

Purpose

Employees are displaying in GEMS as actively employed, who are not working and who have not been paid in over 6 months.

Maintaining these inactive employees in an “active” status creates adverse effects to the previously active employees and to the University.

Examples of these adverse effects may include but are not limited to:

- Overpayments that may be difficult for the department to recover from the former employee
- Inaccurate W2 information
- Inaccurate headcount being reported to the state and other outside agencies
- Continued access to buildings, laboratories, facilities, databases, programs, discount purchasing, etc.
- Continued IT access to employee University systems such as GEMS, Outlook, and other databases
- Delayed COBRA notification, if applicable.
- Extended benefits liabilities – it may be difficult to recover payments made for insurance and Healthcare Spending Account claims made by the employee after their actual end date.

This procedure **does not** include terminating employees who are on a paid leave, such as Sabbaticals or Professional Development Leave, FMLA, Workers’ Compensation, Medical Leave of Absence, an approved leave without pay, or employees who are on a leave approved beyond twelve (12) months with written approval by the Chief Human Resource Officer or the Provost’s Office, in case of faculty.

Procedure

Terminating Employee

If an employee has neither worked nor been paid in a consecutive period of **greater than 6 months**, with no set expected return date, the department must submit an action in Manager’s Self-Service (MSS) to terminate the employee in GEMS. NOTE: Extend Appointment Job Data changes will not prevent an employee from being terminated.

As a best practice for the University, all termination actions should be submitted into GEMS via MSS as soon as an employee submits their resignation letter including their last working date.

To avoid any of the adverse effects listed in the Purpose section of this document, departments are to ensure that action is taken prior to payroll cutoff in the month of the termination. Departments are responsible for removing employees’ IT access, which includes local databases and programs.

For guidance on how to change an employee status from “active” to “terminated” please click [here](#).

A quarterly scheduled query will be run and distributed by Central Human Resources to the department for any employees identified in that particular department as inactive and not paid in the past six months.

Employees that have been inactive and not paid in the past six months and to which the department has not submitted an action in MSS to terminate the appointment, will be auto-terminated within 30 (thirty) days of the notification to the department.

Exceptions

Exceptions to this Procedure where the employees may remain inactive for up to eighteen months:

Hospitality

In Department 4-3806-000 and Sal Plans 00/OPS-Other, 05/OPS-Grad Asst & 09/OPS-Stud Asst

Employees in this department are students or OPS that work in the Café or on Special Events including the Culinary Lab and Lakewood Ranch. These employees do not have a set schedule of work hours. Hours are assigned based on special events scheduled/needs at campus Café.

Standardized Patients and Continuing Professional Development

In Departments 0-6101-009 (Med Select Program Auxiliary), 0-6101-408 (Center for Adv Clinical Learn) & 0-6105-000 (Continuing Prof Dev)

Job Code 0020 (Standardized Patient) Employees are patient actors employed by various USF Health departments with the Job Title 'Standardized Patient'.

Job Codes 0018/0015 (NRP Instructors and Simulation Operations)

NRP Instructors: USF CPD uses this group of employees to facilitate required NRP certification courses through a community collaboration with Tampa General Hospital. TGH Nursing staff facilitate Neonatal Resuscitation Provider courses to help community healthcare professionals acquire this required certification as well as maintain certification by facilitating courses for others twice every 2 years.

Simulation Operations: USF CPD uses this group of employees to facilitate simulation/bioskills programs. These programs require specific experience to perform in this role. These employees do not have a set schedule of work hours. Hours are assigned based on programing needs

Marine Captains

In Department 0-4710-000 (Florida Institute of Oceanography), Job Code 0016 & Sal Plan 00/OPS-Other

Florida Institute of Oceanography Relief Crew members are left active. They sometimes have a week or less to replace a crew member, and would not be able to complete the rehire process in that amount of time. They are left active in GEMS as an 'on-call' status, as we only have one full crew at this time due to recent budget cuts.

Law Enforcement

In Department 0-0261-000 (University Police) Job Code 0017 & Sal Plan 00/OPS-Other.

University Police use this group of employees to perform security services when there are large events such as concerts, performances, and graduations at the on-campus Yuengling Center Arena. A hire or a rehire process would not be able to be completed in the shortness of notice of scheduled performances, or in disaster situations where the Yuengling Center is being utilized for shelter.

Student Accessibility Services

In Department 0-0482-000 (Student Accessibility Services) Job Code 0021 & Sal Plan 00/OPS-Other.

Sign Language Interpreters are left active. They provide interpreting between individuals using a spoken language and individuals using a signed language in a variety of settings. Hours may be assigned based on special events scheduled/needs of campus.

Rehire Information

If the rehire was employed with USF less than 365 days from new start date, then they do not need to complete the RightStart process. Departments will complete the online [Appointment Status Forms \(ASFs\)](#)

This date will be their Effective Term Date (last day worked according to GEMS).

Example: Sally Smith termed 3/15/2022 we can rehire her without RightStart through 3/14/2023 as her start date.