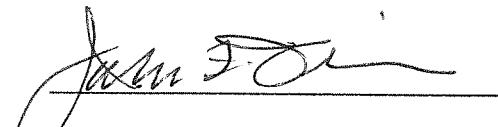
2. All other provisions of the PBA Lts 2015-2018 CBA not specifically reference in this MOU remain unchanged and in effect as provided for the PBA Lts 2015-2018 CBA.

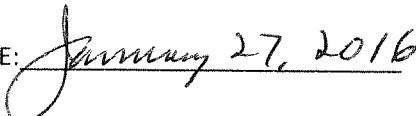
The terms of this MOU shall not be used as precedence for any future collective bargaining negotiations with the parties.

IN WITNESS WHEREOF, the parties have caused this MEMORANDUM OF UNDERSTANDING to be signed with their respective names by their respective representatives thereon to duly authorize.

FLORIDA INTERNATIONAL UNIVERSITY
BOARD OF TRUSTEES

DADE COUNTY POLICE BENEVOLENT
ASSOCIATION LAW ENFORCEMENT
(LIEUTENANTS) BARGAINING UNIT




DATE: January 27, 2016

DATE: _____