

## **STAFF HIRING AND EMPLOYMENT**

### **Staff Benefits**

All staff employees who work at least 50% time are eligible to participate in university benefit plans. The university contributes a fixed number of dollars towards benefits for its staff employees; any costs beyond university contributions must be paid for by the staff employee. No university funds may be used to pay for staff employee premiums.

Benefits coverage begins on the first day of the month after enrollment, but enrollment is not automatic. Enrollment must be completed either within sixty (60) days of the date of hire or during subsequent open enrollment periods. The effective date for benefit changes, or benefits enrollment completed during the annual open enrollment period is January 1 of the following year. At any time prior to completing one year of benefits-eligible service with the university, a staff employee may also enroll for supplemental disability insurance, if he or she had not done so upon hire.

Benefits coverage ends on the last day of the month in which a staff employee terminates. Terminating staff employees should contact the Office of Benefits Administration to discuss options on continuing benefits coverage.

Detailed descriptions of staff employee benefits, eligibility and enrollment requirements are provided on the USC Benefits Web site at [www.usc.edu/benefits](http://www.usc.edu/benefits). Benefits programs are subject to change at any time by the university, at its discretion, without prior notice or liability to the extent permitted under applicable law. In the event of a discrepancy between these policies and procedures and a collective bargaining agreement, the terms of the collective bargaining agreement will govern.

For more information on benefits, please contact the Office of Benefits Administration on the University Park campus at (213) 821-8111 or Personnel Services on the Health Sciences campus at (323) 442-1010.