

Welcome to USF Health at the University of South Florida, Tampa

The logo for USF Health, featuring a small icon of a person and the text "USF Health" in blue.

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Faculty Benefits

The University of South Florida offers a competitive faculty benefits package. Benefits available are: health, life, dental, and supplemental insurance; reimbursement accounts for medical and dependent care; retirement pensions and a tax deferral program for retirement; course registration fee waivers, paid holidays, paid sick leave, and paid vacation. Contact the USF Human Resources office at 813-974-2970 for specific information regarding insurance and retirement programs and additional information on benefits referenced below:

The Advocacy Program

This program offers confidential support and practical assistance to faculty, staff and students who have been the victims of actual or threatened violence, including battery, assault, rape, sexual battery and stalking. Program staff can be contacted at 813-974-5756. Visit [The Advocacy Program](#) website for more information.

Employee Assistance Program

The University of South Florida provides an [Employee Assistance Program](#) (EAP) to assist faculty and staff with personal, family, or workplace concerns through various educational and psychological interventions including assessment, crisis intervention, psychological counseling, substance abuse services, couples counseling, career counseling, seminars, consultation, and information/referral services For more information regarding the EAP services and eligibility guidelines, visit the [Counseling Center](#) website or call 813-974-5469.

Additionally, Morsani College of Medicine Faculty may utilize benefits available through the Faculty Assistance Program (FAP) tailored to the needs of medical faculty. Please visit the [Wood and Associates'](#) webpage for more information.

Employee Discounts

Faculty may also receive discounts for various goods and services. The specific discounts vary. Go to the USF [Employee Perks Program](#) website to see the current offerings.

Accrual of Annual and Sick Leave

A full-time faculty member will accrue Annual and Sick Leave at the end of each pay period in accordance with [USF Regulation 10.104 Faculty Benefits and Hours of Work](#).

The leave accrual rate is prorated based on the number of hours in pay status for faculty appointed to less than a 1.00 FTE or for faculty appointed 1.00 FTE, but paid for less than 80 hours in a full pay period.

The University also provides additional leave benefits to its employees and detail of these [benefits](#) are available on the USF Human Resources website.

For leave accruals in a workers compensation situation, contact the [USF Attendance and Leave Administrator](#), at 813-974-5717.

Cashing Out Leave

Faculty members who separate from employment may receive pay outs for accrued Annual and Sick Leave hours in accordance with [USF Regulation 10.104](#). Leave payouts are calculated on the basis of USF salary only and do not include the ASF Compensation as leave is a benefit on the University portion of a clinical appointment.

Payments for accrued leave payouts will be made after a department audit of leave balances, and adjustment, if necessary, on leave balances maintained in the University Automated Leave Tracking System (ALT) as provided for by [USF Human Resources Procedures](#).

The University may withhold any payment for accrued Annual or Sick Leave in accordance with [USF Regulation 10.104](#), if the faculty member fails to return all University property in the custody or control of that individual when requested to do so. The University shall inform the faculty member of the reason(s) for withholding such payments.

Delayed Holiday

When faculty, except for those who are practicing clinicians in the Morsani College of Medicine, are required to work on a holiday they are eligible to receive a delayed holiday, that is, the opportunity to take the holiday off in the future. Such delayed holiday will be requested in the same manner as other leave, must be approved in advance, and will be taken off within a reasonable amount of time following the actual holiday.

Family Leave

[The Family and Medical Leave Act](#) of 1993 (FMLA), as amended, is a Federal law which entitles eligible faculty members to protected leave under the circumstances outlined by the law. In conjunction with the OFA, the University's program for USF Health Faculty is administered by USF Human Resources which published the University's guidelines for [FMLA Leave](#).

Holidays

Each year the University designates paid Holidays. USF Division of Human Resources maintains the [Holiday Schedule](#) for the University.

Faculty assigned clinical duties in one of the Morsani College of Medicine's affiliated institutions may be required to observe that institution's holiday schedule which may be different than the University's, and should refer to the [Delayed Holiday Procedure](#) for more information.

Post Doctoral Scholars Benefit Program

Effective July 1, 2009, USF will begin offering a comprehensive and competitive benefit package to [Postdoctoral Scholars](#) at the university. Benefits offered include health and dental insurance and vision discounts from Blue Cross Blue Shield of Florida; life and disability insurance from the Gabor Agency; retirement options; and Paid Time Off (PTO).

Requesting Annual or Sick Leave

[Annual Leave](#) may be used for any personal reason. When annual leave is used for consulting or other employment outside the University, the faculty member must also comply with the requirements for reporting Outside Activity. A faculty member may be directed to use Annual Leave by his or her supervisor.

A [Sick Leave](#) benefit is available for illnesses, injuries, or medical appointments, and may in appropriate circumstances, be used by the Faculty member for medical issues related to family members, as provided for in law and university procedures.

Faculty members requesting the [use of Annual or Sick Leave](#) should consult with their Department/Division administrator to learn the leave request procedures used or can refer to the University's [Automated Leave](#)

[Tracking](#) system for information on the self-service method.

The University of South Florida also administers a [Sick Leave Pool](#) to provide additional sick leave coverage during times of serious illness or injury for those who join it. Faculty with a minimum of one year of continuous university service may join during an open enrollment period, provided they are appointed to an established position and have an appropriate minimum sick leave balance. For further information, call the USF Attendance and Leave Administrator at 813-974-5717.

USF also has a [Donation of Sick Leave](#) program. Contact the [USF Attendance and Leave Administrator](#) for additional information.

Temporary Employee Retirement Plan

The University requires all eligible Temporary/OPS employees to participate in the Temporary Employee Retirement Plan or TERP, which went into effect beginning August 8, 2008. More details can be found at the [USF HR website](#).

Unemployment Compensation

All faculty members are covered by the Florida Unemployment Compensation Law. Unemployment Insurance provides temporary income payments to offset wages lost to workers who lose their jobs through no fault of their own, and are able and available for work. For further information, contact USF Human Resources at 813-974-2970.

Workers' Compensation

All faculty are covered by [Workers' Compensation](#) Insurance. If you are injured on the job, notify your supervisor immediately and participate in the completion of a Notice of Injury form. Supervisors authorize faculty members to seek medical treatment with approved physicians, if necessary. Failure to report job related accidents promptly may result in a loss of benefits and steep fines for the University. Contact USF HR Employee Relations at 813-974-5775.

USF Policies & Procedures

Alcoholic Beverages

USF limits the consumption of alcohol to approved events and locations in accordance with its policy on [Alcoholic Beverages](#). You can obtain a copy from the [Office of Faculty Affairs](#).

Americans with Disabilities Act

The University of South Florida strives to ensure that all goods, services, facilities, privileges, advantages and accommodations are meaningfully accessible to qualified persons with disabilities in accordance with federal and state laws. For further information, contact the [Office of Faculty Affairs](#) at 813-974-5105.

Biohazardous Wastes and Bloodborne Pathogens

All clinical faculty new to USF are required to take the [USF HEALS](#) online OSHA Bloodborne Pathogen (BBP) Education module before billing through USFPG.

All Morsani College of Medicine personnel who are at risk of exposure to bloodborne pathogens are required by law to have one hour annually of mandatory education about risk reduction. For further information, contact the [Division of Environmental Health and Safety](#) at 813-974-4036.

Biohazardous wastes include all waste generated in human or animal research, or academic or healthcare activities that involve any of the following: (1) blood and body fluids, irrespective of source, (2) tissue specimens and body parts, irrespective of source, (3) syringes with needles or needles separated from syringes, regardless of source, (4) pipettes, culture dishes, tubing and culture media potentially contaminated with pathogens, blood or body fluids, and (5) any other potentially contaminated items, such as gauze pads, cloths, clothing or bandages saturated with blood or body fluids. All biohazardous waste must be disposed of in accordance with procedures developed by [USF Environmental Health and Safety](#) at 813-974-4036.

Code of Ethics

Faculty members are required at all times to perform their duties in an open and ethical manner in conformity with the Florida Code of Ethics for Public Employees. Faculty members receive compensation for duties assigned by the University, and must avoid conflicts of interest that may affect their University duties. Faculty may not accept compensation from sources outside the University without prior approval, may not solicit or accept gifts of material value, must comply with the Florida Open Records law, and may not use University property or facilities for non-university purposes. At all times, Faculty are expected to maintain the public trust that is essential to the operation of the University. Faculty are advised to seek an opinion from the University before entering into any arrangement that may raise potential ethical concerns. Further information or assistance may be obtained from the [Office of Faculty Affairs](#).

Collective Bargaining

Most Faculty in the College of Nursing and College of Public Health are covered by the [Collective Bargaining Agreement](#) (CBA) between the United Faculty of Florida (UFF) and the University Board of Trustees and are considered "in-unit". All Faculty members in the Morsani College of Medicine and some Faculty members in the Colleges of Nursing and Public Health, are not covered by the terms of the CBA and are considered to be "non-unit" Faculty. The terms of employment for Faculty members who are out-of-unit are covered by USF Regulations, Policies, and Procedures and/or Academic Guidelines of the College of Medicine.

Faculty members of the Morsani College of Medicine are additionally covered by the policies of the Morsani College of Medicine outlined in the Academic Human Resources Policies of the Morsani College of Medicine (Faculty Handbook/Information Site) and those of the [USF Health Office of Faculty Affairs](#).

Drug-Free Workplace

The University is a drug-free workplace, and faculty and staff may be disciplined for a violation of the University's [Drug-Free Workplace Policy](#). Additionally, any faculty member or employee who, as part of their duties, is required to maintain a Commercial Drivers License may be subject to testing in accordance with Federal Law, under the University's [Alcohol and Drug Testing Policy](#).

Faculty with alcohol or drug problems are urged to obtain prompt professional help, either from their own health provider or by contacting the MCOM [Faculty Assistance Program](#) (813-871-1293), [USF Employee Assistance Program](#) (813-974-5469), [Alcoholics Anonymous](#) (813-933-9123), [Narcotics Anonymous](#) 24 Hour Helpline (813-879-4357), or [Physician's Recovery Network](#) (1-800-888-8776).

Elected Public Officials - Seeking Public Office

Faculty who intend to seek election to public office must notify the Vice President for USF Health in advance to determine whether their candidacy will interfere with the full discharge of their USF duties.

Refer to [Faculty Ethical Obligations: Conflicts of Interest and Outside Employment; Employment of Relatives; Seeking or Holding Public Office](#).

Emergency Preparedness

At the time of a weather-related condition or other emergency, all official notifications regarding university operations will be released through the [USF Website](#) and on our toll-free information line at (800) 992-4231.

When a hurricane or tropical storm approaches, USF officials maintain communication with local and state agencies to monitor the storm's track. Official notifications will be updated as changes occur or there are cancellations to report.

USF students and employees, the fastest way to get emergency information is by subscribing to MoBull on your cell phone. To register for MoBull, visit <http://usfweb2.usf.edu/mobullplus/>.

Additional information can be found at the [USF Emergency Preparedness website](#).

Employment of Relatives

The University adheres to Florida Law and the University Regulation regarding the hiring and employment of related person (as defined in [USF Regulation 10.107 Ethical Obligation: Conflicts of Interest & Outside Employment](#) [Employment of Relatives; Seeking or Holding Public Office](#)) in a single organizational unit or in a work related organizational unit. Such employment may be premitted if an employee related to another has no authority over recommendations or decisions that affect the related person's terms and conditions of employment. The employment of related individuals in the same organizational unit must be approved in advance in writing by the Vice-President for USF Health. For assistance with the approval process or additional information, contact the [Faculty Affairs Office](#) at 813-974-5105.

Equal Opportunity

The University of South Florida is an Equal Opportunity and Affirmative Action Employer that is committed to obtaining true diversity among all of its employees and students and to ending discrimination in the work-place. For additional information, contact the USF Office of [Diversity and Equal Opportunity](#) at 813-974-4373 or the [Office of Faculty Affairs](#) at 813-974-5105.

Exit Interviews

Faculty who are leaving USF Health are invited to provide feedback through an on-line Exit Survey coordinated by the Office of Faculty Affairs. Comments through the on-line survey may be made anonymously, if you like. Please contact Pam Nichols at 974-1352 to request a link to the Exit Survey.

Extra State Compensation

Faculty are required to seek advance approval for any compensated employment from another State agency or from USF if they are appointed at 1.00 FTE or are employed by another department/school or college as Temporary/Adjunct (previously OPS). For information concerning such extra state compensation, contact the [Office of Faculty Affairs](#).

Grievance Procedure

If a faculty member in the Morsani College of Medicine or an out-of-unit faculty member in the College of Nursing or College of Public Health believes one of the conditions outlined in [USF Regulation 10.113](#) has occurred, he or she is entitled to file a grievance using the procedures outlined in the Regulation. Faculty members covered by the terms of the [Collective Bargaining Agreement](#) (primarily College of Nursing or Public Health faculty at USF Health) who have grievances should refer to the terms of the Agreement.

Contact the [Office of Faculty Affairs](#), 813-974-4950, to initiate the process or for additional information.

Misconduct

In accordance with University [Regulation](#) and/or [Collective Bargaining Agreement](#), Faculty who engage in acts that constitute Misconduct are subject to disciplinary action.

Nondiscrimination

Discrimination is prohibited at USF against any employee based on race, color, sex, sexual orientation, religious creed, national origin, age, veteran status, handicap, political affiliation or marital status. Faculty members concerned about discrimination or sexual harassment should report their concerns to the department chair/school Director and/or the [Office of Faculty Affairs](#). Formal complaints may be filed internally with the [Office of Diversity and Equal Opportunity Affairs](#) or externally with state or federal agencies.

Faculty should be aware that relationships with students or staff whom they teach, evaluate or supervise should be avoided because they create the appearance or fact of an abuse of power or of undue advantage. Even when both parties in the relationship have initially consented to a romantic involvement, such consent does not preclude a subsequent charge of sexual harassment against the faculty member because of the inherent inequalities in status and power. See also [Consensual Relationship Policy](#).

Public Records Policies

As a State agency, USF operates under Florida's Public Records Law. All communications or documents of any form made or received in connection with the transaction of any University business, other than those specifically exempted, are considered to be Public Records open for inspection by anyone who requests them and are available for copying upon payment of the cost of duplication. University documents that are specifically exempt from these requirements include student records, medical records, academic evaluations of faculty members, certain personnel records, and certain sponsored research records. For additional information and advice about the [University's Public Records Policy](#) contact the [Office of the General Counsel](#)

Sexual Harassment

Sexual harassment is illegal discrimination with a sexual connotation and is prohibited at the University of South Florida. Moreover, USF Health prohibits the creation of a hostile work and/or classroom/educational environment.

See [USF Policy 0-004](#) for more information.

Religious Freedom

The University will make reasonable efforts to accommodate religious observances for [Faculty/Staff](#) or [Students](#) in accordance with University Policy. Faculty wishing to participate in holy days of their faith are expected to

arrange for another instructor to cover any class assignments or reschedule the class. Additionally, Faculty are expected to be considerate of the religious observations of their students, and make appropriate arrangements upon proper notification from a student.

Visa & Non-US Citizen Policies

Information on Visa and non-US citizens policies and procedures may be obtained through the [Office of International Students and Scholar Services](#) at 813-974-5102.

General Information Links

ID Cards

The Card entitles faculty access to a number of additional University services. For more information regarding the USF Card, visit the [Card Center](#) website or contact them at 813-974-2357.

USF Health Procedures & Guidelines

Faculty Appointment & Renewal of Contracts

Faculty appointments within USF Health are generally continuous for 12-month periods and are governed by [USF Regulation 10.102, Faculty Recruitment, Selection, Appointment](#). Appointments may be tenured, tenure-earning, or non-tenure earning and may consist of partial tenure/tenure-earning and non-tenure earning components in accordance with the Appointment, Promotion, and Tenure guidelines of each College.

Appointments of non-tenured faculty may be non-renewed in accordance with [USF Regulation 10.110 Faculty Non Reappointment](#). Additionally, appointments of non-tenured faculty may be ended for the same reasons as tenured faculty, or as a result of loss of grant funding in accordance with [USF Regulations 10.111 Faculty Separations From Employment and Layoff](#) or [10.112, Faculty Misconduct and Incompetence](#).

Note: Faculty within the Colleges of Nursing and Public Health are covered by a [collective bargaining agreement](#) and provisions of that agreement may control the terms and conditions of their employment.

Impaired Faculty

If there is reason to believe that a faculty member is unable to perform assigned duties due to illness, disability or injury, the the Chair or Supervisor of the faculty member should contact the [Office of Faculty Affairs](#) (813-974-1676) for assistance.

Reporting Outside Activity

Faculty members must not engage in any outside activity that interferes with the full performance of their institutional responsibilities and obligations.

"Conflict of Interest" means any conflict between private interests of the faculty member and public interests of the University or State of Florida.

"Outside activity" means any employment, private practice, private consulting, service on boards or commissions, or any other activity, which is not part of the employee's University duties and for which the University does not provide compensation.

A faculty member who intends to engage in any outside activity that the employee should reasonably conclude may create a conflict of interest, or in any outside compensated professional activity, shall report such activity and any information requested by the University about the outside activity to his/her supervisor prior to engaging in the outside activity. The supervisor will accept or reject the report and deliver it to the Vice President for USF Health. Reporting of Outside Activities as well as Use of USF Equipment, Facilities, and Service at USF Health is done online via the [ROAD](#) application.

All such outside activity must be reported in sufficient detail to enable review **prior** to the faculty member engaging in it. An Outside Activity Report must be completed at the beginning of each new fiscal year and a supplemental Report filed thereafter for any activity that has not been previously reported.


Faculty members may not use University or College personnel, facilities, equipment, supplies or services in connection with any outside activity without prior approval of the Vice President of USF Health.

Faculty members must take reasonable precautions to assure that the outside employer or recipient of services understands that they are engaging in such outside activity as a private citizen and not as an employee, agent or spokesperson of the University.

Refer to the USF Health policy on [Conflict of Commitment and Conflict of Interest](#) and [USF Rule 10.107 Faculty Ethical Obligations: Conflicts of Interest and Outside Employment; Employment of Relatives; Seeking or Holding Public Office](#) for the complete policy and process.

Engage:

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