ARTICLE 7

~~*MINUTES, REGULATIONS, BUDGETS, AND REPORTS*~~*INFORMATION AND DATA*

7.1 Policy. In accordance with Florida Statutes, Chapter 447.203(17)(d), the University will provide ~~the~~ information ~~listed in sections 7.2 and 7.3~~ to enable the UFF to fulfill its role as collective bargaining representative. The UFF has a corresponding responsibility to use the information in an accurate manner.~~(a) The University shall provide the UFF-UCF with 250 hard copies of the BOT-UFF agreement and all supplements to the Agreement, consistent with the provisions of Article 28.~~

7.2 The University shall provide the UFF-UCF with 250 hard copies of the BOT-UFF agreement and all supplements to the Agreement.

~~7.2 Board and University Documents.~~

~~(a) The University shall provide the UFF-UCF with 250 hard copies of the BOT-UFF agreement and all supplements to the Agreement, consistent with the provisions of Article 28.~~

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

~~(1) the minutes of the meetings of the Board of Trustees;~~

~~(2) University regulations published under the Administrative Procedure Act;~~

~~(3) the University's operating budget, summary by year; and~~

~~(4) the UCF BOT-UFF Collective Bargaining Agreement.~~

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

~~(1) the minutes of the Board of Trustee's committee and subcommittee meetings;~~

~~(2) the University's operating budget;~~

~~(3) the University's expenditure analysis for the previous year;~~

~~(4) University regulations published under the Administrative Procedure Act.~~

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

~~(1) On or before March 1st, a report reflecting employee salaries for the then-current academic year. This report will include the following data elements in spreadsheet format: listing of employees with name, salary administrative plan annual rate, job code, job code title, college, department, date of hire, and complete work address.~~

Commented [CP1]: Focusing in on providing specific information to UFF in report format.

Commented [CP2]: The BOT is planning on printing fewer CBAs next round. Talat says that the UFF office has many copies remaining from the last printing - would it be ok to reduce this number to 150?

Commented [CP3]: No reference to 28 is needed.

Commented [CP4]: **From Budget Planning Office 10/30/2026**: "*The operating budget that we sent to the Board of Governors for the 25-26 submission, along with those of the other SUS institutions, is available on the BOG website here: 2025-26-OB-Summary-Book.pdf. This is a more consumable format for most audiences rather than the individual reports. If needed, the individual reports from the submission can be accessed here: https://www.flbog.edu/finance/university-budget-information/operating-budgets/. I usually see the next year go up on the BOG website around mid to late November, so we should see 26-27 up there soon.*"

Commented [CP5]: These items are consistently available on UCF websites.

Commented [CP6]: This spreadsheet will be expanded, updated, and replaced by Article 7.3 , which has been inserted below.

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

~~(3) A report showing fall faculty and administrative and professional employment for the then-current academic year, on or before March 1st of that academic year (e.g., report for fall 2014 would be available on or before March 1, 2015). This report will include the following data elements in spreadsheet format: name, job code, employee class, home department number, liability department number, budget entity (E&G, C&G, Auxiliary), primary campus assignment, FTE, budgeted weeks, date of hire, highest degree earned, year of highest degree, faculty rank, tenure status, tenure date, annual salary, termination date.~~

~~(4) On or before November 1st, one or more reports summarizing faculty activity for the prior academic year (e.g., reports available by November 1, 2018, would reflect activities for Summer 2017, Fall 2017, and Spring 2018). These reports will include the following data elements in spreadsheet format: reporting term, employee name, primary department, rank, tenure status, activity code, FTE, and level of effort per activity code by employee.~~

~~(e) All documents and reports described in subsection (c) shall be provided in electronic format.~~

~~(f) Not more than once per semester, an electronic list including name, department/unit, position code, title/rank, e-mail address, contact telephone number, work address, date of hire, college or unit, contact mailing addresses for each employee in the bargaining unit.~~

7.3 Bargaining Unit Data. The University shall make some information available to up to four UFF officers upon request through UCF's Enterprise Resource Planning system (Workday). This "UCF-UFF Bargaining Unit Members" report will include the following data elements in spreadsheet format: listing of employees with name, Employee ID, position ID, job code, job title, job family group, (legacy) job classification, administrative title, administrative code, has tenure (tenure status), division (college), cost center (department), original hire date, hire date, position/job entry date, annual work period, annualized base pay, total annualized pay, budget entity, and complete work and home emails, phone numbers, and addresses.

~~7.3~~7.4 Request for information. Any request for information beyond the scope ~~contained herein in Section 7.21~~above~~,~~ shall be made in writing by the UFF to the

Commented [CP7]: These spreadsheets have not been requested for years and they are no longer created by Academic Affairs.

Commented [CP8]: Workday provides in electronic format; this section not needed.

Commented [CP9]: This report is now available on demand by designated UFF leadership.

Commented [CP10]: The report "UCF-UFF Bargaining Unit Members" has been created to supply data to the UFF on demand. Current assignees are:

Elizabeth Kritzer
Mary Rubin
Nick-Myrca Layten
Robert Cassanello

University. Where such information is readily available at the University level, the University shall endeavor to provide such information at no or minimal cost.