

EMPLOYMENT SEPARATION - IMPACT ON BENEFITS RESOURCE GUIDE

CONTINUATION OPTIONS FOR STATE GROUP INSURANCE

Employees who have separated from employment with USF are given the opportunity to continue health insurance, dental insurance, vision insurance, healthcare flexible spending account (FSA), and health reimbursement account (HRA) benefits for up to 18 months under COBRA. COBRA (*Consolidated Omnibus Reconciliation Act*) is a benefit provided under federal law which allows for temporary continuation of certain group employee benefits. For health, dental, and vision insurance under COBRA, qualified individuals are required to pay the entire monthly premium for coverage plus a 2% administrative surcharge. (There is no administrative surcharge for the continuation of FSA or HRA benefits under COBRA.)

Shortly after your separation date, People First will automatically mail COBRA information and enrollment forms to your home address. Under the law, you have at least 60 days from your last day of employment to elect COBRA by returning the enrollment forms.

NOTE: When employees who are enrolled in an HMO health plan move outside of the HMO's "service area" and want to continue the coverage under COBRA, they must enroll in the State Employees' PPO Plan.

Additional COBRA information, as well as premium rates, may be obtained by calling People First at 1-866-663-4735.

LIFE INSURANCE CONVERSION & PORTABILITY OPTIONS

For employees not separated due to layoff, State of Florida basic group life insurance coverage may be converted within 31 days of coverage termination, without having to furnish evidence of insurability, provided the employee is under the age of 70 and has not retired. Separating employees also have the option to continue their optional life insurance coverage through a portability provision. To receive the necessary forms to take advantage of conversion

and/or portability of life insurance coverage, contact People First at 1-866-663-4735, or Securian Financial directly at 1-877-282-1752.

CONTINUATION OF SUPPLEMENTAL INSURANCES AFTER COBRA

Supplemental insurance plans (excluding health insurance) may have a provision to allow employees to convert their policies to private direct-pay plans. Arrangements to continue the supplemental insurance are handled directly with the individual company. The insurance carrier(s) should be contacted prior to the termination of COBRA coverage for information on direct pay.

FLEXIBLE SPENDING ACCOUNTS (FSA) & HEALTH SAVINGS ACCOUNTS (HSA)

Healthcare FSA, Limited Purpose FSA and Dependent Care FSA claims can be submitted for services received prior separation. If employees wish to continue participation in the Healthcare FSA or Limited Purpose FSA for the remainder of the Plan Year, they must contact People First at 1-866-663-4735.

Health Savings Accounts are completely portable, and, therefore, they can be retained even if an employee separates. Upon separation, employer contributions will cease.

Questions regarding account information should be directed to Chard Snyder at 1-855-824-9284.

STATE RETIREMENT

Questions concerning retirement benefits should be directed to the Florida Retirement System (FRS) at 1 (844) 377-1888, or the USF Human Resources Benefits Department at (813) 974-2970. For additional information about FRS plans, please visit:

<https://www.myfrs.com/>

FRS Pension Plan Members

If an employee is not vested: Years of service are retained on account; if an employee returns to covered employment, additional service is added to the existing account. Questions regarding unvested contributions should be directed to the Division of Retirement at 1-844-377-1888.

If an employee is vested: The employee may retire (an early retirement reduction in the benefit may apply) or defer retirement until a future date. If the employee returns to covered employment without retiring, additional service is added to the existing account. Questions regarding vesting, service credit, or to request a calculation of the benefit should be directed to the Division of Retirement at 1-844-377-1888.

If an employee is in the Deferred Retirement Option Program (DROP): Please direct questions to the USF Human Resources Benefits Department at (813) 974-2970 or via email to benefits@usf.edu.

Please note that any address changes that occur after separation should be reported to the Division of Retirement at 1-844-377-1888.

FRS Investment Plan Members

Questions concerning present or future retirement options, and changes that occur after separation, should be directed to the MyFRS Financial Guidance Line at 1-866-446-9377.

State University System Optional Retirement Program (SUSORP) Members

If an employee is enrolled in the Optional Retirement Program (ORP), questions concerning the disposition of the account, and any address changes that occur after separation, should be directed to the provider company.

<https://www.usf.edu/hr/documents/benefits/retirement/orp-providers-contact-list.pdf>

VOLUNTARY SAVINGS PLAN 403(B)

Questions should be directed to the applicable company's agent(s). More information can be found by visiting:

<http://www.netbenefits.com/usf>

Questions (813) 974-2970 or benefits@usf.edu

STATE DEFERRED COMPENSATION PLAN 457

Questions should be directed to the applicable company's agent or the Deferred Compensation Office at 1-877-299-8002. Additional information can also be found here:

<https://www.myfloridacfo.com/deferredcomp>

TEMPORARY EMPLOYEE RETIREMENT PLAN (TERP)

Questions should be directed to an AIG Retirement Services Client Services Professional at 1-800-448-2542. Additional information can also be found here:

<https://usf.aigrs.com/>

LEAVE BALANCES

Attendance and leave records are audited by the employing department to determine hours of accrued leave to be paid. Additional information can be found in the [Attendance and Leave Guide for Employees](#).

Annual leave

An employee may be paid a lump sum payment (Staff up to 240 hours; Administration up to 352 hours) at the time of separation if employed at least 6 months.

Sick leave

An employee hired prior to January 1, 2014 with 10 or more years of continuous creditable service may be paid a lump sum payment for ¼ of current sick leave, not to exceed 480 hours.

Special and Overtime Compensatory Leave

An employee must be paid a lump sum payment upon layoff.

If an employee who was laid off is recalled from layoff, or is rehired within a specific period of time, eligibility for reinstatement of annual and sick leave may apply.

WORKERS' COMPENSATION

If an employee is separated while receiving Workers' Compensation benefits, the employee will continue to receive medical and wage loss benefits according to law.

EMPLOYEE TUITION PROGRAM

If an employee voluntarily leaves employment prior to the end of a semester in which they have received a tuition waiver, the waiver will be removed and the employee/student will be responsible for the tuition and fees for that semester.

INSURANCE COVERAGE UPON TRANSFER OR RE-EMPLOYMENT

Agency/University Transfer

A change from one state agency or state university to another state agency or state university with less than a 26-week break in service does not constitute new employment for insurance purposes unless there is a change in the eligibility status. Therefore, enrollment may not change. However, employment with a state agency or state university with more than a 26-week break in service may entitle an employee to be treated as a new hire and to make new benefit elections within 60 days from their date of rehire. Restrictions on eligibility and coverage may apply.

Re-employment

An employee who is rehired with less than a 26-week break in service may not make new benefit elections or enroll in benefits (if not already enrolled). An employee who is rehired with more than a 26-week break in service may be eligible to make new benefit elections within 60 days from date of rehire. Restrictions on eligibility and coverage may apply.

PARKING PERMIT

Upon separation, employees may be required to turn in their parking permit to Parking & Transportation Services. Please contact (813) 974-3990 to determine if this applies.

Questions (813) 974-2970 or benefits@usf.edu

FLORIDA PREPAID COLLEGE SAVINGS PLANS

Questions regarding Florida Prepaid should be directed to 1-800-552-4723.

SPECIAL PROVISIONS FOR EMPLOYEES IMPACTED BY LAYOFFS

Health and Basic Life Extended Coverage

Employees who separate from employment *due to layoff* are eligible to continue health and basic life insurance through People First for up to 24 months from the date of layoff. Employees are automatically enrolled in health and basic life coverage at the beginning of their layoff period, but must contact People First at 1-866-663-4735 to obtain premium rates, confirm enrollment and make payment arrangements, or decline the coverage. Layoff employees are responsible for paying the full cost of the coverage which must be remitted to the following address:

People First Service Center
Post Office Box 863477
Orlando, FL 32886-3477

As with COBRA coverage, any layoff employee enrolled in an HMO health plan that moves outside of the HMO's "service area" and wants to continue the coverage must enroll in the State Employees' PPO Plan.

Supplemental coverage through COBRA

Layoff employees who want to continue dental insurance, vision insurance, healthcare FSA, and/or HRA coverage may continue these benefits under COBRA. Please see "Continuation Options for State Group Insurance" for information.

Employee Tuition Program

Layoff employees that are participating in the Employee Tuition Program during the semester in which they separate continue to remain eligible for the Employee Tuition Program for the remainder of that semester and will not have their tuition waiver removed.