



**April 20, 2023 Governance Committee Special Meeting**  
Board of Trustees  
Virtual Meeting  
Apr 20, 2023 10:00 AM - 10:15 AM EDT

**Table of Contents**

**I. Agenda.....2**

**II. Action**

**A. GOVC - 1 Amendments to University Regulation UCF-3.033 USPS  
    Predetermination Procedures for Employees with Regular Status.....3**

**B. GOVC - 2 Amendments to University Regulation UCF-3.040 Benefits and Hours  
    of Work.....8**

**C. GOVC - 3 Amendments to University Regulations UCF-3.0031 Tuition Waiver  
    Benefit Programs and UCF-9.004 UCFAA Employee Tuition Waiver Course  
    Enrollment.....14**

**III. New Business**

**IV. Adjournment**



**Board of Trustees Meeting  
Governance Committee Special Meeting  
April 20, 2023 10:00-10:15 a.m.  
Virtual meeting**

Livestream:

<https://ucf.zoom.us/j/91699624851?pwd=YlYvQXdpQ2dKcFNyS2o3SnZXUnlxdz09>

Webinar ID: 916 9962 4851 | Passcode: 874420

Conference call number: 1 (929) 205-6099 | Meeting ID: 916 9962 4851| Passcode: 874420

## AGENDA

- |                              |  |
|------------------------------|--|
| 1. Call to Order and Welcome | Michael Okaty, <i>Chair, Governance Committee</i>  |
| 2. Roll Call                 | Tanya Perry, <i>Legal Services Coordinator</i>   |
| 3. Action (15 minutes)       | Chair Okaty  |
| GOVC – 1                     | Amendments to University Regulation UCF-3.033 USPS Predetermination Procedures for Employees with Regular Status<br>Youndy Cook, <i>Vice President and General Counsel</i> |
| GOVC – 2                     | Amendments to University Regulation UCF-3.040 Benefits and Hours of Work<br>Youndy Cook  |
| GOVC – 3                     | Amendments to University Regulations UCF-3.0031 Tuition Waiver Benefit Programs and UCF-9.004 UCFAA Employee Tuition Waiver Course Enrollment<br>Youndy Cook               |
| 7. New Business              | Chair Okaty  |
| 8. Adjournment               | Chair Okaty  |



Board of Trustees  
Governance Committee | April 20, 2023

### GOVC-1: Amendments to University Regulation UCF-3.033 USPS Predetermination Procedures for Employees with Regular Status

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Information

Discussion

Action

Meeting Date for Upcoming Action: April 20, 2023

**Purpose and Issues to be Considered:**

This regulation sets out the procedures to implement disciplinary suspension or termination of USPS employees. The proposed amendments serve to update the predetermination procedures, including what must be included in the written notice to the employee; how the predetermination conference should be conducted; and how a decision will be communicated to the employee. Other proposed amendments clarify that the university will move forward with the proposed action if the employee does not respond or fails to attend the predetermination conference; and correct a cross-citation related to administrative leave.

This regulation was posted online March 21, 2023, for public comment. No comments were received as of the date of submission of these materials.

**Background Information:**

Florida Board of Governors Regulation 1.001 provides that “Each Board of Trustees is authorized to promulgate university regulations in accordance with the Regulation Development Procedure adopted by the Board of Governors.”

**Recommended Action:**

Recommend approval of proposed amendments to UCF Regulation UCF-3.033.

**Alternatives to Decision:**

Decline to recommend approval of proposed amendments to University Regulation UCF-3.033.  
Recommend alternative amendments.

**Fiscal Impact and Source of Funding:**

N/A

**Authority for Board of Trustees Action:**

Board of Governors Regulation 1.001

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Contract Reviewed/Approved by General Counsel  N/A

Committee Chair or Chair of the Board has approved adding this item to the agenda



# Board of Trustees

## Agenda Memo

**Submitted by:**

Youndy Cook, Vice President and General Counsel

**Supporting Documentation:**

Attachment A: Proposed Amended Regulation UCF-3.033

**Facilitators/Presenters:**

Youndy Cook

### UCF-3.033 USPS Predetermination Procedures for Employees with Regular Status.

(1) This regulation sets forth the predetermination procedures for University of Central Florida University Support Personnel System (USPS) employees with regular status.

- (a) Written Notice – Prior to discharge ~~for disciplinary reasons, or~~ suspension without pay for disciplinary reasons, ~~demotion for disciplinary reasons, or reduction in pay for disciplinary reasons~~ of regular status employees, the university shall notify the employee as follows:
1. The employee shall be given written notice of the proposed action at least 14 calendar days prior to the date the action is to be taken.
  2. If the employee is available, the notice shall be ~~hand-~~delivered to the employee in a meeting (in person or remotely) with a witness present to and the employee shall acknowledge receipt. Otherwise, the notice shall be mailed to the employee by certified mail, return receipt requested. The notice shall be considered received by the employee even if refused or ignored.
- (b) Contents of Predetermination Notice – The notice shall be signed by the Chief Human Resources Officer or designee and shall include the following:
- ~~1. The effective date of the university's proposed final action;~~
  12. The specific charges or reasons for the action;
  - ~~23.~~ 23. Attachment(s) of the A list of document(s) on which the charges or other reasons are based;
  - ~~34.~~ 34. A statement that the employee may, within 7 calendar days of receipt of the notice, respond in writing as to whether or not they will be attending the predetermination conference defined in the notice; submit a request in writing for a predetermination conference at which time the employee may make an oral or written statement, or both, to the university to refute or explain the charges or reasons for the action; and the name, email address, and telephone number of the person to whom the confirmation request for a conference shall be directed;
  - ~~45.~~ 45. A statement that the requested-predetermination conference is an opportunity for the employee to make an oral or written statement (or both) to the university to refute or explain the charges or reason(s) for the conduct, for the university to consider before implementing the proposed disciplinary action; must be held prior to the proposed effective date of the action, at the date, time, and place of the predetermination conference, which is determined by the university, normally during regular business hours; and that the employee is permitted to bring a representative to advise and assist;
  - ~~56.~~ 56. A statement that the University of Central Florida desires to reduce the risk of error in taking the action against the employee and to avoid ~~damaging the employee's reputation by~~ untrue or erroneous charges, and therefore, the university is interested in receiving and considering the employee's response;
  - ~~67.~~ 67. A copy or summary of the predetermination procedures; and
  - ~~78.~~ 78. Notice that an employee may resign with an understanding that they will

be listed as ineligible for rehire if the proposed action is a discharge due to disciplinary reasons. “Ineligible for rehire” indicates that the employee will not be allowed to work in any department or position at the university.

- (c) Predetermination Conference – If the employee confirms their attendance for the predetermination conference, a conference is requested by the employee, it the conference must will be conducted by the Chief Human Resources Officer or designee to make the final decision as follows:
1. The person(s) conducting the conference shall convene the conference at the time and place set by the university, shall identify all participants, and shall explain the purpose of the conference. The purpose of the conference is to hear the employee’s response to the charges in order to protect the employee from erroneous or arbitrary adverse action, to afford the university an opportunity to reevaluate its position after reviewing the information presented by the employee, and to thereafter affirm or alter the disciplinary action as ~~determined as~~ a result of the conference. In the case of proposed discipline arising out of a decision maker’s finding that Title IX Sexual Harassment has occurred, the conference shall not operate as a further appeal opportunity of the Title IX hearing beyond the appeal provided by the University’s Title IX Grievance Policy, UCF Policy 2-012. If an appeal is filed under Policy 2-012, the conference will be held in abeyance until the appeal is resolved. Whether or not an appeal under Policy 2-012 is filed, an employee disciplined pursuant to Policy 2-012 will, during the conference, be limited to contesting the severity of the sanctions determined by the decision maker and/or imposed by the University.
  2. The conference shall be informal and shall not be in the nature of an evidentiary hearing. The employee is permitted to bring a representative to assist or advise them, but discovery, cross-examination, and similar legal procedures are not permissible.
  3. The employee shall be permitted to submit relevant information, orally or in writing (or both), or both, including through witnesses. The privilege is reserved to the University of Central Florida to give such information the weight it deems proper. ~~If the employee chooses to attend the conference but make no response, the University of Central Florida will proceed on the basis of the information it has or can obtain without such a response.~~
  4. ~~After the conference is conducted, the employee shall be notified, as soon as practicable, that the proposed final action will be effective on a specific date, that the proposed final action has been revised, or that no action will occur.~~
- (d) Decision – After the conference, the employee shall be notified, as soon as practicable, of the determined final action on the proposed discipline, which may be upheld, revised, or dismissed. Any notice of final action resulting in discipline shall state the effective date(s). ~~if the university determines that it will proceed with the discharge for disciplinary reasons, suspension without pay for disciplinary reasons, demotion for disciplinary reasons, or reduction in pay~~

~~for disciplinary reasons,~~ The employee shall be notified of the decision in writing by personal delivery, by electronic mail, or by certified mail, return receipt requested.

- (e) If ~~no conference is requested~~ the employee does not confirm their attendance to the conference, or confirms their attendance but does not attend, the University of Central Florida will proceed with the proposed action as stated in the predetermination notice.
- (f) During the period between the first notice and the effective date of the action, the university will do one of the following: retain the employee in his or her usual duties, temporarily assign the employee to other duties, ~~place the employee on annual leave,~~ or place the employee on administrative leave.
- (g) Administrative leave pending action. The Chief Human Resources Officer or designee may immediately place an employee on administrative leave ~~in~~ as set forth in University Regulation UCF-3.040(1716). The Chief Human Resources Officer or designee shall determine whether the administrative leave shall be with or without pay.

(2) Grievances

- (a) In-unit USPS employees may grieve decisions under this regulation utilizing the grievance procedure found in the applicable collective bargaining agreement.
- (b) Non-unit USPS employees may grieve decisions under this regulation utilizing the grievance procedure found in University Regulation UCF-3.0133.

*Authority: BOG Regulation 1.001. History—New 9-13-04, Amended 10-18-05; Formerly 6C7-3.033, Amended 6-25-09, 4-30-12, 10-22-20, \_\_\_\_\_-23.*



Board of Trustees  
Governance Committee | April 20, 2023

## GOVC-2: Amendments to University Regulation UCF-3.040 Benefits and Hours of Work

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Information

Discussion

Action

Meeting Date for Upcoming Action: April 20, 2023

### Purpose and Issues to be Considered:

The university proposes to amend the regulation on benefits and hours of work to update the definition of the twelve-month period as it relates to FMLA leave, to clarify language regarding unpaid leave, and to update language on leaves for OPS employees.

This regulation was posted online March 21, 2023, for public comment. No comments were received as of the date of submission of these materials.

### Background Information:

Florida Board of Governors Regulation 1.001 provides that “Each Board of Trustees is authorized to promulgate university regulations in accordance with the Regulation Development Procedure adopted by the Board of Governors.”

### Recommended Action:

Recommend approval of proposed amendments to UCF Regulation UCF-3.040.

### Alternatives to Decision:

Decline to recommend approval of proposed amendments to University Regulation UCF-3.040. Recommend alternative amendments.

### Fiscal Impact and Source of Funding:

N/A

### Authority for Board of Trustees Action:

Board of Governors Regulation 1.001

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Contract Reviewed/Approved by General Counsel  N/A

Committee Chair or Chair of the Board has approved adding this item to the agenda

### Submitted by:

Youndy Cook, Vice President and General Counsel

### Supporting Documentation:

Attachment A: Proposed Amended Regulation UCF-3.040





# Board of Trustees

## Agenda Memo

**Facilitators/Presenters:**

Youndy Cook

**UCF-3.040 Benefits and Hours of Work.**

- (1) Except as provided by any applicable collective bargaining agreement, this regulation applies to all employees based on their appointment type with the university.
- (2) Benefits made available to Faculty, A&P (including Executive Service), and USPS include, but are not limited to: paid and unpaid leave, holidays, State and University-sponsored insurance and retirement programs.
- (3) Benefits made available to Post-Doctoral Associates (PDA) include health insurance, paid annual leave, and paid sick leave and should be prorated based on full-time equivalency and date of hire. The leave is tracked by the department.
- (4) Benefits made available to residents and fellows in a program of graduate medical education in the College of Medicine are provided as described in College of Medicine Graduate Medical Education policies.
- (5) Benefits made available to OPS may include university and State-sponsored insurance for those that meet the eligibility criteria. For example, in accordance with the Shared Responsibility for Employers provision of Patient Protection and Affordable Care Act (PPACA) of 2010 (26 U.S. Code § 4980H, et seq.), OPS employees who meet state eligibility criteria may be eligible for State-sponsored health insurance benefits.
- (6) Hours of work requirements shall be administered consistent with the following provisions.
  - (a) Each employee is expected to work the number of hours in the employee's established workweek unless on approved leave.
  - (b) The minimum workweek is 40 hours for full-time employees. Approved leave may be adjusted to ensure an employee's workweek will not exceed 40 hours.
  - (c) Pay for designated University holidays (maximum of eight hours) and accrued leave are not considered overtime and are paid at the employee's regular pay rate.
- (7) Overtime Compensation for non-exempt employees. Non-exempt employees must be paid overtime at the rate of 1.5 times their regular rate of pay for all hours worked beyond 40 in the employer's designated work week (Friday through Thursday).
  - (a) There are limited exceptions to this rule as authorized by FLSA, including an exception relating to law enforcement personnel.
  - (b) When leave is used or paid holidays occur, those hours do not count toward the calculation of hours worked.
  - (c) Overtime compensation shall be paid no later than the end of the following pay period.
- (8) An employee in a Faculty, USPS, or A&P (including Executive Service) appointment shall be paid in proportion to their FTE status for all holidays designated for UCF employees, up to eight (8) hours per holiday.
- (9) Faculty, USPS, or A&P (including Executive Service) appointments shall accrue leave while in pay status and shall have such leave credited on the last day of that pay period or, in the case of separation, on the last day of employment.
- (10) During approved unpaid leave ~~for parental, foster care, medical or military reasons~~, an employee in a leave-accruing position may use accrued leave to continue the contributions to

their benefits and other payroll deductions. Under such circumstances (with the exception of USERRA military leave), the employee must use a minimum of ten accrued leave hours per week until such leave is exhausted.

(11) Unless agreed otherwise, an employee shall be employed in the same or similar status upon completion of the approved leave period. While on paid leave, an employee may not be employed elsewhere unless approved by the University in writing. The outside activity and dual compensation regulations may apply in such circumstances.

(12) Recovery leave initiated by the employer shall be consistent with the following provisions.

- (a) Medical certification by an approved health care provider may be required.
- (b) Notice shall be provided to the employee identifying duration of the leave, the conditions for return to the position, and whether such leave shall count toward FMLA entitlements.
- (c) The employee may be allowed to use accrued leave during recovery leave to continue the contributions to their benefits and other expenses.
- (d) Unless agreed otherwise, an employee shall be employed in the same or similar status upon completion of the approved leave period and upon receipt of medical certification.
- (e) Employees who fail to meet the conditions of the recovery leave or who may be unable to perform their essential duties or fail to obtain medical certification may be required to engage in the university's interactive accommodation process to determine if an accommodation can be made; or whether the employee will be placed on unpaid leave or have such leave extended, be requested to resign, or be dismissed for inability to perform the duties of the position. The employee may also choose to resign at any point during the recovery leave process.

(13) Employees are provided with 12 workweeks of Family and Medical Leave within a 12-month period in compliance with the Family and Medical Leave Act (FMLA) of 1993 (29 USC s. 2601, et seq.) and implementing regulations (29 CFR Part 825). Effective July 1, 2023, the 12-month period is defined as a rolling 12-month period measured backward from the date an employee first uses any FMLA leave. the fiscal year (July 1-June 30).—All employees are eligible (including OPS and Post-Doctoral Associate employees) who have worked at least 12 months (these need not have been consecutive) and who have worked at least 1,250 hours in the 12-months prior to the leave. Leave-accruing employees may use accrued leave when taking an FMLA leave.

(14) Employees shall be provided with up to six months unpaid parental leave when the employee becomes a biological or adoptive parent. Parental leave shall begin no more than two weeks prior to the expected date of the child's arrival unless otherwise approved by the supervising physician or appropriate Dean or Director. The employee taking parental leave may only use accrued sick leave during the time the supervising physician restricts the employee from working.

(15) Employees are granted paid administrative leave as follows. Administrative leave shall not count as hours worked for purposes of calculating overtime nor is it accrued. Upon request, employees may be asked to provide documentation that supports the usage of administrative leave (e.g., jury summons).

- (a) Administrative leave for jury duty shall not exceed the number of hours in the

employee's normal workday. If jury duty does not require absence for the entire workday, the employee shall return to work immediately upon release from the court. If the jury duty does not coincide with the regular work schedule, the employee shall be granted administrative leave based on the total hours served on jury duty and such leave shall be granted on the next scheduled work shift. Any jury pay shall be retained by the employee.

- (b) When job duties require court attendance, such as law enforcement officers under subpoena to appear in a proceeding because of their position with the University, this will be considered time worked. Administrative leave shall be provided to an employee summoned as a witness in a matter not involving personal interests, but shall not be provided to an employee who: is a defendant in a criminal matter, where criminal matter means either an alleged misdemeanor or felony; has received a summons to appear in traffic court (except as a witness); is a party to a civil case, either as plaintiff or defendant; or has any personal or familial interest in the proceedings.
- (c) Administrative leave for athletic competition in Olympic events shall be provided in accordance with Section 110.118, F.S.
- (d) Administrative leave up to three (3) days shall be provided to A&P (including Executive Service) and USPS employees in a leave-accruing appointment upon the death of an immediate family member. Immediate family member is defined as an employee's spouse (or persons bearing the same relationship to the employee's spouse), domestic partner, children (includes step, adopted, foster, and children for whom the employee has parent responsibilities), and their spouses, legal dependents, parents (includes biological, adoptive, foster, step, and *loco parentis*), siblings and their spouses, grandchildren, and grandparents.
- (e) Administrative leave shall be provided for official emergency closing of University facilities per UCF Regulation 3.035.
- (f) The President or designee may provide administrative leave for Florida Disaster Volunteers in accordance with Section 110.120, F.S.
- (g) The supervisor may provide administrative leave up to one hour for voting in public elections when it is not possible for the employee to vote outside of their normal work schedule. If early voting procedures are in effect, employees are not eligible for this benefit. The employee must request this leave in advance.
- (h) An employee who has been rated by the United States Department of Veterans Affairs or its predecessor to have incurred a military-service-connected disability and has been scheduled by the United States Department of Veterans Affairs to be reexamined or treated for the disability shall be granted administrative leave for such reexamination or treatment without loss of pay or benefits. However, such paid leave may not exceed 48 hours per calendar year. Employees should request the administrative leave in advance from their supervisor and provide a copy of the official documentation for the timekeeping records. If an employee fails to do so and later requests administrative leave, departments are permitted to approve adjustments to dates within the current calendar year.

(16) Other forms of administrative leave. Administrative leave under this section (16) may be paid or unpaid at the discretion of the appropriate University official. For faculty, administrative leave and pay status decisions under this section (16) will be made by the President or designee.

For A&P (including Executive Service) and USPS, administrative leave and pay status decision under this section (16) will be made by the CHRO or designee. If paid, administrative leave under this section (16) shall not count as hours worked for purposes of calculating overtime. An employee may be placed on administrative leave for the following:

- (a) If it is determined that the employee's presence in the workplace may result in damage to property, or injury to the employee or others.
- (b) When the employee is under investigation.
- (c) Where deemed appropriate to unique or specific circumstances related to the employee and/or if determined to be in the best interest of the University.

(17) Military leave and reemployment rights shall be provided to Faculty, A&P (including Executive Service) and USPS employees consistent with Federal and State laws. OPS employees, including Post-Doctoral Associates, may request time off for military duty obligations. However, OPS employees are not eligible for military pay supplements or ~~extended leaves of absence~~ administrative leave.

(18) Workers' Compensation benefits for an injury compensable under the Florida Workers' Compensation Law shall be provided consistent with the following.

- (a) An employee shall remain in full pay status for a period up to a maximum of forty (40) hours without being required to use accrued leave. If, during that period, the employee receives Workers' Compensation benefits, then the employee shall reimburse the University the amount of the benefits. Such reimbursement shall not include payments for expenses related to medical, surgical, hospital, or nursing treatment or payments of disability losses.
- (b) An employee may elect to use accrued leave to supplement Workers' Compensation payments up to the employee's regular salary/rate of pay.
- (c) The period of paid or unpaid job-related disability leave shall be in accordance with Chapter 440, F.S.
- (d) An employee who was injured in the workplace may be returned to alternate duty consistent with established University policies or procedures.
- (e) If at the end of the leave period an employee is unable to return from leave to work full-time and perform the duties of the position, the CHRO or designee may offer the employee a part-time appointment, place the employee on unpaid leave, extend the leave status, request the employee's resignation, or terminate the employee from employment.

(19) Adjunct faculty, OPS non-student employees, Post-Doctoral Associates, Medical Residents, and Medical Fellows are automatically enrolled in the 401(a) FICA Replacement Plan as a mandatory condition of employment. This is a mandatory retirement plan and such employees do not contribute to or receive credits in the Social Security system.

*Authority: BOG Regulation 1.001. History— New 5-16-12. Amended 2-8-16, 12-19-16, 7-20-17, 1-18-18, 6-17-21, \_\_\_\_\_-23.*



## Board of Trustees Governance Committee | April 20, 2023

### **GOVC-3:** Amendments to University Regulations UCF-3.0031 Tuition Waiver Benefit Programs and UCF-9.004 UCFAA Employee Tuition Waiver Course Enrollment

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Information

Discussion

Action

Meeting Date for Upcoming Action: April 20, 2023

#### **Purpose and Issues to be Considered:**

These regulations explain the tuition waiver benefit program for eligible employees. UCF-3.0031 explains the tuition waiver benefit program for eligible employees and the contingent waiver benefit for the qualifying spouse or dependent child(ren) of the eligible employee. The proposed amendments serve to clarify the meaning of ‘semester’ and to exclude from the program short terms, such as a winter intersession, that occur mostly or entirely outside of the bounds of a semester. Other minor changes, such as specifying that the individual receiving the waiver benefit be admitted as a student, are proposed for clarification purposes.

UCF-9.004 sets for the tuition waiver benefit program for eligible employees of the UCF Athletics Association, Inc. The proposed amendments serve to clarify the meaning of ‘semester’ and to exclude from the program short terms, such as a winter intersession, that occur mostly or entirely outside of the bounds of a semester. Other minor changes, such as specifying that the individual receiving the waiver benefit be admitted as a student, are proposed for clarification purposes.

This regulation was posted online March 21, 2023, for public comment. No comments were received as of the date of submission of these materials.

#### **Background Information:**

Florida Board of Governors Regulation 1.001 provides that “Each Board of Trustees is authorized to promulgate university regulations in accordance with the Regulation Development Procedure adopted by the Board of Governors.”

#### **Recommended Action:**

Recommend approval of proposed amendments to UCF Regulations UCF-3.0031 and UCF-9.004

#### **Alternatives to Decision:**

Decline to recommend approval of proposed amendments to University Regulations UCF-3.0031 and UCF-9.004. Recommend alternative amendments.

#### **Fiscal Impact and Source of Funding:**

N/A

#### **Authority for Board of Trustees Action:**

Board of Governors Regulation 1.001



**Contract Reviewed/Approved by General Counsel**  N/A

**Committee Chair or Chair of the Board has approved adding this item to the agenda**

**Submitted by:**

Youndy Cook, Vice President and General Counsel

**Supporting Documentation:**

Attachment A: Proposed Amended Regulation UCF-3.0031

Attachment B: Proposed Amended Regulation UCF-9.004

**Facilitators/Presenters:**

Youndy Cook

### UCF-3.0031 Tuition Waiver Benefit Programs

(1) The University offers an employee benefit program to provide limited tuition waivers to eligible employees to enroll in up to six (6) credit hours in eligible courses on a space available basis each semester. For purposes of the tuition waiver benefit program, “eligible employee” is defined as an employee of the University of Central Florida (UCF) employed full-time in an eligible position and paid through UCF Payroll Services. Eligible positions include all full-time positions in the Faculty, Administrative and Professional (A&P), and University Support Personnel System (USPS) pay plans. “Full Time” is defined as working 30 or more hours per week. Those employees in an otherwise eligible position remain eligible for the tuition waiver benefit program while on sabbatical, professional development, grants-in-aid, and medical leave. Post-Doctoral scholars/associates, OPS non-students, adjunct faculty and medical residents are not eligible for the tuition waiver benefit. ~~Those employees in an otherwise eligible position remain eligible for the tuition waiver benefit program while on sabbatical, professional development, grants-in-aid, and medical leave.~~ ~~“Full Time” is defined as working 30 or more hours per week.~~

(2) Contingent Waiver Program for Qualifying Spouses or Dependent Children of Eligible Employees.

(a) Many eligible University employees cannot or do not make use of the available employee tuition waiver benefit. The University finds that creating a contingent tuition waiver program for eligible employees’ spouses and dependent children under the age of 26 would support and enhance the mission of the University, including through supporting recruitment and retention efforts. Therefore, subject to all admissions and other academic requirements and subject to the limitations outlined in this regulation, the University hereby authorizes a contingent waiver program for the benefit of an eligible employee’s spouse or dependent child(ren) under the age 26. Specifically, if an eligible employee does not make use of the employee tuition waiver benefit program or does not make use of the full six credit hour benefit, then the qualifying spouse and/or dependent child(ren) of the eligible employee may receive a tuition waiver for that number of credit hours, up to six credit hours, not used by the employee for the purpose of enrolling in eligible courses on a space available basis each semester. This contingent waiver may be used by up to two individuals during any given semester, but the total number of credit hours (i.e., for the employee, spouse, and/or dependent child(ren)) may not exceed six.

(b) For purposes of this contingent waiver, a qualifying spouse or dependent child of an eligible employee must meet all of the eligibility requirements outlined below and must follow all University requirements regarding admissions, enrollment, and documentation. For purposes of this contingent waiver, “dependent child of an eligible employee” is defined as any natural, adopted or step child of the employee, or any other child for whom the employee is a legal guardian, who is under the age of 26 at the time of enrollment.

(3) Space in a course shall be considered to be available only when:

(a) The direct cost to the University of the course does not increase for each student enrolled therein (as would be the case for such courses as Thesis, Dissertation, Directed Independent Study, Directed Research, etc.).



- (b) The course is not based on educational experiences outside the University that are dependent upon the coordination with and commitment of University partners (as would be the case for Internship, Practicum, Study Abroad, Clinical Training courses, etc.).
- (c) The enrollment does not result in a class size in excess of the maximum established by room capacity or educational requirements for the particular course sought.

(4) Eligibility.

- (a) Academic Requirement: Any UCF employee or qualifying spouse or dependent child of an eligible employee who intends to enroll for the first time at UCF for tuition waiver courses under the waivers outlined in this regulation must possess a high school diploma or its equivalent (e.g., GED), ~~and meet the University's admission requirements, and be admitted to UCF as a student.~~
- (b) Administrative Approvals: Any UCF employee who intends to enroll for tuition waiver courses at UCF is required to comply with administrative prerequisites for tuition waiver enrollment. A UCF employee who is found to have engaged in academic misconduct in a tuition waiver course may be subject to disciplinary action as an employee.
- (c) Continued Eligibility. For continued eligibility to receive the tuition waiver outlined in this regulation, the individual must be and remain in compliance with UCF's academic requirements and the student code of conduct with respect to their enrollment as a student.

(5) Registration. In order to receive the tuition waivers outlined in this regulation, the eligible UCF employee or qualifying spouse or dependent child must register at the time and date published in the UCF academic calendar for such registration for the semester in which the courses are to be taken. University employees using the employee tuition waiver and contingent waiver recipients under this regulation shall be allowed to register two hours ahead of state employees.

(6) Limitations on Tuition Waiver Benefit Program.

- (a) If all administrative approvals have been received, up to two individuals who are the eligible employee or the qualifying spouse or a dependent child may enroll for up to a total of six (6) credit hours each semester at UCF as a regular student using the tuition waiver benefits outlined in this regulation.
- (b) The term "semester" is defined to mean one of the three academic terms across Fall, Spring, and Summer. Any accelerated subdivision contained within a semester is part of that semester and not its own academic term (e.g., "Fall A" is part of the Fall semester). Accordingly, the tuitions waivers outlined in this regulation cannot be used in conjunction with "Maymester" or "Winter Intersession" which occur partially or entirely outside of a semester.
- (b) The tuition waivers outlined in this regulation cannot be used in conjunction with any other tuition waiver or exemption that would cover the same courses.
- (c) The University has the authority to designate which UCF courses and academic programs are classified as eligible for the tuition waivers outlined in this regulation.
- (d) Courses and academic programs ineligible for the tuition waivers outlined in this regulation include, but are not limited to: courses offered through other State

Universities or State Colleges (including courses offered by Valencia at UCF Downtown); Continuing Education classes or courses offered for credit or non-credit; Medical Education programs; courses associated with programs approved for special tuition in excess of standard tuition rates, including those associated with Cost Recovery programs, Market Rate programs, and some Professional programs; independent study; supervised research; thesis hours; dissertation; internships; externships and other field experiences; co-ops; or applied, individualized instruction in Music, Art or Dance. Penalty Fees, including excess hour fees and repeat course fees, are not covered by the tuition waivers outlined in this regulation.

- (e) Tuition waivers may be subject to income taxation. Please refer to the Eligibility Guidelines and Procedures for more information, available at <http://hr.ucf.edu/current-employees/tuition-waiver-program/>.

*Authority: BOG Regulation 7.008. History—New 4-30-81, Formerly 6C7-3.031, Amended 1-6-93, 3-16-03; Formerly 6C7-3.0031, Amended 6-18-09, 10-10-16, 7-20-18, 7-29-19, \_\_\_\_\_-23.*

### UCF-9.004 UCFAA Employee Tuition Waiver Course Enrollment

- (1) The University has a program to provide tuition waivers for limited course enrollment for eligible UCF Athletics Association, Inc. (UCFAA) employees on a space available basis.
- (2) Definitions. For purposes of this regulation, “eligible UCFAA employee” is defined as an employee of UCFAA in a full-time, benefits-eligible position.
- (3) Space in a course shall be considered to be available only when:
  - (a) The direct cost of a course does not increase for each student admitted thereto (as it may do for such courses as Thesis, Dissertation, Directed Individual Study, etc.).
  - (b) The enrollment does not result in a class size in excess of the maximum established by room capacity or educational requirements for the particular course sought.
- (4) Eligibility.
  - (a) Academic Requirements: UCFAA employees who intend to enroll for the first time at UCF for tuition waiver courses under this program must possess a high school diploma or its equivalent (e.g., GED) and ~~meet~~ be admitted to the University’s admission as a student requirements.
  - (b) Administrative Approvals: All UCFAA employees are required to comply with administrative prerequisites for tuition waiver program enrollment, including securing administrative approval for enrollment.
  - (c) Continued Eligibility. For continued eligibility to receive the tuition waiver outlined in this regulation, the individual as a student must be and remain in compliance with UCF’s academic requirements and the student code of conduct.
- (5) Registration. In order to receive the tuition waiver under this program, eligible UCFAA employees must register at the time and date published in the UCF academic calendar for tuition waiver program registration for the semester in which the courses are to be taken.
- (6) Limitations on Tuition Waiver Benefit Program.
  - (a) If all approvals have been received, an UCFAA employee may receive tuition waiver for up to six (6) credit hours each semester at UCF as a regular student.
  - (b) The term “semester” is defined to mean one of the three academic terms across Fall, Spring, and Summer. Any accelerated subdivision contained within a semester is part of that semester and not its own academic term (e.g., “Fall A” is part of the Fall semester). Accordingly, the tuitions waivers outlined in this regulation cannot be used in conjunction with “Maymester” or “Winter Intersession” which occur partially or entirely outside of a semester.
  - (b) The tuition waivers under this program cannot be used in conjunction with any other tuition waiver or exemption that would cover the same courses. The tuition waiver benefit cannot be used by any individual who is eligible for a different tuition waiver or exemption that would cover the same course costs.
  - (c) The University has the authority to designate which UCF courses and academic programs are classified as eligible for the tuition waiver benefit program.
  - (d) Courses and academic programs ineligible for the tuition waiver program include but are not limited to: courses offered through other State Universities or State

Colleges (including courses offered by Valencia at UCF Downtown); Continuing Education classes or courses offered for credit or non-credit; Medical Education programs; courses associated with programs approved for special tuition in excess of standard tuition rates, including those associated with Cost Recovery programs. Market Rate programs, and some Professional programs; independent study; supervised research; thesis hours; dissertation; internships, externships, and other field experiences; co-ops; or applied, individualized instruction in Music, Art or Dance. Penalty fees, including excess credit hour fees and repeat course fees, are not covered by the tuition waiver benefit program and will be the responsibility of the employee.

- (e) Tuition waivers for graduate level coursework may be subject to income taxation.

*Authority: BOG Regulation 7.008. History–New 3-3-11, Amended 8-4-16, 7-29-19, \_\_\_\_\_-23.*