



Office of Human Resource Services

SUMMARY OF 2013 – 2014 EMPLOYEE BENEFITS

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 Human Resource Services website.

PAID VACATION

An employee must have worked six (6) months before being eligible to request vacation leave. Although employees are encouraged to use vacation in the year accrued, employees may carry forward unused vacation time from one fiscal year to the next as indicated below. Part time employees eligible to receive paid vacation will accrue hours on a pro rata basis, based on appointment. Faculty positions do not accrue vacation.

VACATION ACCRUAL TABLE

Yrs. of State Employment	Hours Accrued Per Mo.	Maximum Carry-over Hrs.
Less than 2 years	8	180
At least 2 years but less than 5 years	9	244
At least 5 years but less than 10 years	10	268
At least 10 years but less than 15 years	11	292
At least 15 years but less than 20 years	13	340
At least 20 years but less than 25 years	15	388
At least 25 years but less than 30 years	17	436
At least 30 years but less than 35 years	19	484
At 35 years or more	21	532

Upon resignation, dismissal, or separation, an employee is paid for all accrued/unused vacation leave.





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, and if the employee has exhausted all paid leave. A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or the employee's immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee and to lose compensation from the University for the employee. The employee may transfer a maximum of twenty-four (24) of sick leave to the Pool each fiscal year and may not designate a specific person to receive their contribution.

LONGEVITY PAY:

A career incentive program provides for longevity pay to full-time non-academic employees at the end of the second year of service and increases at the end of each second year thereafter. Eligible employees must be classified as full time the first workday of the month, not on a leave of absence (without pay) on the first day of the month, and have accrued at least two (2) years of lifetime service credit no later than the last day of the preceding month. Faculty members are not eligible for longevity pay. Longevity Pay will be based on two-year increments of service in accordance with the following schedule:





LONGEVITY PAY ACCRUAL TABLE

Total State Service in Months	Years	Monthly Longevity Pay
24	2	\$ 20.00
48	4	\$ 40.00
72	6	\$ 60.00
96	8	\$ 80.00
120	10	\$100.00
144	12	\$120.00
168	14	\$140.00
192	16	\$160.00
216	18	\$180.00
240	20	\$200.00
264	22	\$220.00
288	24	\$240.00
312	26	\$260.00
336	28	\$280.00
360	30	\$300.00
384	32	\$320.00
408	34	\$340.00
432	36	\$360.00
456	38	\$380.00
480	40	\$400.00
504	42+	\$420.00

Persons employed with any state agency prior to employment at the University may be eligible to receive credit for that service. For details contact the Office of Human Resource Services.





RETIREMENT PLANS:

The University offers two (2) types of Retirement Plans and three (3) other supplemental retirement Investment options. For details contact the Office of Human Resource Services.

*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 public higher education employees in Texas. TRS is a defined benefit retirement program.

OTHER RETIREMENT INVESTMENT OPTIONS:

Tax Sheltered Annuity (TSA) – Traditional 403b 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.

DEFERRED COMPENSATION (457 PLAN):

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 Resource Services.

HEALTH BENEFIT PLANS:

MEDICAL:

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

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.

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 options for employees and their eligible dependents, Superior Vision and Superior Vision Plus Plan.

LIFE INSURANCE:

The University offers a basic life of \$20,000 insurance plan at no cost to the employee through Dearborn National. Supplemental plans are also available for you as well as your spouse and children. More information on basic and supplemental life insurance will be given to the employee upon hire.

UT FLEX (FLEXIBLE SPENDING ACCOUNT):

The University offers an optional reimbursement spending account through Pay Flex 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.

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.

ACCIDENT INSURANCE:

The University offers a basic Accidental Death and Dismemberment plan of \$20,000 at no cost to the employee. The University offers optional Accidental Death and Dismemberment plan insurance. This insurance offers coverage in the event of accidental death and certain bodily injuries that occur as a result of a covered accident. More information on basic and supplemental accident insurance will be given to the employee upon hire.

EMPLOYEE ASSISTANCE (EAP) AND WORKLIFE SOLUTIONS:

The EAP provides an opportunity for employees to obtain qualified help with personal problems that affect job performance. The EAP offers confidential assessment, referral, and follow-up service to UTEP employees and their immediate families at no cost through Dear Oaks. You may access this service by contacting Human Resources or by visiting our website www.utepeap.com.

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 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 Resource Services (HRS) has an approved list of vendors available on the HRS website. For more information visit us at UTEP Human Resources website and click on the “Employee Discount Program” tab.

PROFESSIONAL AND EDUCATIONAL DEVELOPMENT:

STAFF DEVELOPMENT:

Courses in personal and professional development are offered to all faculty and staff by Human Resource Services. Information regarding the courses dates, and registration is available online at www.utep.edu/hrs.

EDUCATIONAL OPPORTUNITIES:

Upon approval of the departmental supervisor, a University full-time employee may register for one three semester hour course during working hours each Fall and Spring session.

FEE WAIVER PROGRAM:

Qualified staff or faculty members who are interested in attending college may have some required university fees waived upon completion of six months of full-time employment. Application forms are available in the Office of Human Resources.

PRESIDENTIAL SCHOLARSHIPS:

Tuition scholarships are available to qualified Classified Staff to attend up to six (6) credit hours per semester. Application forms are available through Human Resources during April and May.

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 HRS 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 HRS for more information.





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.

FUNERAL LEAVE:

The University provides up to 3 days of paid leave for a qualified employee in the event of the death of an immediate family member.

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 the University Provost. 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.

OTHER BENEFITS AND SERVICES:

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.

SWIMMING AND FITNESS CENTER:

The University offers discounts for qualified faculty and staff to use the 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.

STAFF COUNCIL:

The Staff Council is an elected advisory group of UTEP staff that make recommendations to the President of the University relative to interests, concerns, and issues that affect the staff of the University. The Council addresses many issues of interest to all staff on campus.

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.

The information in this summary reflects in general terms a brief description of the benefit program and services available to our employees. The summary is provided for general information purposes only and is not meant to create an entitlement or contract. Benefit requirements and plans are subject to change with or without notice. The specific benefits are governed by the provisions of the plans in question, the U.T. System - Office of Employee Benefits & Services, and the Texas Legislature. We encourage our employees to address specific issues concerning benefits reflected herein with the appropriate Human Resources contact. For further details regarding staff benefits, please contact the Office of Human Resources at (915) 747- 5202.

