



FLORIDA STATE UNIVERSITY
OFFICE OF HUMAN RESOURCES

An important message from FSU Office of Human Resources

This message has been approved by Sarah Mirkin, HR Communications Manager, for distribution to all Department Representatives.

Holding multiple appointments at FSU or transferring to new types of appointments at the University (or among state agencies), will impact an employee's health insurance eligibility and enrollment options for state plans. Please review the following reminders about health insurance eligibility/enrollment for OPS and salaried employees (USPS, A&P, & Faculty).

- If an employee is enrolled in benefits and transfers **from a full-time salaried position to an OPS position** (any Full Time Equivalent or "FTE"), all OPS-eligible benefits* will transfer to the OPS position. The OPS employee is entitled to keep the benefits at the full-time rate until the end of that calendar year.
- If any **full-time employee** drops to a **part-time FTE** without changing position type, they will stay enrolled in their benefits at the full-time rate, until the end of that calendar year. At the end of the calendar year:
 - Salaried employees' coverage will continue, but their health insurance premium will increase.
 - OPS employees will have their hours measured to determine if they may participate in open enrollment to continue their coverage; if they are working less than 30 hours per week they may not be eligible to continue the benefits.
- An employee in a **benefits-ineligible OPS position** who transfers into a **full-time salaried position**, experiences a qualifying event as a new salaried employee and is eligible to enroll in all benefits.
- If an **OPS employee** gains eligibility for benefits, but does not elect coverage before transferring to a **full-time salaried position**, they do **not** experience a qualifying event and cannot elect coverage until the next open enrollment, unless they experience a different qualifying event.
- If an employee terminates their salaried position with benefits, but FSU keeps them in an **OPS position** (no matter what the FTE is), certain benefits will continue on the OPS position.* OPS eligible benefits will continue at the full-time rate for the employee and the employer until the end of the calendar year or until they are terminated, whichever comes first.
- If an **employee enrolled in benefits gains coverage outside of FSU**, they must cancel their coverage with People First within 60 days. Otherwise, FSU and the employee are responsible for premiums until the employee is terminated from employment or loses eligibility.
- If an **employee enrolled in benefits terminates employment**, but is **not terminated in OMNI HR** in a timely manner, the department and employee are responsible for the premiums until the

month following the termination date in OMNI HR. People First will not accept backdated terminations.

- To be considered a **new hire**, an employee must be separated from FSU, or other State employment, for at least **six calendar months**. Any employee (OPS or salaried) rehired in less than six months will be automatically reenrolled into previously held coverage, if they were enrolled before terminating employment.

If you have any questions or need assistance, please email the Human Resources Benefits Office at insurance@fsu.edu.

**Medical Reimbursement Accounts, Limited Purpose Medical Reimbursement Accounts, and Optional Life plans are not available to OPS employees. These benefits will be discontinued if an employee becomes OPS*