



Policy

UNIVERSITY POLICY HR-18.04-07/26

TO: The University of West Florida Community

FROM: President Manny Diaz, Jr.

SUBJECT: Hours of Work and Benefits

RESPONSIBLE OFFICE: Human Resources

I. Purpose:

The University of West Florida ("University" or "UWF") provides information on benefits available to all employees and shall implement and communicate the general hours of work and procedures for the utilization, accrual, and access of leave for all employees. The University complies with the Fair Labor Standards Act (FLSA) and other applicable federal and state laws for hours of work and benefits compliance.

II. Definitions:

Division Head – the person responsible for the division is represented either by the President, Provost, or Vice President.

FLSA – the Fair Labor Standards Act, 29 U.S.C. §§201 *et seq.*

FMLA – the Family and Medical Leave Act, 29 U.S.C. §§2601 *et seq.*

Immediate Family Member (for Sick and Bereavement Leave) – the following relationships to the employee or the employee's spouse (including step relationships): spouse, grandparents, parents, brothers, sisters, children (including adopted children and State authorized foster-care children), and grandchildren.

Medical Certification – official documentation signed and provided by a healthcare provider.

Overtime Compensation – overtime pay of 1.5 times the employee's regular rate of pay that is required to be paid to non-exempt employees who physically work over 40 hours in a single Workweek.

Workweek – the University workweek begins at 12:00 a.m. on Sunday and continues until 11:59

p.m. on the following Saturday. For University Law Enforcement Sergeants, the workweek will be the same as defined for Law Enforcement Officers and Corporals in the Florida Police Benevolent Association (PBA) Collective Bargaining Agreement (CBA).

III. Policy:

A. Hours of Work

1. Punctual attendance is essential to the operations of the University, and attendance is an essential job function of employees.
2. Ordinarily, eight working hours shall constitute a workday. The University's official hours of operation are from 8:00 a.m. to 5:00 p.m., Monday through Friday. Hours of work may vary by department.
3. Required attendance at approved training courses shall be considered as hours worked.
4. When an employee is called back to work beyond the employee's scheduled hours of work for that day, the employee shall be credited with actual time worked, including time to and from the employee's home to the assigned work location, or a minimum of two hours of work, whichever is greater.
5. Official travel authorized by the University, during the employee's normal work hours or outside of normal work hours, shall be counted as hours worked.
6. Shift Differential Pay for Non-Exempt Employees
 - a. Eight-hour shifts may be set by each department in consultation with the Division Head, in accordance with University operational needs. Second and third shifts are defined by the department and are outside the normal business hours of the department.
 - b. Employees who are assigned to work the second shift shall be paid a 5% differential per hour.
 - c. Employees who are assigned to work the third shift shall be paid a 10% differential per hour.
 - d. Employees asked to work early or late in addition to their regular assigned shift hours will be paid in accordance with FLSA requirements and will not be paid any additional shift differential.

B. Flexible Hours and Remote Work Schedules

1. The University supports and encourages the use of flexible hour work schedules to meet personal needs, provided such work arrangements do not decrease the level or

quality of work for the unit and are in the best interest of the University. Requests for flexible work schedules must be approved by the appropriate supervisory authorities.

2. Flexible schedules are intended for adjustments to the regularly scheduled hours in a Workweek. It is not intended to replace the reporting of more than two hours of leave used in the same Workweek.
3. There are three types of flexible schedules with limits as follows:
 - a. Permanent flexible schedule: a permanent change to an employee's schedule from the standard 8 a.m. – 5 p.m. Monday through Friday schedule. For example, a schedule to work 8:30 a.m. – 5:30 p.m. Monday through Friday.
 - b. Flexible schedule to avoid overtime: a supervisor may allow or require a nonexempt employee to work different hours to avoid the employee working overtime hours. For example, an employee may be required to not work one afternoon (four hours) during the Workweek if the employee is required to work for four hours at a graduation ceremony on that Saturday.
 - c. Flexible schedule to avoid the use of leave: an employee may work additional time during a Workweek to replace time the employee was or will be absent in the same Workweek, with a cap of no more than two hours. For example, an employee has a one-hour medical appointment on Tuesday. The employee may work an extra hour on Tuesday or another day in the same Workweek to avoid using one hour of sick leave.
4. Alternate work locations and remote work assignments must be approved by the appropriate supervisory authorities. Employees are required to complete an appropriate participatory agreement in accordance with University procedures.

C. Exempt and Non-exempt for Overtime Eligibility

In compliance with the FLSA, positions are assigned a status of “exempt” or “non-exempt” for purposes of earning overtime compensation.

1. The non-exempt status is not exempt from the maximum hours and overtime pay requirements of the FLSA.
2. The exempt status is exempt from the maximum hours and overtime pay requirements of the FLSA.

D. Record Keeping

1. Hours worked and leave taken are reported bi-weekly.
2. If an employee is entitled to accrue leave, then leave is accrued on a prorated basis proportional to the number of hours paid in a pay period.

3. An employee who uses any type of leave shall report such leave to the nearest quarter of an hour on the employee's timesheet or leave report, as applicable, for that pay period.
4. Requests for medical leave, Medical Certifications, and return to work certifications are maintained in a separate, confidential medical leave file in accordance with the requirements of the FMLA and the Florida Division of Retirement (FLDOR).

E. Provisions Related to a Non-exempt Employee

1. At the discretion of the supervisor, an employee may be allowed one 15-minute paid work break during the first half of their work shift and one 15-minute paid work break during the second half of their work shift, provided that:
 - a. An employee shall not accumulate unused work breaks; and
 - b. Work break time shall not be authorized for covering an employee's late arrival on duty or early departure from duty.
2. Overtime and Compensatory Leave
 - a. Overtime Compensation
 - i. Hours worked are not considered overtime hours until the non-exempt employee has physically worked 40 hours in a Workweek.
 - ii. Paid leave, such as holidays, annual leave, sick leave, and administrative leave is not included in the calculation for hours physically worked in a Workweek.
 - iii. For department areas that remain open for any University holiday, a nonexempt employee who is assigned to work a University holiday will be paid time and a half for hours physically worked on the holiday. The same will apply if an employee is assigned to work during a University closure due to a natural disaster or other declared emergency.
 - iv. All hours physically worked more than 40 hours in a Workweek will be paid as overtime.
 - v. Hours worked for overtime must be pre-approved by the Division Head or designee prior to working the overtime hours. The Division Head may utilize flexible scheduling in lieu of overtime payment upon mutual agreement between both parties.
 - vi. Work schedules for employees eligible for overtime shall be arranged so overtime is not required, except in situations where the Division Head or

designee determines that statutory responsibilities prescribed for the University cannot be accomplished properly unless overtime is authorized.

b. Overtime Compensatory Leave and Special Compensatory Leave

Effective July 1, 2025, accruals of overtime compensatory leave and special compensatory leave will no longer be an option for non-exempt employees unless such leave is approved in advance by the Division Head or designee for special circumstances or specifically provided for in an in-unit employee's collective bargaining agreement.

At the discretion of the Division Head or designee, a non-exempt employee who is required to work during a University holiday shall receive regular pay for the hours worked, and may accrue special compensatory leave at a rate of 1.5 hours for every hour worked during the holiday.

- c. Effective July 1, 2025, non-exempt employees who have a balance of overtime compensatory leave or special compensatory leave hours will be paid out when the employee's status is changed to exempt. If an employee has earned overtime compensatory leave or special compensatory leave as approved by the Division Head for special circumstances, the accrued compensatory leave hours must be used by December 31st of the calendar year in which they are earned, or the accrued compensatory leave hours will be forfeited. Hours earned during November 1st through December 31st shall not be subject to the current year's expiration and shall carry forward into the subsequent calendar year.
- d. Unused accrued overtime compensatory leave and special compensatory leave hours will be paid out at the time of separation from the University. If the employee owes money to the University at the time of separation, part or all of the employee's leave payout may be held and not paid to the employee in accordance with UWF Reg. 5.019, Employee Debt Collection, as it may be amended, and state and federal law.
- e. Upon reasonable notice, the employee's supervisor may require a non-exempt employee to use any part of the employee's earned overtime compensatory leave and special compensatory leave in increments of eight hours, or in increments equivalent to the number of hours of work in an employee's regularly scheduled workday, at any time.
- f. At the discretion of the employee's supervisor, an employee may be required to use earned overtime compensatory leave and special compensatory leave before using accrued annual leave.

3. On Call and Call Back

a. On Call Assignment

- i. On call assignment shall be defined as any time when an employee is instructed in writing by management to remain available to work during an off-duty period. An employee who is so instructed shall be required to leave work where the employee may be reached by telephone or by other electronics signal devices in order to be available to return to a work location on short notice to perform assigned duties.
 - ii. In an emergency or other unforeseen circumstances, the University may verbally instruct an employee to be on call for a period of not more than twenty-four (24) consecutive hours. The employee shall not be eligible for on call payments in excess of the period for which verbal instructions are appropriate.
- b. On Call Payment
- i. On call time is not compensable for purposes of computing overtime. However, travel time to and from work when called back is compensable.
 - ii. When approved as provided herein, an employee is required to be on call shall be compensated by payment of a fee of two dollars and fifty cents (\$2.50) per hour for each hour such an employee is required to be on call.
 - iii. If an on call period is less than one (1) hour, the employee shall be paid for one (1) hour.
 - iv. If an employee's immediate supervisor inappropriately instructs an employee that the employee is on call, that supervisor may be held personally liable for reimbursing the University for any on call fee which results from the inappropriate instructions.
- c. Call Back
- i. If an employee is called back to perform work beyond the employee's scheduled hours of work for that day, or while the University is experiencing an emergency or unscheduled closing, the employee shall be credited with the greater of the actual worked, including time to and from the employee's home to the assigned work location, or two (2) hours.
 - ii. Employees who are called back to work shall accrue special compensatory leave at a rate of 1.5 hours for every one hour worked.

F. Leaves

1. All requests for leave, with or without pay, shall be in writing to the appropriate supervisory authority in advance of the effective date of the leave unless extenuating circumstances exist that prevent the employee from requesting leave in advance.
2. If there is sufficient leave balance available for use by the employee, then Leave Without Pay (LWOP) is not an option. See Sections F. 5 and F. 10 of this Policy for exceptions.
3. Medical Certification for Leave
 - a. The University may require an employee to provide Medical Certification from a health care provider for FMLA, sick, parental, compulsory, and other medically based leave.
 - b. Additional certifications may be required as appropriate.
 - c. The University may require a Medical Certification where a supervisor has documented concerns regarding an employee's use of leave.
 - d. The University may require an employee to provide Medical Certification from an attending health care provider regarding ability to return to work.
 - e. Under certain circumstances described by law, the University may require the employee to submit to a medical examination at the University's expense.
4. Annual Leave
 - a. Accrual

Accrual of annual leave for full-time employees shall be as set forth below, with proportionate accrual for less than full-time employees. Nine-month faculty, faculty appointed less than nine months, and OPS employees are not eligible to accrue annual leave.

	Hours Accrued Per Pay Period	Year End Maximum	Maximum Payment
Executive Service	9.2	480	480
12-Month Faculty	7	352	352
University Work Force	7	352	352

If an employee begins employment in an annual leave accruing position and it is not the start of a pay period, the annual leave hours will be prorated based on the number of days paid in the pay period. This also applies when an employee is in a leave without pay status.

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 sick leave on an

hour-for-hour basis on January 1 of each year. If unusual circumstances exist, the employee may retain hours in excess of the year end maximum with the approval of the Associate Vice President for Human Resources.

b. Request

Annual leave shall be accrued prior to use. All requests for annual leave shall be submitted by the employee to the supervisor as far in advance as possible. 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.

c. Conversion from an annual leave accruing position to a non-annual leave accruing position

Employees who convert from an annual leave accruing position to less than 12-month faculty position shall retain up to 352 hours of unused annual leave at the time of conversion. Upon separation from the University, the employee shall be paid for their unused annual leave, for up to 352 hours of unused annual leave, at the hourly rate the employee was paid in the annual leave accruing position at the time of conversion. Leave may be held or not paid to the employee if the employee owes money to the University at the time of separation in accordance with UWF Reg. 5.019, Employee Debt Collection, as it may be amended.

Employees who convert from an annual leave accruing position to an OPS position (including adjunct positions) will be paid at the time of conversion for up to 352 hours of unused annual leave.

d. Separation

An employee who separates from employment shall be paid for all unused annual leave hours up to the year-end maximum allowed for the pay plan. If the employee owes money to the University at the time of separation, part or all of the employee's leave payout may be held and not paid to the employee in accordance with UWF Reg. 5.019, Employee Debt Collection, as it may be amended, and state and federal law. There are particular rules that apply to an employee entering into DROP. See section 5.2.e and f.

e. Transfer

New employees may transfer unused and unpaid annual leave when transferring directly to the University from one of the following governmental entities within Florida: State of Florida agencies, universities within the State University System, colleges in the Florida State College System, Florida counties including the offices of Florida county constitutional officers, Florida school districts, and Florida municipalities. Acceptance of leave transfers is the decision of the Associate Vice

President for Human Resources and no more than 80 hours of annual leave may be transferred.

New employees will have 60 days from the employee's hire date to notify Human Resources to request a transfer of leave. The request must be on the previous governmental entity's letterhead for leave to be transferred.

5. Sick Leave

a. Accrual

Bi-weekly sick leave accrual for full-time employees shall be as noted below, with proportionate accrual for less than full-time. Years of service for purposes of sick leave accrual are limited to service within the State University System of Florida (SUS). New employees will have 60 days from the employee's date of hire to notify Human Resources of previous SUS years of service. This notification must be in writing on the previous SUS university's letterhead detailing dates of employment. The years of service to calculate sick leave accrual can be nonconsecutive.

	Hours Accrued per Pay Period			
	0-5 years	>5-10 years	>10-20 years	>20 years
Executive Service	5	6	7	7
In-unit Faculty	4	4	4	4
Out of Unit Faculty	4	5	6	7
University Work Force	4	5	6	7

If an employee begins employment in a sick leave earning position and it is not the start of a pay period, the sick leave hours will be prorated based on the number of hours paid in the pay period. This also applies when an employee is in a leave without pay status.

Sick leave shall be accrued before use unless authorized through the sick leave pool. There is no maximum on the amount of sick leave accrued.

OPS employees are not eligible to accrue sick leave.

b. Use of Sick leave is authorized for the following purposes:

- i. The employee's personal illness, injury, exposure to a contagious disease, a disability where the employee is unable to perform assigned duties, or appointments with health care providers.
- ii. The illness, injury, appointments with health care providers, or death of an employee's Immediate Family Member.

c. Certification

- i. After three workdays of absence in any 30-day period or documentation of a pattern of abuse, as determined by the University, the University may require a Medical Certification from a health care provider before authorizing additional use of sick leave by the employee.
- ii. After ten consecutive work days of absence, the employee will be required to submit a Medical Certification from a health care provider before additional use of sick leave is authorized for the employee.

d. Separation

An employee with ten or more years of service in the SUS shall be paid for one-fourth of unused sick leave up to a total of 480 hours. The unused sick leave of an employee with less than ten years of service in the SUS will be forfeited. If the employee owes money to the University at the time of separation, part or all of the employee's leave payout may be held and not paid to the employee in accordance with UWF Reg. 5.019, Employee Debt Collection, as it may be amended, and state and federal law.

An employee who becomes reemployed at the University within 100 days of separation may have any unpaid or forfeited sick leave restored. The employee must request in writing for the restoration of the sick leave.

e. Transfer

New employees may transfer unused and unpaid sick leave when transferring directly to the University from one of the following governmental entities within Florida: State of Florida agencies, universities within the State University System, colleges in the Florida State College System, Florida counties including the offices of Florida county constitutional officers, Florida school districts, and Florida municipalities. Acceptance of leave transfers is the decision of the Associate Vice President for Human Resources and no more than 80 hours of sick leave may be transferred.

New employees will have 60 days from the employee's hire date to notify Human Resources to request transfer of leave. The request must be on the previous governmental entity's letterhead for leave to be transferred.

f. Sick Leave Pool

Employees in a leave-accruing position with at least one year of employment with the University and 64 hours of accrued sick leave are eligible to join the sick leave pool. Membership in the pool requires an initial contribution of 16 hours (prorated for part time employees) of accrued sick leave. These donated hours are subject to the provisions of the sick leave pool procedures, as governed by the sick leave pool committee charter. All unused donated hours will remain in the general pool.

Procedures for other donations to the pool are set forth in the sick leave pool procedures. All sick leave pool donations are non-refundable.

6. Family and Medical Leave Act (FMLA)

- a. The University will adhere to the Family and Medical Leave Act of 1993 and any amendments thereto.
- b. All University employees (including OPS employees) who have worked at the University for at least 12 months and for at least 1250 hours in the 12 months prior to the requested leave are eligible for FMLA leave. The 12 months do not need to be consecutive.
- c. The 12-month period under FMLA is defined as the calendar year (January 1 – December 31).
- d. FMLA leave is unpaid; however, employees may use accrued leave, leave without pay, or a combination of both concurrent to FMLA event and such shall be counted toward the entitlement.

7. Disability Related to Job Injury (Workers' Compensation)

- a. If an employee suffers a Workers' Compensation event, the University will allow an employee to utilize up to 40 hours of administrative leave for authorized Workers' Compensation treatment or absences.
- b. Medical Certification by an approved health care provider will be required.
- c. Employees may use accrued leave, leave without pay, or a combination of both for a Workers' Compensation event. If a combination of Workers' Compensation lost wages and University bi-weekly wages (including holiday pay) causes the employee's gross pay to exceed 100% of the employee's regular bi-weekly pay, then the employee's holiday pay will be prorated to avoid overpayment.
- 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 appropriate Medical Certification.
- e. Employees who fail to meet the conditions of the "disability related to job injury leave" or who fail to obtain Medical Certification and are unable to perform duties may be offered part-time employment, placed or continued on unpaid leave, requested to resign, or dismissed for inability to perform the duties of the position.

8. Compulsory Leave

- a. Placing Employee on Compulsory Leave

- i. If an employee is unable to perform assigned duties due to illness or injury, the University may require the employee to submit to a medical examination by a health care provider chosen and paid by the University. The results of the medical examination will be released to the University. The employee has the option to choose and pay for the health care provider as long as the provider is acceptable to the University and provides the results of the examination and appropriate medical information to the University.
- ii. If the results of the examination and medical information confirm that the employee is unable to perform assigned duties, the University may place the employee on compulsory leave.

b. Conditions of Compulsory Leave

- i. The University shall provide the employee with written notification that the employee has been placed on compulsory leave. The notice shall include the duration of the compulsory leave period, to the extent known, and the conditions under which the employee may return to work. These conditions may require the successful completion of, or participation in, a program of rehabilitation or treatment, follow-up Medical Certification(s) by the health care provider, as appropriate, or other requirements.
- ii. The compulsory leave period may be taken with pay to the extent that the employee has an accrued annual or sick leave balance.
- iii. If the employee fulfills the terms and conditions of the compulsory leave and provides to the University appropriate Medical Certification stating that the employee is able to perform assigned duties, the University shall return the employee to the employee's previous duties, if possible, or to equivalent duties.

c. Failure to Complete Conditions of Compulsory Leave or Inability to Return to Work

If the employee fails to fulfill the terms and conditions of the compulsory leave or is unable to return to work and perform assigned duties at the end of the compulsory leave period, then the University shall advise the employee, as appropriate, of the Florida Retirement System's disability provisions and application process, and may, based upon the University's needs:

- i. Place the employee in leave-without-pay status;
- ii. Request the employee's resignation; or
- iii. Dismiss the employee from employment.

9. Parental Leave

- a. Employees shall, upon request, be provided with up to six months of unpaid parental leave when the employee becomes a biological or adoptive parent or a child is placed in the employee's home pending adoption. An employee may use accrued sick leave, annual leave, or both during the parental leave period.
- b. Parental leave may begin no more than two weeks prior to the expected date of the child's arrival unless otherwise approved by the Associate Vice President for Human Resources.
- c. The Associate Vice President for Human Resources shall acknowledge to the employee in writing the period of leave to be granted, that such leave counts against the employee's unused FMLA entitlements, and the date of return to employment.

10. Administrative Leave with Pay

Administrative leave counts as hours of pay, but does not count as hours of work for overtime purposes. In no case may the approval of administrative leave cause an employee to exceed 40 hours, or exceed the employee's established work hours.

Administrative leave includes the following:

- a. Jury Duty or Court Appearances – Administrative leave will be granted for jury duty when appropriate documentation from the Clerk of the Court is provided. Administrative leave will also be provided for witnesses subpoenaed or required to appear in court or for administrative matters related to their duties as University employees. In such instances, witness fees shall be retained by the employee. Administrative leave will not be granted for appearances as an expert witness unless the payment for the expert witness testimony is remitted to the University.
- b. Bereavement Leave – Employees are entitled to 24 hours of administrative leave for the death of an Immediate Family Member. Leave requests shall be documented on the employee's timesheet or leave report, as applicable, to include the name and relationship of the deceased family member. Bereavement leave may be taken up to six months after the date of death and does not need to be taken consecutively.
- c. Military Training/Active Duty – Employees who are members of the U. S. Armed Forces Reserve shall, upon presentation of a copy of the employee's official orders issued pursuant to the authority of Title 10 or Title 32, U.S. Code, be granted Administrative Leave during the period in which the employee is ordered to active or inactive duty for training.
 - i. Such leave, whether continuous or intermittent, shall not exceed 17 working days in any one Federal fiscal year (October 1 – September 30).
 - ii. A copy of the official orders shall be maintained in the employee's personnel file.

- d. National Guard Service – Employees who are members of the National Guard Service shall, upon presentation of the employee’s official orders issued pursuant to Chapter 250, Florida Statutes, be granted administrative leave during the period in which the employee is ordered to active service.
 - i. Such leave shall not exceed 30 days at any one time.
 - ii. A copy of the official orders shall be filed in the employee’s personnel file.
- e. Official Emergency Closing – Administrative leave shall be provided for official emergency closing of University facilities.
- f. Emergency Response – The President or their designee may grant up to two days of administrative leave for civil disorder or disaster for an employee who is a member of a volunteer emergency response team.
- g. Voting – The President may provide administrative leave up to one hour for voting in public elections.
- h. Volunteer Service – With appropriate supervisory approval, employees may be provided up to two hours of administrative leave per calendar month for service within their communities. Such service may be provided through school assistance or as a volunteer member of a community service organization.
- i. Leave Pending Investigation – When the President or their designee has reason to believe that an employee’s presence on the job may adversely affect the operation of the University or cause injury to the employee or others, the employee may immediately be placed on leave pending investigation.
- j. Leave Pending Discipline – The President or their designee may place an employee on administrative leave during the time between a Notice of Proposed Reduction of Pay, Suspension, Termination or Dismissal and the effective date of such action. Refer also to the Human Resources Policy on Standards of Conduct.

11. Other Leaves of Absence

During an employee’s first year of employment, an employee may, upon request, be granted leave without pay for a period not to exceed 12 calendar weeks. The University will follow the same procedure for requesting and granting this type of leave that the University utilizes for granting FMLA leave. Accrued leave, leave without pay, or a combination of both may be utilized during this type of leave of absence.

12. Benefits During Leaves Without Pay

- a. For employees on military, medical or parental leave, the employer will continue to contribute to state insurance for the corresponding pay periods.
- b. All approved leaves of absence without pay shall be counted as continuous service.
- c. All leave without pay requests shall be submitted to the Associate Vice President for Human Resources after being approved by the employee's appropriate supervisory authority. The supervisor should consult with Human Resources prior to making a decision regarding leave without pay.

G. Health, Life, and Supplemental Insurance

- 1. Salaried employees are provided options for State sponsored health, life, and supplemental insurance through the Division of State Group Insurance (DSGI) and the University pursuant to plan rules, policies, terms, and regulations. Insurance coverage for the domestic partners of employees is not provided by the State or University.
 - a. Premiums are a combination of employer contributions and pre-tax employee deductions unless the employee requests an official exception.
 - b. Employee-paid supplemental insurance plans are available.
 - c. Approved insurance plans and coverage may only be added or changed at the time of new hire, annual open enrollment or when a qualifying status change event occurs. A qualifying status change, as defined by the DSGI, includes: marriage, adoption, birth of a child, divorce, death, change in employment status, or significant change in health coverage attributable to the spouse's employment. This list may not be inclusive of all qualifying status changes; check with Human Resources for additional information.

H. Retirement

- 1. The University provides retirement plans for employees; retirement contributions are paid by the employer for all employees other than OPS employees.
- 2. Retirement Program Options
 - a. The Florida Retirement System (FRS) Pension is a defined benefit plan sponsored by the State of Florida.
 - b. The FRS Investment is a defined contribution plan sponsored by the State of Florida.
 - c. The Optional Retirement Plan (ORP) is a defined contribution plan sponsored by the State of Florida.
 - d. The Teacher's Retirement System (TRS) is available for retirement purposes to existing members only. A detailed description of the retirement option(s) offered

by TRS may be obtained from the Florida Division of Retirement or Human Resources.

- e. The FRS offers the Deferred Retirement Option Program (DROP) for Pension participants only.
- f. DROP participants may elect to be paid for unused annual leave and any overtime or special compensatory leave (if earned within the immediately preceding eleven months) at the time of entering DROP.
 - i. Leave payouts taken at the time of entering DROP are included in the calculation for determining retirement benefits. A participant may receive payment for the applicable maximum allowable amount of annual leave accrual. Any annual leave hours in excess of the applicable maximum remain as annual leave to be used during the eight-year DROP period.
 - ii. Leave payments may be tax sheltered if the employee establishes the necessary account, the employee informs the University of the employee's intent with sufficient notice, the employee completes and submits the required paperwork, and the employee has complied with all legal requirements, including annual maximums.
 - iii. Annual leave not paid out at the time of entering DROP may be paid out at the time of separation not to exceed the maximum hours allowed. If the maximum number of annual leave hours is paid out at the time of entering DROP, no additional annual leave hours will be paid out to the employee.
- g. For additional information regarding any of the FRS retirement plans, refer to the official Florida Retirement System publications.

I. Tax Deferred Annuities (TDA) and Deferred Compensation Plans

- 1. Employees may establish additional savings for retirement through participation in tax deferred programs. There are no taxes assessed on annuity contributions or earnings until funds are withdrawn.
- 2. Included in the University's tax deferred programs are 403(b) Tax Deferred Annuities (TDA) and 457 Deferred Compensation plans. Specifics on each of the available plans may be obtained from Human Resources.

J. Retirement from the University

- 1. In order to retire from the University and be eligible for University benefits for retirees, an employee must provide documentation that states they intend to take a distribution from a state-approved retirement plan.

2. Executive Service, Faculty, and University Work Force employees who move to OPS with no break in service may retire from the University with University benefits for retirees when the employee takes a distribution from a state-approved retirement plan at a later date.

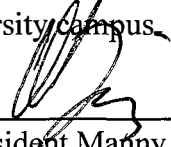
K. Benefits for Retirees

In addition to retention of insurance plans as allowed by the State, the following benefits are provided to University retirees except where to do so would interfere with University operations:

1. Use of a retired employee identification card;
2. Use of the University Library;
3. Listing in the University directory;
4. Placement on designated University mailing lists;
5. Use of a free University parking decal;
6. Use of University recreational facilities upon payment of any applicable fees; and
7. Use of a mailbox in the department from which retired, subject to availability.

L. Soliciting/Marketing Guidelines for Employee Benefits and Retirement Programs

1. Solicitation of insurance and annuity products on the University campus is limited to those agents who have been pre-approved by the State of Florida or the University.
2. Additional insurance and annuity products must be approved by the University.
3. At no time may any agent solicit products other than those authorized by the University or the State of Florida. Violation of this policy may result in removal of the agent from the University campus.

Approved by:  _____
President Manny Diaz, Jr.

Date: 7/22/26

Authority: Fair Labor Standards Act
Family and Medical Leave Act
Chapters 403(b) and 457 of the Internal Revenue Code
Chapters 121-122 Florida Statutes
§110.123, Florida Statutes
§1001.706, Florida Statutes
BOG Reg. 1.001, University Board of Trustees Powers and Duties

Relevant collective bargaining agreements

Cross Ref.: UWF Reg. 2.028, University Holidays

History: Adopted July 2004; amended April 2016, May 2025, and July 2026.

Last Review: July 2026