



SUMMARY OF BENEFITS (2018-2019)

FACULTY

BASIC BENEFIT PACKAGE

MEDICAL

The University offers a Preferred Provider (PPO) Plan for employees and their eligible dependents through Blue Cross and Blue Shield of Texas.

UT HEALTH NETWORK

Offers an enhanced plan design for UT SELECT Medical participants receiving services from certain UT physicians and certain UT medical facilities. You will pay lower copays and coinsurance when seeing a participating UT physician at a participating UT-owned facility, and you can also save on physician charges when treatment is received from a participating UT physician at a non-UT-owned facility.

PRESCRIPTION DRUG PLAN

Upon enrollment in the University health plan, employees and their eligible dependents are automatically enrolled in prescription drug program administered by Express Scripts/Medco Health Solutions.

BASIC, GROUP TERM-LIFE INSURANCE

The University offers a basic life of \$40,000 insurance plan at no cost to the employee through Dearborn National.

BASIC, ACCIDENTAL DEATH & DISMEMBERMENT INSURANCE (AD&D)

The University offers a basic Accidental Death and Dismemberment plan of \$40,000 at no cost to the employee.

VOLUNTARY BENEFITS

DENTAL

The University offers three (3) dental options for employees and their eligible dependents. The three plans available are UT Select Dental/DPO, UT Select Dental Plus and Delta Care Dental/DMO.

VISION

The University provides two vision care option for employees and their eligible dependents, Superior Vision and Superior Vision Plus Plan.

GROUP TERM-LIFE INSURANCE

Supplemental plans are also available for you as well as your spouse and children. More information on Voluntary Group-Term Life insurance will be given to the employee upon hire.

ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE (AD&D)

The University offers Voluntary Accidental Death and Dismemberment insurance. This benefit offers coverage in the event of accidental death and certain bodily injuries that occur as a result of a covered accident. More information on Voluntary Accidental Death and Dismemberment insurance will be given to the employee upon hire.



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DISABILITY PLANS

The University provides optional short and long-term disability plans through Dearborn National for employees out of work due to occupational or non-occupational injuries or illnesses. More information on disability plans will be given to the employee upon hire.

UT FLEX (FLEXIBLE SPENDING ACCOUNT)

The University offers an optional reimbursement spending account through Maestro Health that allows you to set aside tax-free dollars from your paycheck to pay for eligible health or day care expenses for employees and their eligible dependents.

HEALTH & WELL-BEING

EMPLOYEE HEALTH AND WELLNESS PROGRAM

The University Wellness program provides employees with resources such as on-line exercise videos, educational health material, and department presentations developed specifically for UTEP faculty and staff from our community health specialists. To help our community to keep healthy and fit, UTEP has marked walking trails across the main University campus. For UT SELECT members, UT Living Well Health Platform through Provant Health Solutions provide free online health resources. Tools such as an employee health risk assessment and wellness coaches who provide personalized and tailored health guidance. For more information visit us at www.wellness.utep.edu.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

Is a work/life-based platform that offers free and confidential assessments, short-term counseling, referrals, and resource information to University employees and their family. The EAP extends assistance/ information on such topics as: Parenting, Personal Growth, Grief/ Loss, Relationships, Buying or Selling a Home, Travel/ Leisure Time, and much more!

RETIREMENT PLANS

The University offers two (2) types of mandatory Retirement Plans and three (3) other voluntary retirement programs. For details contact the Office of Human Resources (Benefits).

***OPTIONAL RETIREMENT PLAN (ORP)**

The program is a defined contribution plan wherein the employees control their own investments and benefits are based on performance of those investments. Participation is limited to ORP companies approved by The University of Texas System. Eligibility in this program is limited.

***TEACHER RETIREMENT SYSTEM (TRS)**

The Teacher Retirement System of Texas (TRS) is the traditional state retirement program covering all eligible public education and Texas higher education employees. TRS is a defined benefit retirement program.

VOLUNTARY RETIREMENT PROGRAMS

TAX-SHELTERED ANNUITY (TSA) – TRADITIONAL 403(B) AND ROTH PLANS

The University of Texas System TSA Program is a voluntary program that permits an employee to set aside a portion of his or her salary on a pre-tax basis by purchasing an annuity or mutual fund.



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DEFERRED COMPENSATION PLAN 457(B)

The University of Texas System Deferred Compensation Program permits an employee to set aside a portion of his or her salary on a tax-sheltered basis by purchasing an annuity or mutual fund from the designated plan administrator. The amount to be sheltered is determined by the employee's contribution limit formula. For more information on retirement options contact the Office of Human Resources.

LEAVE

PAID HOLIDAYS

The State of Texas designates several legal and state holidays throughout the fiscal year. For more information and a list of the approved state holidays for the current fiscal year, please visit the University's Office of Human Resources website.

PAID SICK LEAVE

Sick leave is accrued by all University employees appointed one-half (1/2) time or more at a rate of up to eight (8) hours per month. Sick leave may be used only for personal or family medical purposes. Unused sick leave may be accumulated without limit. Active employees may transfer up to twenty-four (24) hours per year to the University's Sick Leave Pool for use by other employees facing medical emergencies.

SICK LEAVE POOL

Employees are eligible to apply to use Sick Leave Pool hours, in the event of a catastrophic injury or illness. A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or their immediate family. The condition must require services of a licensed practitioner for an extended period of time that exhausts all leave time earned by that employee. The employee may transfer a maximum of twenty-four (24) hours of sick leave to the Pool each fiscal year and may not designate a specific person to receive their contribution.

LEAVE OF ABSENCE

FAMILY AND MEDICAL LEAVE

Eligible employees may take leave up to 12 weeks for child care after birth, adoption, or placement in foster care of a child. In certain situations, leave for family care for a seriously ill child, spouse, parent, sibling, grandparent, or self may be permitted. Please contact the Office of Human Resources for more information.

MILITARY FAMILY LEAVE

Military Caregiver Leave-Eligible employees who are family members of covered service members will be able to take up to 26 workweeks of leave in a "single 12-month period" to care for covered service member with a serious illness or injury incurred in the line of duty on active duty. Qualifying Exigency Leave- Eligible employees who are family members of a National Guard or Reserves will be able to take up to 12 work weeks to use for "any qualifying exigency" arising out of the fact that a covered military member is on active duty or called to active duty status in support of a contingency operation. Please contact The Office of Human Resources for more information.



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JURY DUTY

The University offers leave for jury duty. Employees will receive full pay when on jury duty or University witness duty in their official capacity.

MILITARY LEAVE

Employees will receive full pay for a maximum of 15 work days in any federal fiscal year for duty in the National Guard or Armed Forces Reserves. A copy of the orders must be provided.

BEREAVEMENT LEAVE

The University provides up to three (3) workdays of paid leave as a result of death to an employee's family member (spouse, employee's or spouse's parent, brother, sister, grandparent, grandchild or child).

ACADEMIC LEAVE

Eligible faculty members may request unpaid leave to pursue academic study or research in their field of study. The leave must be approved by the College Chair, Dean, and University's Provost and President. For more information, please contact the Provost's Office.

PERSONAL LEAVE

Eligible employees may take up to thirty (30) days of unpaid leave for personal business matters. Management authorization is required.

PROFESSIONAL DEVELOPMENT

EMPLOYEE EDUCATION ASSISTANCE PROGRAM (EEAP)

Allows eligible employees, to enroll in courses or a degree program at the University and receive partial reimbursement of fees and resident tuition. Reimbursement is subject to the policy's provisions and requirements. Application is available through the Office of Human Resources, Forms Mine – (www.utep.edu/vpba/forms-library/ > Human Resources Forms > Employee Education Assistance Program Reimbursement Request (Fall 2018).

TRAINING AND DEVELOPMENT

Courses in personal and professional development are offered to all faculty and staff by the Office of Human Resources. Information regarding the courses dates, and registration is available online at <https://www.utep.edu/human-resources/services/training-and-development/index.html>.

OTHER BENEFITS AND SERVICES

EMPLOYEE DISCOUNT PROGRAM

UTEP has negotiated employee discounts on services through partnerships with several selected vendors. These selected vendors have agreed to provide services at a discount price for all staff and faculty. The Office of Human Resources has an approved list of vendors available on the HR website. For more information visit us at UTEP Human Resources website and click on the "Employee Discount Program" tab.



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ATHLETIC EVENT TICKETS

Through the Intercollegiate Athletics Department (UTEP Athletics), full-time employees are offered discounts on season ticket packages for men's and women's sporting events. Individual tickets are available through the University's Intercollegiate Athletics Department Ticket Office at regular rates. Please contact the University's Intercollegiate Athletics Department (for more information.

DINNER THEATRE

The Dinner Theatre provides professional quality musical theatre year-round in a dinner theatre setting. This theatre utilizes the talents of the community as well as students and staff from the University of Texas at El Paso. Staff discounts and early ticket purchases are available.

STUDENT RECREATIONAL CENTER

The University Student Recreational Center offers membership to the institution's Faculty/ Staff, their spouses and children (under 18 yrs.) toward the use of their fitness and swimming facilities throughout the year.

THEATRE AND ARTS PROGRAMS

Musicals, comedies, and classic dramas are produced each year by the Department of Theatre Arts and Film and tickets are half-price for all UTEP faculty and staff. Performances are in the Wise Family Theatre and the Studio Theatre located in the Fox Fine Arts building.

UNIVERSITY BOOKSTORE

University related merchandise is available for sale at discount rates for qualified staff. Employees may also purchase supplies and software, order books, and cash checks at the Bookstore. The Bookstore is operated by the Follett Higher Education Group and is located on the corner of W. University Ave. and Sun Bowl Drive.

FACULTY SENATE

The Faculty Senate is an elected group of UTEP faculty members that address many issues relative to the academic interests of the University. The Senate oversees general educational policies, curricula, admission requirements, academic privileges, and scholastic performance.

MINER GOLD

The "Miner Gold" ID card provides easy and convenient access to University services and resources, including library services and selected building access.

For more information on our benefits, please visit our website www.utep.edu (under the Directory tab), select "Find Department", H - Human Resources. You may also call us at 915-747-5202, we will be glad to assist you with any questions.