

Policies, Procedures and Notices Provided to New  
Employees via Right Start Paperwork Process

**The following pages are for your information.**

**Please do not return them with your completed packet.**

We are providing the following information on USF policies and procedures relating to employment at USF. All USF Policies (<http://regulationspolicies.usf.edu/>) can be found on the General Counsel's website. Additional information can also be found on the Human Resources website (<https://www.usf.edu/hr/benefits/attendance-leave/fmla.aspx>).

## Family Medical Leave Act

The intent of the Family and Medical Leave Act (FMLA) is to allow employees to meet medical and family care needs while still maintaining job and economic security.

FMLA is a Federal law requiring employers, including USF, to provide up to 12 weeks or 480 hours of job-protected leave for certain family and medical reasons to individuals who have been employed at least 12 months (not necessarily consecutively) by the university and who have worked at USF for at least 1,250 hours during the 12 months preceding the first day of the leave. At the university, Administration, Faculty, Staff, and Temporary employees meeting these criteria are eligible. FMLA leave may be taken on a continuous or intermittent basis.

FMLA leaves of absence (both intermittent and continuous leaves) are tracked on a rolling 12-month period measured backward from the start date of the employee's requested leave period. Employees who are covered under USF's United Faculty of Florida (UFF) Collective Bargaining Agreement (CBA) will have FMLA leaves of absence tracked on a fiscal year basis (July 1 – June 30). An employee who has a chronic serious health condition that cannot be resolved within a tracking period must submit a new request with medical certification or documentation. Employees requesting intermittent use of FMLA leave should make reasonable efforts to schedule the leave to minimize disruption of the department's functioning.

The maximum entitlement of FMLA hours is based on the eligible employee's full time equivalency or FTE and the number of hours used in the previous 12 months from start of leave or the number of hours used in the during fiscal year (depending on the tracking methodology applicable to the employee's classification). A Temporary employee, working a variable schedule, is granted the average number of hours worked per week for the 12 weeks preceding the leave. Two employees who are married and work for the university, are entitled to a total of 12 weeks of FMLA leave to care for a child following birth, placement for adoption or foster care.

Medical documentation is maintained in a confidential file, separate from an employee's personnel file, secured to the extent permissible under law.

FMLA may interact with other laws such as the Americans with Disabilities Act and Workers' Compensation. Central Human Resources administers FMLA compliance at the university and assists employees and departments with the process.

### Pay and Benefits

- FMLA does not entitle an employee to leave with pay. However, accrued and unused leave, such as annual, sick, or other compensatory leave, may be used to provide continuation of pay and benefits during an FMLA-designated leave. If an employee does not have accrued leave or the leave balances are depleted during the FMLA leave, the remainder of the FMLA-designated leave will be unpaid. If eligible, an employee may use Sick Leave Pool hours to remain in a paid status. If an employee on an approved FMLA leave of absence has no paid leave to cover the time, either Payroll or the campus Human Resources office should be contacted to make arrangements to pay the employee portion of applicable insurance premiums so that coverage will stay in effect.

If you need to request FMLA leave or are a supervisor looking for more information refer to the website above or contact Human Resources office at (813) 974-2970.

Federal and State Posters can be found here: <https://www.usf.edu/hr/employment-resources/employee-labor-relations/fed-state-wage-labor.aspx>

## Workers' Compensation

The University of South Florida provides a safe and healthy work environment. USF's Workers' Compensation program is intended to provide medical treatment, disability leave and supplemental wages, as necessary, to eligible employees in the event they experience a work-related injury or illness.

Eligible employees include Faculty, Administration, Staff, Federal Work Study student employees and Temporary (formerly OPS) employees, as well as Volunteers, who sustain a work-related injury or illness. USF is committed to returning employees to work, either on light or regular duty as appropriate, following a work-related injury or illness once a physician has released them to return to work.

The program is administered by the Florida Department of Financial Services with the Division of Risk Management acting as the carrier. At USF the program is overseen by Central Human Resources. Injury or illness reporting and medical case management services are provided to injured or ill employees and their supervisors by Amerisys in partnership with the Florida Division of Risk Management.

For more information regarding Workers' Compensation, visit the [Workers' Compensation webpage](#) or contact the Workers' Compensation team at [workcomp@usf.edu](mailto:workcomp@usf.edu).

## Tobacco and Smoke Free Policy (6-026)

Smoking, tobacco use, and use of related products is prohibited on all property owned, leased or operated by USF. This includes, but is not limited to, all indoor and outdoor areas and properties. Additionally, no smoking and/or tobacco products will be sold or advertised on the USF campus. This Policy applies to all faculty, staff, students, vendors and visitors. More details on the policy and smoking areas are contained in the [Tobacco and Smoke Free Policy \(6-026\)](http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-6-026.pdf) (<http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-6-026.pdf>).

## USF Drug Free Workplace (0-610)

The University's Drug-Free Workplace policy prohibits the unlawful manufacture, distribution, possession or use of alcohol or a controlled substance is prohibited on property of or in connection with any of the activities of USF. No employee/student is to report to work/class while under the influence of illegal drugs or alcohol. Any employee or student determined to have violated this policy shall be subject to disciplinary action for misconduct. Violation of this policy by an employee/student will be reason for evaluation/treatment for a drug/alcohol use disorder or for disciplinary action up to and including termination/expulsion in accordance with applicable collective bargaining agreements, policies and procedures, or referral for prosecution consistent with local, state, and federal law.

In order to comply with federal law, USF requires that an employee notify the dean, director or supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. The Division of Sponsored Research must notify any Federal contracting agency within ten (10) days of having received notice that an employee engaged in the performance of such contract or grant has had a criminal drug statute conviction for a violation occurring in the workplace. USF will discipline any employee who is convicted and/or require the employee's satisfactory participation in a drug abuse assistance or rehabilitation program. Additional information can be found in the [Drug-Free Workplace Policy \(0-610\)](http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-610.pdf): <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-610.pdf>.

## Discrimination and Harassment (Policy 0-007)

The University of South Florida is a diverse community that values and expects respect and fair treatment of all people. USF strives to provide a work and study environment for faculty, staff and students that is free from discrimination and harassment on the basis of race, color, marital status, sex, religion, national origin, disability, age, or genetic information, as provided by law. USF protects its faculty, staff, and students from discrimination and harassment based on sexual orientation, as well as gender identity and expression. USF is also committed to the employment and advancement of qualified veterans with disabilities and veterans protected under the Vietnam Era Veterans' Readjustment Assistance Act, as amended (VEVRAA).

Discrimination, harassment and retaliation are prohibited within USF, and complaints of such conduct are to be filed with the Employee Experience & Equal Opportunity Team. EET/Equal Opportunity will review such complaints and provide appropriate response including counseling, mediation, and/or referral for disciplinary action, up to and including termination from employment and/or expulsion from USF.

Additional information can be found in the Equal Opportunity: [Discrimination and Harassment Policy \(0-007\): http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-007.pdf](http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-007.pdf).

## Sexual Misconduct/Harassment (Including Sexual Violence) (Policy 0-004)

The University of South Florida community is most successful when it is based on respect and fair treatment of all people. USF strives to provide a work and study environment for faculty, staff and students that is free of discrimination and sexual harassment, including sexual violence. As part of the effort to maintain an environment that is comfortable for all people, USF establishes this Policy. Sexual harassment, including sexual violence, is prohibited within USF, and complaints of such conduct are to be filed with one of two designated offices within USF: specifically, Employee Experience & Equal Opportunity Team or the Office of Student Rights and Responsibilities (OSRR). The designated office will review such complaints and provide appropriate response including counseling, mediation (in limited circumstances), and/or referral for disciplinary action, up to and including termination from employment and/or expulsion from USF.

Additional information can be found in the [Sexual Misconduct/Sexual Harassment \(Including Sexual Violence\) Policy \(0-004\): http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-004.pdf](http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-004.pdf).

## Disability Accommodations (Policy 0-108)

It is the policy of the University of South Florida to comply fully with the requirements of the Americans with Disabilities Act of 1990 as amended by the Americans with Disabilities Act Amendments Act of 2008 and all other federal and state laws and regulations prohibiting discrimination and assuring accessibility on the basis of disability. No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of services, programs, or activities of USF, or be subjected to discrimination or lack of access by USF, as provided by law.

Additional information can be found in the [Disability and Accommodations \(Public/Employees/Students\) Policy \(0-108\): http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-108.pdf](http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-108.pdf).

## Ways to Report Perceived Discrimination and/or Harassment

### USF Offices

- The Employee Experience and Equal Opportunity Team (*File within 120 days of the alleged harm*). SVC2172, (813) 974-2970. [eo-adacompliance@usf.edu](mailto:eo-adacompliance@usf.edu)
- Human Resources, SVC 2172, (813) 974-2970
- Office of Student Affairs, ALN 151, (813) 974-5533
- Center for Victim Advocacy, SVC 2057, (813) 974-5756; Victim Helpline, (813) 974-5757
- [Ethics Point](#) Website: <https://secure.ethicspoint.com/domain/media/en/gui/14773/index.html>

### External Agencies

- U.S. Equal Employment Opportunity Commission (EEOC) (*File within 300 days of the alleged harm*).  
Timberlake Federal Building Annex  
501 East Polk Street, Suite 1000  
Tampa, Florida 33602  
(800) 669-4000
- Florida Commission on Human Relations (*File within 365 days of the alleged harm*).  
4075 Esplanade Way, Room 100  
Tallahassee, Florida 32399  
(800) 342-8170 or (850) 488-7082
- U.S. Department of Labor, Office of Federal Contract Compliance (*File within 180 days of the alleged harm*).  
1001 Executive Center Drive, Suite 100  
Orlando, Florida 32803  
(800) 397-6251
- U.S. Department of Education, Office for Civil Rights (OCR) (*File within 180 days of alleged harm*).  
61 Forsyth Street, S.W., Suite 19T10  
Atlanta, Georgia 30303  
(404) 974-9406

Pay Period Dates for Fiscal Year 2024-2025		
Pay Period Dates		Pay Date*
Pay Period Begin Date	Pay Period End Date	
06/07/24	06/20/24	06/28/24
06/21/24	07/04/24	07/12/24
07/05/24	07/18/24	07/26/24
07/19/24	08/01/24	08/09/24
08/02/24	08/15/24	08/23/24
08/16/24	08/29/24	09/06/24
08/30/24	09/12/24	09/20/24
09/13/24	09/26/24	10/04/24
09/27/24	10/10/24	10/18/24
10/11/24	10/24/24	11/01/24
10/25/24	11/07/24	11/15/24
11/08/24	11/21/24	11/29/24
11/22/24	12/05/24	12/13/24
12/06/24	12/19/24	12/27/24
12/20/24	01/02/25	01/10/25
01/03/25	01/16/25	01/24/25
01/17/25	01/30/25	02/07/25
01/31/25	02/13/25	02/21/25
02/14/25	02/27/25	03/07/25
02/28/25	03/13/25	03/21/25
03/14/25	03/27/25	04/04/25
03/28/25	04/10/25	04/18/25
04/11/25	04/24/25	05/02/25
04/25/25	05/08/25	05/16/25
05/09/25	05/22/25	05/30/25
05/23/25	06/05/25	06/13/25
06/06/25	06/19/25	06/27/25

USF pay periods are bi-weekly with pay dates falling on every other Friday. USF pay periods begin on Fridays and end on Thursdays. All employees are required to sign-up for Direct Deposit.

**\*NOTE:** This schedule is subject to change. Processing dates and deadlines will change when Oracle goes live. An updated schedule will be released before the Oracle go-live date.

For new employees, your 1st pay date may vary.



# Health Insurance Marketplace Coverage Options and Your Health Coverage

Form Approved  
OMB No. 1210-0149  
(expires 12-31-2026)

## PART A: General Information

Even if you are offered health coverage through your employment, you may have other coverage options through the Health Insurance Marketplace ("Marketplace"). To assist you as you evaluate options for you and your family, this notice provides some basic information about the Health Insurance Marketplace and health coverage offered through your employment.

### What is the Health Insurance Marketplace?

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options in your geographic area.

### Can I Save Money on my Health Insurance Premiums in the Marketplace?

You may qualify to save money and lower your monthly premium and other out-of-pocket costs, but only if your employer does not offer coverage, or offers coverage that is not considered affordable for you and doesn't meet certain minimum value standards (discussed below). The savings that you're eligible for depends on your household income. You may also be eligible for a tax credit that lowers your costs.

### Does Employment-Based Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. If you have an offer of health coverage from your employer that is considered affordable for you and meets certain minimum value standards, you will not be eligible for a tax credit, or advance payment of the tax credit, for your Marketplace coverage and may wish to enroll in your employment-based health plan. However, you may be eligible for a tax credit, and advance payments of the credit that lowers your monthly premium, or a reduction in certain cost-sharing, if your employer does not offer coverage to you at all or does not offer coverage that is considered affordable for you or meet minimum value standards. If your share of the premium cost of all plans offered to you through your employment is more than 9.12%<sup>1</sup> of your annual household income, or if the coverage through your employment does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit, and advance payment of the credit, if you do not enroll in the employment-based health coverage. For family members of the employee, coverage is considered affordable if the employee's cost of premiums for the lowest-cost plan that would cover all family members does not exceed 9.12% of the employee's household income.<sup>1,2</sup>

**Note:** If you purchase a health plan through the Marketplace instead of accepting health coverage offered through your employment, then you may lose access to whatever the employer contributes to the employment-based coverage. Also, this employer contribution -as well as your employee contribution to employment-based coverage- is generally excluded from income for federal and state income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis. In addition, note that if the health coverage offered through your employment does not meet the affordability or minimum value standards, but you accept that coverage anyway, you will not be eligible for a tax credit. You should consider all of these factors in determining whether to purchase a health plan through the Marketplace.

<sup>1</sup> Indexed annually; see <https://www.irs.gov/pub/irs-drop/rp-22-34.pdf> for 2023.

<sup>2</sup> An employer-sponsored or other employment-based health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs. For purposes of eligibility for the premium tax credit, to meet the "minimum value standard," the health plan must also provide substantial coverage of both inpatient hospital services and physician services.



## When Can I Enroll in Health Insurance Coverage through the Marketplace?

You can enroll in a Marketplace health insurance plan during the annual Marketplace Open Enrollment Period. Open Enrollment varies by state but generally starts November 1 and continues through at least December 15.

Outside the annual Open Enrollment Period, you can sign up for health insurance if you qualify for a Special Enrollment Period. In general, you qualify for a Special Enrollment Period if you've had certain qualifying life events, such as getting married, having a baby, adopting a child, or losing eligibility for other health coverage. Depending on your Special Enrollment Period type, you may have 60 days before or 60 days following the qualifying life event to enroll in a Marketplace plan.

There is also a Marketplace Special Enrollment Period for individuals and their families who lose eligibility for Medicaid or Children's Health Insurance Program (CHIP) coverage on or after March 31, 2023, through July 31, 2024. Since the onset of the nationwide COVID-19 public health emergency, state Medicaid and CHIP agencies generally have not terminated the enrollment of any Medicaid or CHIP beneficiary who was enrolled on or after March 18, 2020, through March 31, 2023. As state Medicaid and CHIP agencies resume regular eligibility and enrollment practices, many individuals may no longer be eligible for Medicaid or CHIP coverage starting as early as March 31, 2023. The U.S. Department of Health and Human Services is offering a temporary Marketplace Special Enrollment period to allow these individuals to enroll in Marketplace coverage.

Marketplace-eligible individuals who live in states served by HealthCare.gov and either- submit a new application or update an existing application on HealthCare.gov between March 31, 2023 and July 31, 2024, and attest to a termination date of Medicaid or CHIP coverage within the same time period, are eligible for a 60-day Special Enrollment Period. **That means that if you lose Medicaid or CHIP coverage between March 31, 2023, and July 31, 2024, you may be able to enroll in Marketplace coverage within 60 days of when you lost Medicaid or CHIP coverage.** In addition, if you or your family members are enrolled in Medicaid or CHIP coverage, it is important to make sure that your contact information is up to date to make sure you get any information about changes to your eligibility. To learn more, visit HealthCare.gov or call the Marketplace Call Center at 1-800-318-2596. TTY users can call 1-855-889-4325.

## What about Alternatives to Marketplace Health Insurance Coverage?

If you or your family are eligible for coverage in an employment-based health plan (such as an employer-sponsored health plan), you or your family may also be eligible for a Special Enrollment Period to enroll in that health plan in certain circumstances, including if you or your dependents were enrolled in Medicaid or CHIP coverage and lost that coverage. Generally, you have 60 days after the loss of Medicaid or CHIP coverage to enroll in an employment-based health plan, but if you and your family lost eligibility for Medicaid or CHIP coverage between March 31, 2023 and July 10, 2023, you can request this special enrollment in the employment-based health plan through September 8, 2023. Confirm the deadline with your employer or your employment-based health plan.

Alternatively, you can enroll in Medicaid or CHIP coverage at any time by filling out an application through the Marketplace or applying directly through your state Medicaid agency. Visit <https://www.healthcare.gov/medicaid-chip/getting-medicaid-chip/> for more details.

## How Can I Get More Information?

For more information about your coverage offered through your employment, please check your health plan's summary plan description or contact

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The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit [HealthCare.gov](https://www.healthcare.gov) for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

## PART B: Information About Health Coverage Offered by Your Employer

This section contains information about any health coverage offered by your employer. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information. This information is numbered to correspond to the Marketplace application.

3. Employer name State of Florida		4. Employer Identification Number (EIN) 59-3458983	
5. Employer address PO Box 5450		6. Employer phone number 1-850-921-4600	
7. City Tallahassee	8. State Florida	9. ZIP code 32314	
10. Who can we contact about employee health coverage at this job? People First Service Center, Monday through Friday, from 8 a.m. to 6 p.m. Eastern Time			
11. Phone number (if different from above) 1-866-663-4735		12. Email address N/A	

Here is some basic information about health coverage offered by this employer:

- As your employer, we offer a health plan to:

☒ All employees. Eligible employees are:

Part-time and full-time employees as defined in Section 110.123(2)(c) and (f), Florida Statutes, are eligible for health coverage under the State Group Insurance Program. Pursuant to this statute, you may become eligible for health coverage if you work an average of 30 hours or more each week over the defined measurement period. If you become eligible following the measurement period, you will be notified. For details regarding the Program's terms of eligibility, see the Benefits Guide for a summary program description at [myFlorida.com/myBenefits](http://myFlorida.com/myBenefits)

☐ Some employees. Eligible employees are:

- With respect to dependents:

☒ We do offer coverage. Eligible dependents are:

For details regarding the Program's terms of eligibility, including exceptions and dependent coverage, see the Benefits Guide for a summary program description at [mybenefits.myflorida.com](http://mybenefits.myflorida.com).

☐ We do not offer coverage.

☒ If checked, this coverage meets the minimum value standard, and the cost of this coverage to you is intended to be affordable, based on employee wages.

**\*\*** Even if your employer intends your coverage to be affordable, you may still be eligible for a premium discount through the Marketplace. The Marketplace will use your household income, along with other factors, to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee or you work on a commission basis), if you are newly employed mid-year, or if you have other income losses, you may still qualify for a premium discount.

If you decide to shop for coverage in the Marketplace, [HealthCare.gov](http://HealthCare.gov) will guide you through the process. Here's the employer information you'll enter when you visit [HealthCare.gov](http://HealthCare.gov) to find out if you can get a tax credit to lower your monthly premiums.

The information below corresponds to the Marketplace Employer Coverage Tool. Completing this section is optional for employers, but will help ensure employees understand their coverage choices.

**13. Is the employee currently eligible for coverage offered by this employer, or will the employee be eligible in the next 3 months?**

☐ **Yes** (Continue)

13a. If the employee is not eligible today, including as a result of a waiting or probationary period, when is the employee eligible for coverage? \_\_\_\_\_ (mm/dd/yyyy) (Continue)

☐ **No** (STOP and return this form to employee)

**14. Does the employer offer a health plan that meets the minimum value standard\*?**

☐ Yes (Go to question 15) ☐ No (STOP and return form to employee)

**15. For the lowest-cost plan that meets the minimum value standard\* offered only to the employee** (don't include family plans): If the employer has wellness programs, provide the premium that the employee would pay if he/ she received the maximum discount for any tobacco cessation programs, and didn't receive any other discounts based on wellness programs.

a. How much would the employee have to pay in premiums for this plan? \$ \_\_\_\_\_

b. How often? ☐ Weekly ☐ Every 2 weeks ☐ Twice a month ☐ Monthly ☐ Quarterly ☐ Yearly

If the plan year will end soon and you know that the health plans offered will change, go to question 16. If you don't know, STOP and return form to employee.

**16. What change will the employer make for the new plan year?** \_\_\_\_\_

☐ Employer won't offer health coverage

☐ Employer will start offering health coverage to employees or change the premium for the lowest-cost plan available only to the employee that meets the minimum value standard.\* (Premium should reflect the discount for wellness programs. See question 15.)

a. How much would the employee have to pay in premiums for this plan? \$ \_\_\_\_\_

b. How often? ☐ Weekly ☐ Every 2 weeks ☐ Twice a month ☐ Monthly ☐ Quarterly ☐ Yearly

• An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs (Section 36B(c)(2)(C)(ii) of the Internal Revenue Code of 1986)