



Employment Classification Change Matrix

The purpose of this matrix is to provide an overview of the changes to insurance, retirement and leave accruals in relation to various employment classification changes. The Human Resources Benefits Section will send detailed emails to employees who are affected by employment classification changes with information pertinent to their classification change after it is entered by their department. Employees should contact the Human Resources Benefits team with any questions: Benefits@ucf.edu.

	Insurance	Retirement Plan	Annual Leave Accrual	Sick Leave Accrual
USPS to A&P or 12-Month Faculty	If enrolled, benefits will continue without interruption in coverage; or If not enrolled, cannot enroll until Open Enrollment unless you have a Qualified Status Change .	Now eligible to enroll in the State University System Optional Retirement Program (SUSORP) . Election must be made within (90) days of employment classification change. <i>*The State University System Optional Retirement Program (SUSORP) is mandatory for College of Medicine Faculty and reemployed retirees of the Florida Retirement System (FRS) Investment Plan and State University System Optional Retirement Program (SUSORP).</i>	Non-Exempt: 6 hours/pay period; or Exempt: 6.77/pay period	No change in leave accrual.
A&P or 12-Month Faculty to 9-Month Faculty	If enrolled, benefits will continue without interruption in coverage; or If not enrolled, cannot enroll until Open Enrollment unless you have a Qualified Status Change . <i>*If change occurs during the 9-Month Faculty Spring double deduction period, employee may receive notification from Human Resources to send a check to People First for summer premiums.</i>	No change, unless the new position is within the College of Medicine. If so, State University System Optional Retirement Program (SUSORP) is mandatory. <i>*The State University System Optional Retirement Program (SUSORP) is mandatory for College of Medicine Faculty and reemployed retirees of the Florida Retirement System (FRS) Investment Plan and State University System Optional Retirement Program (SUSORP).</i>	To the maximum permitted, balance will be paid out following classification change. Additional details regarding the leave payout will be emailed to employee from the Human Resources Benefits Section.	No change in leave accrual.
9-Month Faculty to A&P or 12-Month Faculty	If enrolled, benefits will continue without interruption in coverage; or If not enrolled, cannot enroll until Open Enrollment unless you have a Qualified Status Change .	No change, unless the new position is a Faculty position within the College of Medicine. If so, State University System Optional Retirement Program (SUSORP) is mandatory. <i>*The State University System Optional Retirement Program (SUSORP) is mandatory for College of Medicine Faculty and reemployed retirees of the Florida Retirement System (FRS) Investment Plan and State University System Optional Retirement Program (SUSORP).</i>	Non-Exempt: 6 hours/pay period; or Exempt: 6.77/pay period	No change in leave accrual.
Post-Doctoral Associate to A&P or 12-Month Faculty	If enrolled, benefits will continue without interruption in coverage; or If not enrolled, cannot enroll until Open Enrollment unless you have a Qualified Status Change .	Contributions to the FICA Replacement Plan (through TIAA) will cease with position change. Must enroll in one of the mandatory plans: <ul style="list-style-type: none"> • Florida Retirement System (FRS) Pension Plan; or • Florida Retirement System (FRS) Investment Plan; or • State University System Optional Retirement Program (SUSORP) <i>*The State University System Optional Retirement Program (SUSORP) is mandatory for College of Medicine Faculty and reemployed retirees of the Florida Retirement System (FRS) Investment Plan and State University System Optional Retirement Program (SUSORP).</i>	Non-Exempt: 6 hours/pay period; or Exempt: 6.77/pay period	Change to 4 hours/pay period.



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OPS** or Post-Doctoral Associate to 9-Month Faculty	<p>If enrolled, benefits will continue without interruption in coverage; or</p> <p>If not enrolled, cannot enroll until Open Enrollment unless you have a Qualified Status Change.</p> <p>-----</p> <p>If previously OPS, now eligible to enroll in Optional Life via People First, and Disability/Life insurance through Gabor Financial Solutions within (60) days of employment class change.</p> <p><i>*If change occurs during the 9-Month Faculty Spring double deduction period, employee may receive notification from Human Resources to send a check to People First for summer premiums.</i></p>	<p>Contributions to the FICA Replacement Plan (through TIAA) will cease with position change.</p> <p>Must enroll in one of the mandatory plans:</p> <ul style="list-style-type: none"> • Florida Retirement System (FRS) Pension Plan; or • Florida Retirement System (FRS) Investment Plan; or • State University System Optional Retirement Program (SUSORP) <p><i>*The State University System Optional Retirement Program (SUSORP) is mandatory for College of Medicine Faculty and reemployed retirees of the Florida Retirement System (FRS) Investment Plan and State University System Optional Retirement Program (SUSORP).</i></p>	Annual Leave is not accrued.	Change to 4 hours/pay period.
Post-Doctoral Associate to USPS	<p>If enrolled, benefits will continue without interruption in coverage; or</p> <p>If not enrolled, cannot enroll until Open Enrollment unless you have a Qualified Status Change.</p>	<p>Contributions to the FICA Replacement Plan (through TIAA) will cease with position change.</p> <p>Must enroll in one of the following mandatory plans by the end of the 8th month following employment classification change:</p> <ul style="list-style-type: none"> • Florida Retirement System (FRS) Pension Plan; or • Florida Retirement System (FRS) Investment Plan 	Non-Exempt: 4 hours/pay period; or Exempt: 6.77/pay period	Change to 4 hours/pay period.
OPS** (Non Post-Doctoral Associate) to A&P or 12-Month Faculty	<p>If eligible and enrolled, benefits will continue without interruption in coverage; or</p> <p>If not enrolled, cannot enroll until Open Enrollment unless you have a Qualified Status Change.</p> <p><i>*If eligible as OPS but did not enroll, you will not be able to enroll until Open Enrollment for the next year coverage unless you have a Qualified Status Change. If not eligible as OPS, you may enroll in benefits within 60 days of employment class change.</i></p> <p>-----</p> <p>Now eligible to enroll in Optional Life via People First, and Disability/Life insurance through Gabor Financial Solutions within (60) days of employment class change.</p>	<p>Contributions to the FICA Replacement Plan (through TIAA) will cease with position change.</p> <p>Must enroll in one of the mandatory plans:</p> <ul style="list-style-type: none"> • Florida Retirement System (FRS) Pension Plan; or • Florida Retirement System (FRS) Investment Plan; or • State University System Optional Retirement Program (SUSORP) <p><i>*The State University System Optional Retirement Program (SUSORP) is mandatory for College of Medicine Faculty and reemployed retirees of the Florida Retirement System (FRS) Investment Plan and State University System Optional Retirement Program (SUSORP).</i></p>	Non-Exempt: 6 hours/pay period; or Exempt: 6.77/pay period	Change to 4 hours/pay period.



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A&P, 9-Month Faculty, 12-Month Faculty, or USPS to OPS** or Post-Doctoral Associate	<p>If eligible and enrolled, benefits will continue (with the exception of Optional Life via People First and Disability/Life Insurance via Gabor Financial Solutions for OPS employees) without interruption in coverage; or</p> <p>If not enrolled, cannot enroll until Open Enrollment unless you have a Qualified Status Change.</p>	<p>No longer eligible to participate in the Florida Retirement System (FRS Pension Plan, Florida Retirement System (FRS) Investment Plan, or State University System Optional Retirement Program (SUSORP)). You will stop earning service credit toward the retirement plan that you were enrolled in, and contributions will cease as of the effective date of your classification change.</p> <p>You will be automatically enrolled in the FICA Replacement Plan.</p>	<p>To the maximum permitted, balance will be paid out following classification change. Additional details regarding the leave payout will be emailed to employee from the Human Resources Benefits Section.</p> <p>Annual Leave is not accrued going forward for OPS. Post Doctoral Associates receive 10 days/academic year.</p> <p><i>*Note: 9-Month Faculty did not accrue annual leave.</i></p>	<p>If employee has 10+ continuous years of service in a non-OPS position, they are eligible to receive a sick leave payment. Balance will be paid out following classification change. Additional details regarding the leave payout will be emailed to employee from the Human Resources Benefits Section.</p> <p>Sick Leave is not accrued going forward for OPS. Post Doctoral Associates receive 5 days/academic year.</p>
OPS** (Non Post-Doctoral Associate) To Post-Doctoral Associate	<p>If eligible and enrolled, benefits will continue without interruption in coverage; or</p> <p>If not enrolled, cannot enroll until Open Enrollment unless you have a Qualified Status Change.</p> <p><i>*If eligible as OPS but did not enroll, you will not be able to enroll until Open Enrollment for the next year coverage unless you have a Qualified Status Change. If not eligible as OPS, you may enroll in benefits within 60 days of employment class change.</i></p> <p>-----</p> <p>Now eligible to enroll in Optional Life via People First, and Disability/Life insurance through Gabor Financial Solutions within (60) days of employment class change.</p>	<p>No change. Enrollment in FICA Replacement Plan will resume.</p>	<p>10 days/academic year</p>	<p>5 days/academic year</p>
OPS** (Non Post-Doctoral Associate) To USPS	<p>If eligible and enrolled, benefits will continue without interruption in coverage; or</p> <p>If not enrolled, cannot enroll until Open Enrollment unless you have a Qualified Status Change.</p> <p><i>*If eligible as OPS but did not enroll, you will not be able to enroll until Open Enrollment for the next year coverage unless you have a Qualified Status Change. If not eligible as OPS, you may enroll in benefits within 60 days of employment class change.</i></p> <p>-----</p> <p>Now eligible to enroll in Optional Life via People First, and Disability/Life insurance through Gabor Financial Solutions within (60) days of employment class change.</p>	<p>Contributions to the FICA Replacement Plan (through TIAA) will cease with position change.</p> <p>Must enroll in one of the following mandatory plans by the end of the 8th month following employment classification change:</p> <ul style="list-style-type: none"> • Florida Retirement System (FRS) Pension Plan; or • Florida Retirement System (FRS) Investment Plan 	<p>Non-Exempt: 4 hours/pay period; or Exempt: 6.77/pay period</p>	<p>Change to 4 hours/pay period.</p>



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Post-Doctoral Associate To OPS**	<p>If eligible and enrolled, benefits will continue (with the exception of Optional Life via People First and Disability/Life Insurance via Gabor Financial Solutions) without interruption in coverage; or</p> <p>If not enrolled, cannot enroll until Open Enrollment unless you have a Qualified Status Change.</p>	No change. Enrollment in FICA Replacement Plan will resume.	Annual Leave is not granted going forward.	Sick Leave is not granted going forward.
USPS To 9-Month Faculty	<p>If enrolled, benefits will continue without interruption in coverage; or</p> <p>If not enrolled, cannot enroll until Open Enrollment unless you have a Qualified Status Change.</p> <p><i>*If change occurs during the 9-Month Faculty Spring double deduction period, employee may receive notification from Human Resources to send a check to People First for summer premiums.</i></p>	<p>Now eligible to enroll in the State University System Optional Retirement Program (SUSORP). Election must be made within (90) days of employment classification change.</p> <p><i>*The State University System Optional Retirement Program (SUSORP) is mandatory for College of Medicine Faculty and reemployed retirees of the Florida Retirement System (FRS) Investment Plan and State University System Optional Retirement Program (SUSORP).</i></p>	<p>To the maximum permitted, balance will be paid out following classification change. Additional details regarding the leave payout will be emailed to employee from the Human Resources Benefits Section.</p> <p>Annual Leave is not granted going forward.</p>	No change in leave accrual.
A&P, 9-Month Faculty, or 12-Month Faculty To USPS	<p>If enrolled, benefits will continue without interruption in coverage; or</p> <p>If not enrolled, cannot enroll until Open Enrollment unless you have a Qualified Status Change.</p>	<p>No longer eligible for enrollment in the State University System Optional Retirement Program (SUSORP).</p> <p>If enrolled in the SUSORP, must enroll in one of the following mandatory plans by the end of the 8th month following employment classification change:</p> <ul style="list-style-type: none"> • Florida Retirement System (FRS) Pension Plan; or • Florida Retirement System (FRS) Investment Plan 	Non-Exempt: 4 hours/pay period; or Exempt: 6.77/pay period	No change in leave accrual.
A&P To 12-Month Faculty	<p>If enrolled, benefits will continue without interruption in coverage; or</p> <p>If not enrolled, cannot enroll until Open Enrollment unless you have a Qualified Status Change.</p>	<p>No change, unless the new position is a Faculty position within the College of Medicine. If so, State University System Optional Retirement Program (SUSORP) is mandatory.</p> <p><i>*The State University System Optional Retirement Program (SUSORP) is mandatory for College of Medicine Faculty and reemployed retirees of the Florida Retirement System (FRS) Investment Plan and State University System Optional Retirement Program (SUSORP).</i></p>	6.77/pay period	No change in leave accrual.

*Employees within the Executive Service (Senior Management Service Class) classification have slightly different annual and sick leave accruals. Reference the [Leave Accruals](#) page of the Human Resources website for specific accrual information.

**OPS includes Adjunct Faculty, Hourly Non-Students, and Graduate Assistants

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Important Information

- **Part Time OPS to Full Time OPS:** Employee will be eligible to enroll in benefits within (60) days of FTE increase, and retain coverage through December 31st of the current year. During Open Enrollment of the same year, People First will measure the number of hours worked from Oct 3, 20xx - Oct 2, 20xx to determine eligibility for the next plan year.
- **Part Time Line to Part Time OPS:** Benefits will be terminated effective the last day of the month following the employment classification change.

Additional Resources

- **How to Enroll in Mandatory Retirement Plans:**
<https://hr.ucf.edu/files/How-to-Enroll-in-UCF-Mandatory-Retirement-Plans.pdf>
- **OPS Eligibility & Measurement Periods Guide:**
<https://hr.ucf.edu/files/OPSEligibilityMeasurementPeriodsReferenceGuide.pdf>
- **People First Qualified Status Change Matrix:**
[https://www.mybenefits.myflorida.com/health/eligibility and enrollment/making changes to your plan/making plan changes with a qualifying status change qsc event](https://www.mybenefits.myflorida.com/health/eligibility%20and%20enrollment/making%20changes%20to%20your%20plan/making%20plan%20changes%20with%20a%20qualifying%20status%20change%20qsc%20event)