



FLORIDA STATE UNIVERSITY  
OFFICE OF HUMAN RESOURCES

An important message from FSU Office of Human Resources

**This message has been approved by Shelley Lopez, Program Director, Communications/Special Projects, for distribution to all Department Representatives.**

It is important to remember that transferring or holding multiple appointments at the University or within a state agency impacts both employee eligibility for health insurance and [enrollment options for state plans](#).

Below are some helpful reminders for OPS and salaried employees (USPS, A&P, and Faculty):

**Full-time salaried position to an OPS position**

- 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. The employee's eligibility for the next calendar year will be determined by the [Open Enrollment Measurement Period](#).
- If an employee **terminates their salaried position** with benefits, but FSU keeps them in an **OPS position** (no matter what the FTE is), insurance benefits will continue for 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.

**Full-time position to part-time FTE**

If any **full-time employee** drops to a **part-time FTE** without changing position type, they will remain **enrolled** in their benefits at the full-time rate until the end of that calendar year. However, the employee's hours will be measured during the [Open Enrollment Measurement Period](#). At the end of the calendar year:

- Salaried employees' coverage will continue, but the measurement period determines if the health insurance premium changes.
- 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.

### Benefits-eligible OPS position to full-time salaried position

- 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. They cannot elect coverage until the next open enrollment unless they experience a different qualifying event.

### When benefits coverage is terminated or transferred

- 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.
- If an **employee transfers from other State employment** to FSU and was enrolled in insurance benefits, then the **insurance benefits transfer to FSU**. This happens whether the position at FSU is hired OPS eligible, OPS ineligible, or salaried.

### Rehiring OPS and salaried employees – [Break in Service](#)

- To be considered a **new hire**, an OPS employee must be separated from FSU or other State employment, for at least **six calendar months**. Any employee transitioning from OPS to salaried, OPS to OPS, or salaried to OPS and rehired within six months from their termination date, will be automatically re-enrolled into previously held coverage if they were enrolled before terminating employment.
- To be considered a **new hire**, a salaried employee who is rehired into another salaried position must be separated from FSU or other State employment for at least **one full calendar month**.

### Resources

Information is available on the Human Resources Benefits [website](#) under the Resources section.

**Questions?** Please contact the Benefits Office at [insurance@fsu.edu](mailto:insurance@fsu.edu) or (850) 644-4015.

*\*Optional Life insurance plans are not available to OPS employees. This benefit will be discontinued if an employee becomes OPS.*