Benefits Open Enrollment

Ends Friday, Nov. 10

From your myUSF dashboard, click on the BeneTrac button to make changes to your benefits effective Jan. 1, 2018. Most benefits roll over each year. If you are not making any changes, log into BeneTrac, scroll to the bottom of the page, and click on the "Review & Finalize" button.

Go Relax Challenge

Nov. 1–30

Stay aligned this holiday season by committing at least five minutes a day to meditation and/or yoga. Follow along with the instructional videos featuring your colleagues or practice on your own. Faculty and staff who check in at least 8 times will automatically be entered into a drawing for a chance to win a Fitbit Flex, which is valued at $100!

Sign up and play »
Sunday, Dec. 3  |  8 a.m.
East Beach, Crissy Field

Registration for this 5k Run/Walk is FREE for you and a guest! If you want to train for the race with your colleagues, meet in front of Koret every Thursday at 12 p.m. throughout November. Also, join us anytime between 11:30 a.m.–1 p.m. in McLaren 251 to decorate your Santa hat on Tuesday, Nov. 28.

Employee Assistance Resources

USF’s Employee Assistance Program (EAP), CONCERN, has compiled the following resources in response to recent events:

* Wine Country Wildfires
* Steps to Take After a Disaster
* Helping Children Cope with Trauma
* Guide to Workplace Trauma
* Managing Distress After Violence
* Equifax Data Breach
* Fraud Resolution and Identity Theft

Additionally, you may call 1 (800) 344-4222 or visit the CONCERN EAP website (company code: usf) to request over-the-phone or in-person professional assistance.

Anti-Harassment Training

As a reminder, all full-time employees must complete USF’s anti-harassment training within the first three months after their date of hire and every two years thereafter in accordance with the Policy Against Unlawful Harassment, Discrimination, and Retaliation. Please log into myLearning to register for and complete the required training before your due date.

Professional Development

Log into myLearning to RSVP for any of our book discussions and workshops offered this fall, including:

11/01: Anti-Harassment Training (Supervisors)
11/01: Anti-Harassment Training (Non-Supervisors)
11/02: Reducing Stress through Meditative Practices
11/07: Domestic Worker / Employer Relationships
11/14: Interaction Management / Workplace Violence Prevention
11/15: Managing Change, Conflict & New Open Workspace Environment

403(b) Contributions

As the end of 2017 approaches, this is a good time to review your year-to-date contributions into the 403(b) Voluntary Retirement Plan. To increase your contribution, complete and submit a new salary reduction agreement.

As a reminder, the 2017 contribution limit is $18,000 if you are under age 50 and $24,000 if you are age 50 or older (or will be age 50 by the end of Dec. 31, 2017). The 2018 contribution limit is $18,500 if you are under age 50 and $24,500 if you are age 50 or older (or will be age 50 by Dec. 31, 2018).

Questions? Email retirementplan@usfca.edu or call (415) 422-4131.

Long-Term Care Survey

Take survey by Friday, Dec. 8 »

We are currently investigating the possibility of offering long-term care insurance as a voluntary, employee-paid benefit. The ability to offer this coverage depends on the number of interested employees. Therefore, we ask that you please take this short survey to indicate whether you would be interested in
Conflict of Interest Policy

As a reminder, university business must be conducted with appropriate transparency. As a USF employee, you should be aware of the potential for real or apparent conflicts of interest in all your employment activities, understand the standards set forth in the policy, and fully disclose professional and relevant personal activities and relationships that create a real or apparent conflict of interest.

Read more »

Chariot Holiday Schedule

Chariot vanpool service will be reduced on Dec. 21 and closed on the following dates:

- Nov. 22 through Nov. 24, 2017
- Dec. 22, 2017
- Dec. 24 through Dec. 31, 2017
- Jan. 1, 2018
- Jan. 15, 2018
- Feb. 19, 2018

For more information about Chariot, visit the Chariot web page or read the FAQ for full-time faculty and staff.

Emergency Response Courses

USF’s Emergency Medical Response Service (EMRS) offers American Heart Association (AHA) courses that are open to the public, including HeartSaver® CPR AED, Heartsaver® First Aid, and Basic Life Support for Healthcare Providers. The discounted cost is $45 per class for USF faculty, staff, and students. The on-campus location of upcoming courses, including below, will be confirmed upon registration.

HeartSaver CPR/AED/First Aid
Saturday, Dec. 2
8:30 a.m.–4:30 p.m.

Register for any EMRS course »

Tuition Exchange/FACHEX

Submit form by Nov. 13 »

Tuition Exchange (TE) and Faculty Children Exchange (FACHEX) provide the opportunity for eligible IRS tax dependent children of full-time faculty and staff to apply for a tuition award for an undergraduate degree at a participating member institution. TE/FACHEX form submissions are accepted annually from Sept. 1 – Nov. 13.

Read more about tuition benefits »