

ARTICLE 32
ACCESS TO DOCUMENTS

32.1 Board and University Documents.

(a) Upon request, as soon as it can be done the Trustees or designee shall provide the UFF with an electronic copy of documents necessary to administer grievances and other provisions of this Agreement or otherwise carry out the UFF's obligations as the certified bargaining agent for the faculty. Alternatively, upon mutual agreement, the Trustees may provide the UFF with the specific URL addresses where the materials requested can be found.

(b) No later than when they are made available to the participants, the Trustees shall provide the UFF with an electronic copy of the agenda, supporting materials, and minutes of public meetings (including public subcommittee meetings) that may bear on the terms and conditions of employment of faculty members.

(c) The Trustees shall ensure that a copy of the documents specified in subsections (1)–(9), below, is made available by links on the University web site or in an easily accessible location in the main library (Smathers West) if the material cannot easily be made available on the University web site. Additionally, the DSR materials in subsections (7)–(9), below, shall be posted on the P. K. Yonge web site and made available for faculty inspection in an easily accessible location on the P. K. Yonge campus, and the UFF shall be notified of these locations.

- (1) agenda and minutes of the meetings of the Board of Governors, as available;
- (2) agenda, supporting materials, and minutes of the public meetings of the Board of Trustees and its committees;
- (3) University regulations;
- (4) the University's operating budget and the previous year's Expenditure Analysis;
- (5) this collective bargaining agreement and all supplements to the Agreement;
- (6) any other University policies and procedures affecting faculty terms or conditions of employment.
- (7) The minutes of the Joint Developmental Research School Planning, Articulation, and Evaluation Committee and the DRS Advisory Board,
- (8) The DRS operating budget, including financial support received by the DRS from the University Administration, and the allocation of student activity and service fees, and
- (9) a copy of those provisions of the Florida Statutes and Board, University, and Department of Education rules applicable to the DRS.

32.2 Salary Records Access. The Trustees' obligation to provide salary information consists of the following:

(a) On August 15 of each year, the Office of Human Resource Services shall provide the UFF with an electronic copy of faculty employment records reflecting the salary increases for each in-unit faculty member during the preceding twelve (12) months by each increase category.

(b) On April 30 and November 30 of each year, the Office of Academic Affairs shall provide the UFF with an electronic list of bonuses or increases committed to in-unit faculty members since the last report.

32.3 Bargaining Unit Member List. On August 15 and January 15 of each year, the Office of Human Resources shall provide the UFF with an electronic spreadsheet including the name, percentage FTE appointment, date of hiring, department/unit, position code, title/rank (which will include designation as visiting or regular status), date promoted to rank, office location (building name/number and office number), current year salary rate, in-bargaining-unit code, e-mail address, contact telephone number, and contact mailing address for each faculty member in the bargaining unit.

32.4 Not less than annually, the UFF shall provide the Trustees' designee for contract administration with the names and e-mail addresses of the union officers and the union's representative who is designated to receive documents referred to in this article. The UFF shall also promptly notify the Trustees' designee of any changes to the list of union officers or designated representative to receive documents.

32.5 Costs. All copies of materials and access to materials discussed in this article shall be provided without cost, except for the information provided at 32.2 where only actual costs will be assessed (which are currently approximately \$50).

32.6 Notice of Proposed Policies or Regulations. Representatives whom the UFF designates shall be included on the University's Deans, Directors and Division Heads (DDD) list.