

FY 2024 - 2025 BENEFITS-AT-A-GLANCE FOR BENEFIT-ELIGIBLE EMPLOYEES

BENEFIT-ELIGIBLE – Any employee appointed at 50% or more for more than 4 ½ months and not currently insured by another State-sponsored insurance plan is considered benefit-eligible.

TIME OFF BENEFITS

VACATION LEAVE – Full time employees accumulate vacation leave at a rate according to total years of state employment as listed below. Benefit-eligible employees working less than forty (40) hours per week will receive a prorated accrual. Accrued vacation leave may be taken after the first six months of employment. *Exceptions to this section include faculty members who are appointed on a 9-mo academic basis or employees in positions that require student status as a condition of employment.

Vacation Accrual

Employees with Total State Employment of	Vacation Hours Accrued Per Month	Maximum Hours to Carry Forward From One Fiscal Year to Next Fiscal Year
0 but less than 2 years	8	180
2 but less than 5 years	9	244
5 but less than 10 years	10	268
10 but less than 15 years	11	292
15 but less than 20 years	13	340
20 but less than 25 years	15	388
25 but less than 30 years	17	436
30 but less than 35 years	19	484
35+ years or more	21	532

HOLIDAYS – Nine (9) holidays and four (4) floating holidays are available for fiscal year 2025 (September 2024 through August 2025). Full time employees receive eight (8) hours per holiday. Benefit-eligible employees working less than forty (40) hours per week will receive a prorated accrual. For the current holiday schedule and for specific information pertaining to UT Tyler academic employees, please visit <https://www.uttyler.edu/schedule/files/2024-2025/academic-calendar-2024-2025-accelerated-mba-20240724.pdf>.

NOTE:

- Any vacation balance as of September 1st that exceeds the maximum will be transferred to employee's sick leave balance.
- Floating holidays are available after the first day an employee works in the new fiscal year. Employees who are off (paid or unpaid) may not use new fiscal year floating holidays until they return to work.

SICK LEAVE – Full time employees will accumulate sick leave at a rate of eight (8) hours per month and is available immediately upon employment. Benefit-eligible employees working less than

forty (40) hours per week will receive a prorated accrual. There is no limit to the amount of sick leave which may be accrued. Sick leave may be used for the employee and anyone in his/her immediate family.

RETIREMENT BENEFITS

MANDATORY RETIREMENT PROGRAM – Employees are automatically enrolled in the Teacher Retirement System (TRS) Plan on their first day of employment. Employees will contribute 8.25% of their gross salary. UT Tyler will contribute 8.25% as well. Participants become vested with a right to receive a lifetime annuity after 5 years of service credit and upon meeting age and service requirements. TRS members who terminate employment can request a refund or rollover of their account.

Certain employee categories are eligible for the Optional Retirement Program (ORP), an alternative to TRS. The ORP is only available to certain employees based on salary and position. Go to trs.texas.gov for more information about the TRS Plan. E-mail benefits@uttyler.edu for more information about the ORP.

VOLUNTARY RETIREMENT PROGRAMS – UT System offers two supplemental retirement savings programs: The UT Saver 403(b) Tax Sheltered Annuity (TSA) and the UT Saver 457(b) Deferred Compensation Plan (DCP). UT System has selected five retirement providers with which you can invest your ORP (if eligible), TSA and DCP contributions. You may select one or all five providers, depending on your investment and service needs. The providers are AIG, Fidelity Investments, Lincoln Financial Advisors, TIAA-CREF Financial, and VOYA Financial. Log on to UT Retirement Manager at www.myretirementmanager.com or e-mail benefits@uttyler.edu for more information.

INSURANCE-TYPE COVERAGES

For employees employed by UT Tyler main campus, the enrollee may elect their coverage effective their date of hire. For employees employed by the Health Science Center, coverage is effective the first of the month following employment. Proof of dependent status is required to cover dependents. **Note that you must enroll in insurance benefits within 31 days of employment in a benefits-eligible position, or default coverage will be assigned. After initial enrollment, you may make changes only during annual enrollment (July 15 – July 31 with an effective date of September 1) or within 31 days of a life status change (such as marriage, divorce, birth or adoption of a child, loss of benefits elsewhere, etc.).**

MEDICAL INSURANCE - Full time, benefit-eligible employees are automatically enrolled in UT SELECT Medical Plan with employee only coverage. Part time, benefit-eligible employees are **not** automatically enrolled.

UT provides \$50,000 Employee Term Life Insurance and \$50,000 Employee Accidental Death and Dismemberment (AD&D) insurance and Prescription Drug coverage to employees enrolled in a UT medical plan.

UT offers the following medical plan:

- The UT SELECT Medical Plan, a self-funded PPO plan, administered by Blue Cross and Blue Shield of Texas.

UT SELECT Medical Plan: Participants pay lower in-network copays and coinsurance when a UT

Health Network provider is used. The following highlights the differences in in-network benefits when a UT Health Network provider is used versus a UT Select Network provider is used.

	UT Health Network Benefit	UT Select Network Benefit
Primary Care	\$20 copay	\$30 copay
Specialist	\$40 copay	\$50 copay
Deductible	\$600 per plan year	
Coinsurance	10%	20%

Go to www.bcbstx.com/ut for more information.

TOBACCO PREMIUM PROGRAM – UT SELECT Medical and UT Connect ACO Medical Plan members who use tobacco products will pay a monthly surcharge in addition to the premium charged for the UT SELECT Medical plan coverage. The tobacco surcharge is based on three categories: Employee is \$30 per month; Spouse is \$30 per month; and child(ren) is \$30 per month. The maximum premium surcharge per family is \$90 per month.

PRESCRIPTION DRUG PROGRAM – Pharmacy benefits under the UT SELECT Medical Plan are administered by Express Scripts and require a \$200 annual deductible per person, per plan year. Three different benefit levels are offered based on the drug category of Generic/Preferred/Non-Preferred. Retail network pharmacy copays are \$10/\$35/\$60 and Mail Order pharmacy copays are \$20/\$87.50/\$150. Employees enrolled in the medical insurance plan will automatically receive pharmacy benefits. Go to www.express-scripts.com/ut for more information.

VOLUNTARY COVERAGES

DENTAL INSURANCE – UT provides three dental plan options, administered by Delta Dental, for employees and their families. There are two provider networks for the UT SELECT Dental and Dental Plus Plans. The larger Delta Premier network or the smaller Dental Provider Organization (DPO) network. DPO offers all the advantages of the larger Delta Premier network plus additional discounts. These plans have both in-network and out-of-network benefits. The Dental HMO plan requires participants to choose a DeltaCare USA Primary Family dentist. Go to www.deltadentalins.com/universityoftexas for more information about coverage or to look for a participating dentist.

VISION INSURANCE – Vision benefits are offered by Superior Vision Services and provide two vision plan options: the standard Superior Vision Plan or the enhanced Superior Vision Plus Plan. Plan year, in-network benefits include one comprehensive eye exam covered in full after a \$35 copay, one standard contact lens fitting covered in full after a \$35 copay, and one specialty contact lens fitting covered in full after a \$35 copay up to \$50. Contact lens benefits are provided in lieu of the eyeglass lenses and frames benefit. Additional discounts are available on Lasik, lens options and upgrades and mail order contacts. Go to www.superiorvision.com/ut for more information.

GROUP TERM LIFE INSURANCE – Blue Cross Blue Shield is the insurer for the Group Term Life insurance. Eligible employees can choose from the following insurance options: Employee Term Life Insurance equal to 1 to 10 times their salary up to \$2,000,000; Spouse Life Insurance of \$10,000, \$25,000, or \$50,000, and/or Dependent Life Insurance of \$10,000 per child.

Go to <https://www.bcbstx.com/ancillary-ut> for more information.

ACCIDENTAL DEATH & DISMEMBERMENT INSURANCE – Blue Cross Blue Shield is the insurer for

the Accidental Death and Dismemberment (AD&D). The following plan options are offered: Employee Basic AD&D, Employee Voluntary AD&D, Voluntary Spouse AD&D, and Voluntary Dependent AD&D. Employees may purchase additional AD&D Insurance up to 10 times annual earnings (in increments of \$10,000) with a maximum of \$2,000,000. Spouse AD&D is offered at up to half the amount of the employee's coverage with a maximum of \$500,000. Child AD&D of \$10,000 per child. Go to <https://www.bcbstx.com/ancillary-ut> for more information.

SHORT TERM DISABILITY – Short Term Disability insurance is fully insured with Blue Cross Blue Shield. Benefits for an approved claim begin after 7 days of absence or after all sick leave is paid, whichever is later. The plan pays a weekly benefit of 60% of your earnings per week, subject to reduction by deductible sources of income or disability earnings. Benefits are available for up to 22 weeks (after the 7-day elimination period) and up to 4 weeks for a pre-existing condition. Go to <https://www.bcbstx.com/ancillary-ut> for more information.

LONG TERM DISABILITY – Benefits-eligible employees are eligible for the Long-Term Disability insurance, insured by Blue Cross Blue Shield. Benefits for approved claim begin after a 90-day elimination period or after all sick leave is used, whichever is later. The plan will pay a monthly benefit of up to 60% of your monthly earnings. Go to <https://www.bcbstx.com/ancillary-ut> for more information. For faculty members of the Health Science Center, Long-Term Disability insurance coverage that is available to them is fully insured with The Standard Insurance Company. Go to https://www.standard.com/eforms/12501_642903.pdf for more information.

UT FLEX – Inspira is the administrator for the UT FLEX flexible spending accounts which includes a health care and a dependent day care spending account. These plans let you have money deducted from your pay before taxes. Money from these accounts can be used to pay for certain out-of-pocket health care and work-related day care expenses. Medical flex account participants receive a debit card that can be used to pay for most medical services, and payment is automatically deducted from your UT FLEX account. Go to <https://www.utsystem.edu/offices/employee-benefits/insurance-0/ut-flex> for more information.

OTHER BENEFITS

TEXAS CHEST FOUNDATION EMPLOYEE FUND – The reimbursement of funds for tuition and some eligible fees are available to full time employees of the **Health Science Center** and can be used at any accredited college. Applicants must be employed at least twelve (12) months prior to the application deadline. The foundation may award reimbursement for the Fall, Spring, and Summer semester depending on availability of funds.

NURSING EMPLOYEE SCHOLARSHIP - Scholarship funds are available to full time employees of the **Health Science Center** and can be used at any accredited college by either current employees in a nursing position who want to further their nursing career or for employees in a non-nursing position who want to pursue a career in nursing. Applicants must be employed at least twelve (12) months prior to the application deadline.

UT TYLER EMPLOYEE SCHOLARSHIP PROGRAM - Scholarship funds are available to full time employees of UT Tyler and academic employees of the Health Science Center. The scholarship can **only** be used for UT Tyler courses. Go to <https://www.uttyler.edu/human-resources/employees/employee-scholarship-program.php> for more information.

GIFT SHOP – The Gift Shop provides gifts and items of convenience for visitors, employees and patients. Employees receive 10% discount on everything except candy and gum. The Gift Shop also offers a variety of specialty services.

CAFETERIA – Blue Star Café and Grill offers employees a 25% discount on all food items. Employees must wear their ID Badges to receive this discount. The Cafeteria Menu is available online at <https://uttylerdining.sodexomyway.com/en-us/locations/the-met>.

CREDIT UNION – Case Federal Credit Union on the **UT Tyler Health Science Center** campus offers employees (who work 20 hrs or more weekly) and their family members various services. The Credit Union's hours are Monday through Friday, 9:00am-4:00pm. Contact the Credit Union at 903/877-9113 for more information.

BOOKSTORE – The UT Tyler Bookstore provides collegiate apparel and items of convenience. Employees receive 10% discount. Employees must present their employee ID to the cashier at the time of checkout.

UT TYLER HERRINGTON PATRIOT CENTER (HPC) GYM MEMBERSHIP – The UT Tyler HPC Gym Membership is available to all employees for \$20 per month. Go to <https://www.uttyler.edu/recsports/hpc/memberships/> for more information.

COWAN CENTER – Employees are eligible for free and discounted tickets for the Cowan Center events. Employees may download their discounted season order form at www.CowanCenter.org. All requests for a discount must be made through the box office, either by phone or at the window. Requests for discount must be made at the time of purchase (no retroactive discounts). Employees may receive: 2 free tickets to lecture events, discount on up to 2 season tickets per series, discount on up to 2 tickets for individual shows, excluding special events.

NOTE: If you have questions or need more information, please email benefits@uttyler.edu.