

**ARTICLE 20**  
**ACCESS TO DOCUMENTS**  
**[AMENDED AUGUST 2019]**

20.1 Board of Trustees and University Documents.

- (a) Upon request, the University shall provide UFF with an electronic copy of documents necessary to administer grievances and other provisions of this agreement or otherwise carry out UFF's obligations as the certified bargaining agent for the bargaining unit. Alternatively, the University may provide UFF with the URL address for these materials.
- (b) If not available on a website, the University shall, upon request, provide UFF with an electronic copy of the agenda, supporting materials, and minutes of public meetings (including public subcommittee meetings) that bear on the terms and conditions of employment of unit members.
- (c) The University shall ensure that the documents below are available by links on the University's website:
  - 1. Faculty handbook;
  - 2. Employee handbook;
  - 3. Agenda, supporting materials, and minutes of public meetings of the Board of Trustees and its committees;
  - 4. University regulations;
  - 5. Collective bargaining agreement and all supplements to it; and
  - 6. Other University policies and procedures affecting employee terms and conditions of employment.

20.2 Salary Records Access. The University shall, upon request, and no more than once per academic year, provide UFF, within twenty (20) business days with an electronic report reflecting the base academic year salary and any academic year salary increase (provided as a percent increase) for each in-unit member during the preceding twelve (12) months by each increase category.

20.3 Bargaining Unit Member List. The University shall provide within twenty (20) business days of a request by the UFF, and no more than twice per academic year, the following information pertaining to each bargaining unit member: name; date of hiring; department/unit or units if hired as joint appointment; title; rank; date promoted to rank; current year salary rate; e-mail address; contact telephone number, and; last known mailing address.

20.4 UFF Designee. UFF shall, upon request, and no more than once per academic year, provide the University's designee for contract administration with the names and email addresses of the union officers and the name of the union representative designated to receive documents referred to in this Article. UFF shall notify the University's designee in writing of any changes to the list of union officers or designated representatives to receive documents.

20.5 Costs. All electronic copies of materials and access to materials discussed in this article shall be provided without cost. In the event hard copies are requested, or electronic copies are unavailable, the UFF shall reimburse the University for the costs incurred according to Chapter 119, Florida Statutes.