

## COMPENSATION AND BENEFITS

### 6.1 Payroll Procedures

#### 6.1 (1) Payroll Schedule

UNF faculty members are paid on a biweekly basis in accordance with the policy and procedures of the University and approved payroll schedule. When actual paper checks are required, the paychecks are distributed by the UNF Payroll Office to: 1) authorized departmental staff in sealed envelopes for distribution to the faculty member in each department; or 2) distributed directly to the faculty member with the proper identification.

Nine-month faculty members are normally paid over 19.5 pay periods per year, but may opt to be paid over 12 months (contact the Office of Human Resources, extension 2903, for information regarding the 12-month pay option). Twelve-month faculty members are paid over 26.1 pay periods. Part-time faculty members are normally paid biweekly during the semester or in accordance with the terms of their contract.

Pay checks provide a pay distribution stub that itemizes deductions made from the employees' pay.

All employees will have appropriate Social Security and Federal Income Tax deducted each pay period. In addition, any regulatory collection, such as: salary overpayments, court order support, bankruptcy, IRS levy, IRS deduction agreement, Federal wage garnishment, debt garnishment, Federal or State student loans will also be deducted each pay period. Other deductions may be made by request for membership in group insurance plans, contributions to the United Way, contributions to the University of North Florida Foundation, premiums for insurance as offered through the University, U. S. Savings Bonds, UFF dues, and for deposits to savings or checking accounts for the employees' banking partner. Information regarding specific benefits and other deductions available to faculty members may be obtained by contacting the Office of Human Resources, extension 2903.

#### 6.1 (2) Direct Deposit

All new faculty members are required by University policy to receive their biweekly pay by direct deposit, whether to a savings or checking account in a banking institution or credit union. New employees will be allowed a grace period to provide this information to the UNF Payroll Office, but must have their banking information provided by the beginning of the third pay cycle. A Direct Deposit Authorization form is available in the UNF Payroll Office. Faculty members must provide a "voided" blank check or other documentation to validate the bank routing and account codes to be used for the direct deposit. In most instances, direct deposit authorization forms received prior to the completion of a regular biweekly pay cycle will commence the next pay day; otherwise the direct deposit will begin within the succeeding two biweekly pay cycles.

**6.2 Leave Policies** (For in-unit faculty, refer to the *BOT-UFF Agreement*, Articles 23 and 24; out-of-unit faculty should refer to UNF Regulation 4.0120R Hour of Work, Benefits, and Leave Requirements found at [www.unf.edu/dept/humanres/policies/](http://www.unf.edu/dept/humanres/policies/))

#### 6.2 (1) Annual Leave

In accordance with UNF Regulation academic year (9-month) faculty members do not earn annual leave. Full-time 12-month faculty members earn annual leave at the rate of 14.667 hours per month (6.769 hours biweekly) 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. Any annual leave hours over 352

on January 1 of each year will be converted to sick leave. It is the responsibility of the department head to receive and review, in advance of leave taken, requests for all leaves of absence for all twelve month employees and approve or disapprove such requests in accordance with university policy and to ascertain that accurate leave records are kept. A “time sheet” must be properly completed and submitted via **myWings Employee Self Service** for each period of leave taken. In the event a faculty member is unable to access his/her time sheet (if the deadline has passed for electronic submittal), the faculty member may complete a late time sheet found on the Office of Human Resources’ website, [www.unf.edu/dept/humanres/forms/](http://www.unf.edu/dept/humanres/forms/).

## **6.2 (2) Sick Leave**

All full-time faculty members earn four (4) hours of sick leave for each biweekly pay period of employment 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. Whenever a faculty member is unable to meet his or her contractual obligations due to personal or family illness, a “time sheet” must be properly completed and submitted via **myWings Employee Self Service** for each period of leave taken. In the event a faculty member is unable to access his/her time sheet (if the deadline has passed for electronic submittal), the faculty member may complete a late time sheet found on the Office of Human Resources’ website, [www.unf.edu/dept/humanres/forms/](http://www.unf.edu/dept/humanres/forms/).

### **6.2 (2.1) Sick Leave Pool**

All faculty members in a budgeted position who have been employed for one year and have at least 64 hours of sick leave may enroll in the sick leave pool during the annual open enrollment. The donation is one eight (8)-hour block. To be eligible to use the benefit, a faculty member must be experiencing a catastrophic illness or injury and have exhausted all of his/her accrued leave balances. For more information, contact the Office of Human Resources, extension 2903.

### **6.2 (2.2) Sick Leave Donation**

All faculty members in a budgeted position can apply for or donate their accrued personal leave to other employees of the University who are experiencing a serious medical condition or whose immediate family member is experiencing a serious medical condition. For more information, contact the Office of Human Resources, extension 2903.

### **6.2 (3) Family and Medical Leave** (For in-unit faculty, refer to the BOT-UFF *Agreement* Article 23.6)

As provided by the Federal Family and Medical Leave Act, as well as university policies and regulations; eligible full-time faculty members are entitled, upon request, to be granted a total of 12 work weeks of family and medical leave within a 12-month period for the birth of a child or placement for adoption or foster care, or planned medical treatment for a serious health condition of an employee or a family member. Requires at least 30 days advance notice, if need is known in advance. FMLA forms must be approved by the faculty member’s supervisor and the Office of Academic Affairs and submitted to OHR for processing. A faculty member with any questions concerning family and medical leave should contact the Office of Human Resources, extension 2903.

### **6.2 (4) Leave Without Pay (Uncompensated Leave)**

Upon the request of a faculty member, the President or representative shall grant a leave without pay for a period not to exceed one year, unless the President or representative determines that

granting such leave would be inconsistent with the best interest of the University. Such leave may be extended upon mutual agreement. Upon return, the salary of the faculty member shall be adjusted to reflect all non-discretionary increases distributed during the period of leave.

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 Florida Statutes, Chapter 121. While on leave without pay, the faculty member shall retain accumulated sick leave and annual leave, but shall not earn sick leave or annual leave nor be entitled to holiday pay. Time spent on uncompensated leave shall not be creditable for the purpose of determining eligibility for tenure, except by mutual agreement of the faculty member and the University.

### **6.3 Retirement Options** (For in-unit faculty, refer to the BOT-UFF *Agreement*, Article 29)

Faculty members at UNF have two retirement plans available from which to choose which are identified below. The faculty member should contact the Office of Human Resources three to six months prior to the anticipated retirement date for a counseling appointment.

#### **6.3 (1) Optional Retirement Program (ORP)**

The ORP is a defined contribution plan sponsored by the State of Florida. Participants are immediately vested in the plan. The amount of the faculty member's benefit at retirement is determined by the contributions made by the employer, contributions by the faculty member (voluntary) and the performance of your investment choices.

Faculty members must execute the enrollment form ORP-16, choosing the ORP membership and a provider company during the first 90 days of employment. If family members fail to choose the ORP option during that 90-day period, the faculty members will be defaulted in membership in the FRS pension plan (see below). Participants in ORP will participate in Social Security. Retirement may be filed at any age under this program. More information about this program can be obtained from the Office of Human Resources' website at [www.unf.edu/dept/humanres/benefits/retirement/](http://www.unf.edu/dept/humanres/benefits/retirement/).

#### **6.3 (2) Florida Retirement System (FRS) Program**

The (FRS) Program is combined with Social Security to assist a faculty member by providing an income for later years or for an unforeseen disability. The FRS Program has both a pension plan and an investment plan option. Enrollment will be automatic in the FRS pension plan unless another plan is selected within the required enrollment period.

After six years of service, the faculty member has vested rights in the FRS and may retire at age 62 or any age after 30 years of service and receive full benefits or at an earlier age and receive reduced benefits. An early retirement program known as, Deferred Retirement Option Program or "DROP" is available to all FRS participants who remain in the pension program. View the Office of Human Resources' website at [www.unf.edu/dept/humanres/benefits/retirement/](http://www.unf.edu/dept/humanres/benefits/retirement/) for additional information.

### **6.4 Phased Retirement Program** (For in-unit faculty, refer to the BOT-UFF *Agreement*, Article 29.6)

In-unit faculty members who have accrued at least six years of creditable service in the Florida or Teachers Retirement System or Optional Retirement System, may participate in the Phased Retirement Program. Eligibility to participate in the program expires on a faculty member's 63<sup>rd</sup> birthday. This program allows a faculty member who retires under the rules of the Division of Retirement, to be re-employed by the University for one-half of the academic year at one-half of the

39 week academic year salary without affecting their retirement status. The retired faculty member may work one semester of each academic year or, if the faculty member and university administrators agree, half-time for both semesters. This program represents an opportunity to retire early and work half-time. More definitive information on this program can be obtained from the Offices of Human Resources and Academic Affairs.

## **6.5 Fringe Benefits**

### **6.5 (1) Tax Sheltered Annuities**

Faculty members are eligible to participate in any of the tax sheltered annuities offered by the University. However, faculty members enrolled in the Optional Retirement Program (ORP), desiring to make voluntary contributions, have the option of directing these contributions to an ORP provider company. More information about annuities can be obtained from the Office of Human Resources, extension 2903.

### **6.5 (2) Deferred Compensation Plan**

The State of Florida permits faculty members to defer a portion of their compensation through direct payment into various annuities, mutual funds, savings accounts, or IRAs within Internal Revenue Code limits. Full details of these plans are available from the Office of Human Resources, extension 2903.

### **6.5 (3) Credit Union**

Full financial services are available to all full-time and part-time faculty members and to any member of their families through the Community First Credit Union. Checking, savings, IRA'S, loans, credit cards, Automated Teller Machines, and direct payroll deposit are some of the services offered. Once a person is a member of the Credit Union, he or she may remain a member for life. Additional information can be obtained from the on-campus office located on the first floor of Building 8 or by visiting the Community First Credit Union's website at [www.communityfirstfl.org](http://www.communityfirstfl.org).

### **6.5 (4) Insurance Plans**

All full-time and part-time faculty members in budgeted positions are eligible to enroll at the time of employment in a group health plan, either the State Self Insurance Plan administered by Blue Cross/Blue Shield of Florida or a health maintenance organization (HMO).

All of the programs are available at group rates which are considerably lower than rates available on an individual basis. Those programs listed below with one asterisk (\*) are available on a pre-tax basis. Two asterisks (\*\*) indicate programs available on a post-tax basis. Premium payments are deducted from faculty salary checks. Descriptive booklets or folders outlining eligibility requirements, benefits and costs are available in the Office of Human Resources.

#### For Your Family Health:

Health Insurance Plans\*  
 Group Dental Plans\*  
 Cancer Policies\*  
 Hospital Intensive Care Rider\*  
 Hospital Income Supplemental Health Insurance\*

#### For Your Survivors:

State Group Life Insurance\*  
 Group Term Life Insurance\*\*  
 Individual Term Life and/or Permanent Life\*\*

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| <u>If You Become Disabled:</u>        | Long-term Disability Insurance (30 or 90-day waiting period)** |
| <u>For Your Legal Protection:</u>     | Group Legal Insurance Plan**                                   |
| <u>To Reduce Your Taxable Income:</u> | Florida Flexible Benefit Plan*                                 |
| <u>For Your Future:</u>               | Tax Deferred Annuity*<br>State Deferred Compensation Plan*     |

### **6.5 (5) Unemployment Compensation**

University faculty members are eligible for unemployment compensation, if they are determined to meet the qualifications set up by the State of Florida. For additional information, contact the Office of Human Resources, extension 2903.

### **6.5 (6) Worker's Compensation**

Faculty members are entitled to worker's compensation, if injured while on the job while employed by the University. Conditions are outlined in the State's Workers Compensation laws. For additional information, contact the Office of Human Resources, extension 2903.

### **6.5 (7) Educational Assistance** (Reference: UNF Regulations 4.0220P)

It is the policy of the University to provide financial assistance for the ongoing education of eligible employees, subject to published guidelines and procedures. This benefit includes University paid tuition and does not cover related fees, books, supplies, or any ancillary costs.

Under this program, full-time faculty members in good standing, who have been employed for at least six (6) months in a budgeted position and who qualify as Florida residents for tuition purposes, are eligible to enroll in and have their tuition paid by the University for up to six (6) credit hours of instruction per semester at UNF. Part-time salaried faculty members (.5FTE) in good standing and meet the above mentioned criteria are eligible to enroll in and have their tuition paid by the University for to three (3) credit hours of instruction per semester. This program is not available to OPS or temporary personnel. In addition, this program is not available for Thesis, Dissertation, Internships, Directed Independent Study, non-credit courses, or sponsored credit program offerings. Additional information and forms may be obtained from the Offices of Human Resources and One Stop.

### **6.5 (8) Tuition Scholarship Program for Spouse/Dependents** (Reference: UNF Regulation 4.0230P)

It is the policy of the University to offer a benefit to University employees by providing assistance to spouse and dependent children of eligible employees who are seeking a college education at the undergraduate level, by reducing the financial burden for family members.

Under this program, the spouse or dependents of eligible full-time faculty members who are in good standing and who have been employed for a minimum of six (6) months prior to the start date of classes are eligible for this program. The spouse/dependent must qualify as a Florida resident in order to be eligible to enroll in and have their tuition paid by the University for up to three (3) credit hours of instruction per semester at UNF. This program may not be used for Thesis, Dissertation,

Internships, DIS, non-credit courses or sponsored credit program offerings. A participating spouse/dependent must be admitted to the University as a degree or non-degree seeking student. Contact the Office of Human Resources, extension 2903, or One Stop, extension 5555, for additional information.

### **6.5 (9) Tuition Exchange** (Reference: Faculty Association Item FA96-20)

The UNF faculty voted to support membership in Tuition Exchange, Incorporated and approved the following policy for the selection of program participants:

#### **Basic Criteria**

- a) Eligible dependents of all UNF faculty, USPS, and A&P staff of the University of North Florida may apply for export scholarships.
- b) The employee must maintain continuous employment with the University of North Florida during the entire length of the export scholarship. If the scholarship recipient's parent leaves employment with UNF or is terminated after September 1, then the student can finish the academic year, but he/she will not be eligible to continue to hold the scholarship for additional academic years.
- c) Eligible dependents are children or children of the spouse of the employee.
- d) The export scholarship applies for a maximum of four (4) continuous years of enrollment, or graduation, whichever comes first, as long as the student is making satisfactory academic progress and is in good standing as defined by the institution the student attends.
- e) UNF will export and import both undergraduate and graduate students.
- f) The UNF export will pay a fee to UNF to participate in the program (this is to pay for import costs not covered by tuition fee waivers). This fee will be equal to the average between the in-state tuition and fee rates for a full-time undergraduate student (15 hours) and a full-time graduate student (9 hours).
- g) The student imports must meet all UNF entrance requirements at the time of their applications and must maintain satisfactory academic standing while they are enrolled at UNF.

#### **Student Requirements for UNF Exports**

- a) The student must be an eligible dependent of a UNF employee.
- b) The student must have applied to one or more Tuition Exchange institutions.

#### **Applications**

There is no application deadline; however, students are encouraged to apply in the fall term prior to the fall in which they expect to be enrolled in college. For additional information, contact Dr. Mary Borg, ext. 1095.

### **6.5 (10) Center for Professional Development and Training (CPDT)**

CPDT provides instructor-led, online and blended learning opportunities to faculty and staff to assist

them in developing the knowledge and skills needed to perform in their diverse roles of serving students and supporting the learning process at UNF. Online learning opportunities through the University's Online Learning System, SkillSoft, are available to faculty, staff and students. Each term a number of faculty members integrate SkillSoft within their academic courses by assigning business, professional and computer-related tutorials to students as part of their academic coursework. The topics of these tutorials range from writing effective documents to solving problems as a team; from office applications to programming and web development. For more information on programs available through the Center for Professional Development and Training visit <http://www.unf.edu/dept/cpdt> or call CPDT at 620-1707.