



Current Adjunct Faculty Benefits Orientation

Agenda

- Getting Started
- Mandatory Training
- Required Legal Notices
- USF Adjunct Benefits

New Hire Forms

Complete your new-hire forms in USFWorks:

- Employee Data and Emergency Contact Information
- I-9 Form w/ supporting documentation (make an appointment with HR using the USF Appointment Calendar)
- W-4 Form - Federal taxes
- DE-4 Form - California state taxes
- Direct Deposit Form



Mandatory Training

Mandatory Training for Adjuncts

ITS Security Training (30 minutes)

- Information Technology Services (ITS) via emailed link

Mandatory Reporting (Title IX) Training (30 minutes)

- Title IX Office in WD Learning

USF Anti-Harassment Training (60 minutes)

- Human Resources in WD Learning

USF Workplace Violence Prevention Plan (40 minutes)

- Public Safety and Human Resources in WD Learning

Training Waivers

USF can accept current certificates from other CA employers in lieu of taking USF training for:

- Anti-harassment
- Title IX

We can NOT accept certificates for:

- ITS Security Awareness
- Workplace Violence

USF Workplace Violence Prevention Plan (WVPP)

We are committed to promoting and maintaining a safe and secure workplace for our faculty, librarians, staff, students, and visitors. Acts of violence, threats of violence, or physical intimidation will not be tolerated.

- The WVPP is part of USF's Workplace Violence Prevention policy and requires that all USF employees complete the Workplace Violence Prevention training by the prescribed due date and annually thereafter.
- The plan is available on myUSF: <https://myusf.usfca.edu/human-resources/policies-procedures/workplace-prevention-plan>
- This training **can not be waived** as it is considered employer specific.

USF Policy Against Unlawful Harassment, Discrimination, and Retaliation

Located on myUSF under HR Policies and Procedures

Anti-Harassment Training is a critical part of our policy

- Training is required for all faculty, librarians, and staff
- All new hires must complete the training by the prescribed due date
- “Refresher” training must be completed every 2 years
- Online trainings are accessed via Workday Learning
- We can waive this requirement if you have a current certificate from another CA employer

Injury and Illness Prevention Program (IIPP)

- USF's IIPP describes the workplace safety, authority, and responsibilities of all USF campus employees.
- Addresses workplace safety, compliance, hazard identification, incident reporting and investigation, hazard mitigation, employee communication, program documentation, and recordkeeping.
- Complies with Cal/OSHA California Code of Regulations to provide a safe and healthful workplace for all campus employees.
- The IIPP is available on myUSF: <https://myusf.usfca.edu/risk/injury-and-illness-prevention-program>

myUSF Adjunct Faculty Benefits Page

HUMAN RESOURCES

Benefits

[ADJUNCT FACULTY BENEFITS](#)

[BENEFITS ENROLLMENT](#)

[BENEFITS COMPLIANCE](#)

[CHILDCARE SUBSIDY](#)

[COMMUTER BENEFITS](#)

[DISABILITY INSURANCE](#)

[CONCERN EAP](#)

[FLEXIBLE SPENDING ACCOUNTS](#)

[HEALTHCARE PLANS](#)

[LIFE INSURANCE](#)

[OTHER BENEFITS](#)

[PUBLIC SERVICE LOAN
FORGIVENESS \(PSLF\)](#)

[RETIREMENT BENEFITS](#)

[TIME AWAY FROM USF](#)

[TUITION BENEFITS](#)

[WELLNESS BENEFITS](#)

[WORKERS COMPENSATION](#)

[Campus Resilience](#)

Adjunct Faculty Benefits

Adjunct Benefits Overview Webinar Recording

Are you a new or current adjunct faculty member and are curious about your benefit options at USF? Please join the benefits team to learn about Kaiser eligibility and the Kaiser medical plan, SFMRA, Employee Assistance Program, Tuition Remission (PHP), Life Insurance (PHP), retirement planning and savings, and commuter benefits.

[WATCH THE RECORDED WEBINAR](#)

[REVIEW THE PRESENTATION DECK](#)

The University of San Francisco offers a number of benefits to our adjunct faculty.



Kaiser Permanente Healthcare

[HEALTHCARE](#)



Semester subsidy

[COMMUTER BENEFITS](#)



PHP Life Insurance benefits

[PHP LIFE INSURANCE BENEFITS](#)



KAISER PERMANENTE®

Medical Coverage: Kaiser

Eligibility:

- Must have completed one year of employment at USF and have taught twelve (12) units
- Must teach during the semester in which they are requesting healthcare coverage for fall and/or spring semesters
- Must earn a monthly salary that is sufficient to cover the employee portion of the benefit deduction
- Must have paychecks paid in the months of October, November, and December for the fall semester and March, April, and May for the spring semester
- Kaiser eligibility evaluations require post-census date information; therefore, the entire process is based on the census date for that semester

Adjunct Faculty Healthcare Benefits page on myUSF: <https://myusf.usfca.edu/human-resources/benefits/adjunct-faculty-benefits/healthcare-benefits>

Kaiser Enrollment – Coverage Timeframe

For new fall enrollees, coverage is effective October 1 through February 28

- Fall coverage: effective Sept. 1 through Feb. 28 (continuing enrollees)
- Spring coverage: effective March 1 through August 31
- Payroll deductions will be taken out of 6 paychecks each semester to cover employee contributions for six months of coverage (Sept.-Feb. for the fall semester and March-Aug. for the spring semester)
- You will be eligible for year-round coverage if you teach continuously in the fall and spring semesters

When Can You Make Changes?

- Only adjunct faculty already enrolled in the Kaiser plan who experience a Qualifying Event as defined by the IRS (e.g., gained coverage elsewhere, marriage, birth, etc.), may make changes to their existing coverage
- Your qualifying event change to your benefits must be consistent with the event (e.g. if you give birth to or adopt a child, you can add your child to your medical coverage plan)
- To make a qualifying event change, please contact the Benefits Team within **30 calendar days** of the event
- Adjunct faculty may also make changes to their existing coverage during annual open enrollment

Kaiser: Adjunct Faculty Moving to Full-Time Status

(FALL SEMESTER)

- If you accept a full-time appointment for the fall semester, you will have full-time faculty benefits (including health insurance coverage) for the fall semester. However, your benefits will terminate on December 31 when the assignment ends.
- You will be offered COBRA effective January 1
- Please contact the Benefits team directly should you receive a FT appointment during the Fall semester.



Adjunct Faculty Sick Leave

- You accrue 1.875 hours per pay period (3.75 hours per month) up to a maximum of 80 hours.
- You can use sick hours for your own illness or that of a family member.
- Please review USF's [sick leave policy](#) for more information.

If you are unable to work, please report your absence to your dean's office and record your sick hours in USFWorks. Hours submitted will be deducted from your available balance.

SF Health Care Security Ordinance (HCSO)

What are SFHCSO, City Option, and SFMRA?

Eligibility:

- Employed for more than 90 days and regularly working at least eight hours per week in San Francisco in a calendar quarter

Contribution process and next steps:

- \$3.85/hour in 2025
- Eligible employees must enroll in SFMRA to access funds

[HCSO Waiver Form](#)



Don't Forget About This Benefit!

- The SF MRA balance rolls over year after year.
- You can continue to use the account even if you no longer work at USF.
- Effective April 1, 2026, the City and County of San Francisco will begin closing accounts that have not been used for three years or more.

HCSO and SFMRA Resources

- <https://myusf.usfca.edu/human-resources/benefits/healthcare-plans/sf-healthcare-security-ordinance>
- https://sfcityoption.org/files/SFCO_Onboarding_ENG.pdf
- <https://sfcityoption.org/sfmra/>
- <https://sfcityoption.org/sfmra/employee-faq/>

Tuition Remission

Who is Eligible:

- Preferred Hiring Pool (PHP) and their eligible dependents

Which Programs:

- UG and Graduate

When to Apply:

- Process and deadlines

Documentation:

- For spouse, RDP, and dependent child

Taxation:

- Taxation schedule, IRS exemptions



Wellness Program: GoUSF

GoUSF is an award-winning holistic wellness program whose mission is to support the health and well-being of employees and their families.

What we offer:

- Monthly programming and events that support the focus on the many dimensions of wellness
- Discounted membership rates available for Koret Health and Rec Center
- Ergonomic education and resources
- Mental Health Resources

Email gousf@usfca.edu with questions!

Employee Assistance Program

Enrollment

- Adjunct faculty automatically enrolled upon hire
- Our vendor is Concern

What we offer

- In the moment phone support and consultation
- Qualified clinical advisors available 24/7, 365 days a year
- Strictly confidential

How to access support

- Refer to the [Concern Adjunct flyer](#)
- Toll-free number: 1-800-344-4222

Basic Life and Accidental Death & Dismemberment (PHP only)

- 1 times annual salary, maximum \$40,000
- Premium is paid by USF
- You will need to designate your beneficiary in USFWorks by submitting a Beneficiary Change task. You can find the steps in the [Managing Life Insurance Beneficiaries job aid](#).
- Beneficiaries can be changed at any time
- Coverage reduced to \$26,000 for age 70+
- You will receive a conversion letter from New York Life if no teaching assignment in Fall and Spring

Retirement Planning & Savings (PHP only)

- 401(a) Defined Contribution Plan
- For adjunct faculty with PHP status:
 - USF contributes an equivalent of ten percent (10%) of gross salary to the 401(a) Defined Contribution Plan.
 - Adjunct faculty who have held PHP status for at least two (2) years will be automatically vested in the 401(a) Defined Contribution Plan.

Retirement Planning & Savings:

403(b) Voluntary Retirement Plan

- All adjunct faculty are eligible to participate in the University's 403(b) Voluntary Retirement Plan.
- Pre-tax and Roth options are available.
- Immediately vested in your own money.
- You must enroll in this plan– it is not an auto enrollment.
- Be sure to designate your beneficiaries for your retirement plans.
- You can choose how to invest these contributions. If you do not make a selection, the default investment option is the LifeCycle Fund closest to the year you turn age 65.

Retirement Planning & Savings:

403(b) Voluntary Retirement Plan (cont'd)

- Can change your contribution election, whether it is flat dollar or percentage, anytime by accessing your TIAA account through USFWorks.
- Refer to the Change your 403(b) contribution guide on myUSF for the steps: <https://myusf.usfca.edu/human-resources/benefits/retirement>
- Meet with TIAA consultants for a complimentary review of your retirement plans.
- Questions? Contact our Retirement Plan Manager at retirementplan@usfca.edu.

Commuter Subsidy

Semester Pass Program

Edenred

Optional program administered by Edenred

Every semester in which you are working on campus, you are eligible to receive a commuter subsidy

Subsidy Amounts

- \$210 for fall (Oct.-Dec.)
- \$210 for spring (Mar.-May)
- \$70 for summer (July)

Notification

You will receive an email announcement at the beginning of the semester, which will include instructions on how and when you can place your order.

If you miss the order deadline, you will not receive the subsidy.

Commuter Subsidy

- You must have a Clipper card registered with Clipper in your possession before placing your order.
- The Clipper card account number you enter on your order must match the number on the back of your Clipper card or you will not receive the subsidy.
- USF does not send out pre-loaded Clipper cards. If you do not have a Clipper card, please visit www.clippercard.com or call their customer support at (877) 878-8883.
- Visit our Adjunct Faculty Commuter Benefits page for the full list of subsidy eligibility criteria. You do not qualify for the subsidy if you: (examples)
 - Have a university parking permit/carpool permit
 - Are not actively working
 - Are not working on campus
 - Are not commuting
- Adjunct Faculty Commuter Benefits page on myUSF: <https://myusf.usfca.edu/human-resources/benefits/commuter-benefits/adjunct>

Contact Us

General HR

Phone: 415.422.6707

Email: humanresources@usfca.edu

Benefits

Phone: 415.422.2442

Email: benefits@usfca.edu

Retirement

Email: retirementplan@usfca.edu

Tuition benefits

Email: tuitionremission@usfca.edu

Make an appointment with us: [HR Appointments](#)





Questions?
