COVID MOU #3 BOT Proposal #03 (2021-04-07)

Statement

During the current global health emergency brought on by the coronavirus pandemic, the UFF-UCF faculty union and the UCF Board of Trustees are committed to maintaining the productive and efficient operation of the University in a safe and healthy environment. Local, state, federal, and international health organizations recommend social distancing and wearing masks or facial covering as effective immediate responses to reducing the spread of coronavirus. This agreement acknowledges those recommendations. To this end, we agree that the following terms and conditions shall remain in effect until the state of Florida declares an end to the emergency, escalates the emergency, or **August 7, 2021**, whichever comes first. During this period, as a best practice, the University agrees to use its best efforts to inform all UCF employees and students on its crisis management response through email and the university's COVID-19 webpage, **ucf.edu/coronavirus**.

Assignment/Evaluation

Current faculty, staff, and students rely on college and university education for their present and future livelihoods. Florida and the nation depend on educated and skilled workers beyond the pandemic. We shall strive to continue investing in UCF during the economic downturn. We recognize that reductions in University funding can have a negative impact on our local economy.

1. The University shall permit faculty whose supervisor has determined that the employee's assignment does not require them to return to campus to work in a remote setting through August 7, 2021.
2. Labs and offices shall remain open to the extent allowed by law and/or emergency orders. Research procedures and safety protocols should remain in place, such as the practice of conducting symptom and exposure monitoring every day before coming to campus through the COVID Self-Checker.
3. Given the uncertainty arising from COVID-19, it is possible that assigned activities for summer 2021 may change. Such changes shall be communicated to faculty by April 15, 2021, or as soon as is practicable**.**
4. Supervisors should, in alignment with their department/unit's AESPs, take into account the fact that research routines have been disrupted due to the pandemic in evaluating faculty in annual evaluations and promotion portfolios. Where quantitative research measures are explicitly or implicitly present in the AESPs, they shall be proportionately considered during annual evaluation. For example, if an AESP requires a faculty member to publish at least three journal articles per year to earn a rating of Outstanding and the chair/director recognizes that data collection for the faculty member's research has been impacted by COVID, the chair/director

could rate the faculty member Outstanding in research with two or more journal articles published. Faculty are encouraged to have proactive discussions with their chair or immediate supervisor regarding impacts to their research or creative scholarship. Supervisors are encouraged to request a consultation meeting with a faculty member to review their online teaching.

5. Should a course need to transition to another modality during the spring 2021 semester or summer 2021 term(s) due to the health of the instructor or to the state of the pandemic, the University shall use best efforts mitigate the disruption and any adverse results for the students or the faculty.
6. The University shall continue to provide support and training for remote instruction.

Intellectual Property Rights

7. Instructors shall maintain rights to all course content, including content required to be presented in an online format as provided in Article 18 of the UCF Collective Bargaining Agreement.

Tenure and Promotion

8. Due to the unique circumstances of COVID-19 and the many challenges our faculty are facing during this time, UCF is providing the opportunity for tenure-earning faculty to apply to extend their tenure-earning period by one year.
   Presently employed tenure-earning faculty hired between April 1, 2020 and December 22, 2020, who will apply for tenure during or after the 2021-2022 academic year are eligible to apply for and extension. Those excluded from this opportunity are faculty who have already been considered for tenure this academic year (that is, those who submitted their dossier in Fall 2020), faculty members who were hired prior to 4/1/2020, faculty members who were hired after 12/22/2020, and faculty who have been notified of non-reappointment.

   To facilitate this process, a special COVID-19 tenure clock extension application form is posted on the Faculty Excellence webpage – www.Facultyexcellence.ucf.edu. In addition, some FAQs will be posted to the Faculty Toolkit https://www.ucf.edu/safety/coronavirus/faculty-toolkit/).

   Key information includes:

   - This tenure clock extension is optional.
   - Eligible faculty who are on track to submit their dossier in August 2021 must submit the application form by July 1, 2021.
   - Eligible faculty on track to submit their dossier in August 2022 or later must submit the form by October 1, 2021.

- All requests submitted by eligible faculty will be approved.
- If the faculty member later decides to not use the additional year, they may forego the additional year provided by the extension.

Tenure-earning faculty who are not eligible for this tenure clock extension opportunity may still apply for a tenure clock extension, with supporting documentation, using the standard form on the Faculty Excellence website: https://facultyexcellence.ucf.edu/document/tenure-clock-adjustment/. Such requests are reviewed on a case-by-case basis.

Public Health and Safety

9 On-campus innovations to combat the virus require funding to protect the health and safety of students, faculty, and staff who return to campus for hybrid or face-to-face classes. To date, the University has already invested in, for example, upgrades to its facilities, increased cleaning, and training in health protocols for all faculty, staff, and students who will be returning to campus. It has taken extensive measures to mitigate risk and prevent the spread of COVID 19. A description of the health and safety precautions being taken by the University may be found at the University's Coronavirus website: **ucf.edu/coronavirus.**

Security, Space, and Maintenance of Equipment

10 The University shall consider all requests for additional technology and materials required for faculty to meet their teaching, research, and service obligations. The faculty member understands that all equipment, records, and materials provided by the University shall remain the property of the University.

11 All UCF equipment will be serviced and maintained by UCF to the extent possible given the limitations imposed by the current health emergency.

12 Faculty agree to report to their department chair or immediate supervisor, the incidence of lost, damaged, or unauthorized access of UCF equipment or systems at the earliest reasonable opportunity, including any work-related accidents.

13 The University shall reimburse faculty or professional employees who are instructed by their supervisor to purchase items or use P-cards to purchase such materials. Documentation will be necessary for reimbursement.

Social and Emotional Well-being

14 Prolonged physical distancing, isolation, death, and illness in our families and communities, and economic disruption may leave many employees with ongoing trauma and mental health issues. To promote a healthy environment, the University has provided a comprehensive website that provides the most recent UCF related

COVID information. Faculty are encouraged to visit **ucf.edu/coronavirus** for the latest information. In addition, anyone who experiences stress, anxiety, depression, relationship or family issues, or any other mental health or life issue is encouraged to seek help through the University's Employee Assistance program, either by calling toll-free: **877-240-6863**, or by accessing the website **HealthAdvocate.com/members.**

Safe Working Conditions

15 The University shall consider any high-risk factors for COVID-19 that faculty members self-identify when making decisions about returning to campus. If the faculty member falls into one or more "at-risk groups" as defined by the CDC, after providing the appropriate documentation required, they may request to remain at home and work remotely. Faculty members with household members who fall into one or more "at risk groups" may request to remain at home and work remotely after providing the appropriate documentation. It is possible that an employee's typical assignment requires at least some presence on campus, and therefore all requests shall be evaluated on a case-by-case basis. Employees with disabilities who are in need of an accommodation due to the pandemic are encouraged to contact the Office of Institutional Equity. Employees with serious health conditions who are unable to perform any essential functions of their job due to the pandemic should contact Human Resources.

16 Employees are encouraged to use any COVID-19 related leave that becomes available under a federal or state mandate when they are eligible. Information about any such leave will be communicated to all employees, including on the university's Coronavirus webpage, **ucf.edu/coronavirus**. Employees are encouraged to communicate with their supervisors and/or Human Resources about alternative or flexible working arrangements to accommodate caregiving responsibilities. The University has asked supervisors to be as flexible as possible with employees' schedules, and will make a good faith effort to grant an employee's request.

Communication

17 As long as this MOU is valid, email communication will suffice in all cases where certified mail or personal delivery is required by the CBA. An electronic delivery receipt will be considered proof of receipt by the recipient.

sandrews Digitally signed by sandrews Date: 2021.04.26 13:19:52 -04'00'

Talat S Rahman Digitally signed by Talat S Rahman Date: 2021.04.15 12:32:32 -04'00'

For BOT: Sherry Andrews

For UFF: Talat Rahman

Date :