

**The University of Texas at El Paso
Human Resource Services
Summary of Employee Benefits**

PAID HOLIDAYS: The state designates several federal 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 at <http://www.utep.edu/hresourc/benefits/holidays>

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.

<u>Yrs. of State Employment</u>	<u>Hours Accrued Per Mo.</u>	<u>Maximum Carry-over Hrs.</u>
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 (1/2) time or more at a rate of up to eight (8) hours per month. Sick leave may be used only for personal illness 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 time in the Sick Leave Pool, if because of a catastrophic injury or injury or illness, the employee has exhausted all the sick leave and vacation leave to which that employee is otherwise entitled. 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 to the pool sick leave hours per 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 third year of service and increases at the end of each third 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 three (3) years of lifetime service credit no later than the last day of the preceding month.

RETIREMENT PLANS: The University offers two (2) types of Retirement Plans and two (2) other Retirement Investment options. There is a 90-day waiting period for participation in these plans.

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.

VOLUNTARY RETIREMENT INVESTMENT OPTIONS:

TAX SHELTERED ANNUITY (TSA) – Voluntary 403b Plan: 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 State of Texas 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.

HEALTH BENEFIT PLANS:

Participation in the Medical/Pharmacy plan and eligibility for State premium sharing is postponed until the probationary period has been met.

MEDICAL: The University offers a Preferred Provider Option (PPO) Plan through Blue Cross Blue Shield of Texas. Employees have access to a sufficient network of primary care physicians (PCP), specialists, and hospitals in our area.

PRESCRIPTION DRUG PLAN: Upon enrollment in the UT Select health plan, employees are automatically enrolled in the prescription drug program. Our prescription plan is administered by *Medco Health Solutions*

DENTAL: The University offers two (2) dental options for employees. The Delta Dental plan operates like a PPO plan. FORTIS offers a Dental Maintenance Option (DMO).

VISION: The University provides a vision care option for employees and their eligible dependents. The plan is administered by Superior Vision.

LIFE INSURANCE: The University offers a life insurance plan at no cost to the employee. Supplemental plans are also available for you as well as you spouse and children.

UT FLEX (FLEXIBLE SPENDING ACCOUNT): The University offers an optional reimbursement spending account that allows you to set aside tax-free dollars from your paycheck to pay for eligible health or day care expenses.

DISABILITY PLANS: The University provides An optional short and long-term disability plan for employees out of work due to occupational or non-occupational injuries or illnesses.

ACCIDENT INSURANCE: The University offers an optional personal accident plan insurance through CIGNA Group Insurance and their subsidiary company. This insurance offers coverage in the event of accidental death and certain bodily injuries that occur as a result of a covered accident.

EMPLOYEE ASSISTANCE PLAN (EAP): 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.

PROFESSIONAL AND EDUCATIONAL DEVELOPMENT:

STAFF DEVELOPMENT: Through a partnership between the Office of Human Resource Services and Professional and Continuing Education (PACE) Department, the University offers various professional development and enrichment training courses throughout the year.

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

FEE WAIVER PROGRAM: Qualified staff or faculty members who are interested in attending college may have some university fees waived upon completion of one year of full-time employment. Application forms are available in the Office of Human Resource Services.

PRESIDENTIAL SCHOLARSHIPS: Tuition scholarships are available to qualified Classified Staff members to attend up to six (6) credit hours per semester. Application forms are available through Human Resource Services during April and May.

LEAVE OF ABSENCES:

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.

JURY DUTY:

The University offers leave for jury duty. Employees will receive full pay when on jury duty or subpoenaed witness duty.

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 for 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 the Univeristy Provost and Vice-Presidnet for Academic Affairs. For more information, please coactant 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:

U.S. SAVINGS BONDS: Bonds are available through payroll deduction. Along with the traditional Series EE Bonds, I Bonds are now available.

ATHLETIC EVENT TICKETS: Through the Intercollegiate Athletics Department, 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 Ticket Office at regular rates. Please contact the Ticket Office 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 located on the 1st. Floor of Union East.

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 coin-operated snack and soft drink machines, library services, selected building access, and photocopy services.

The information in this summary reflects in general terms a brief description of the benefits available to our employees provided by UTEP . The summary is provided for general information purposes only and is not meant to create a benefit or other 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, and we encourage employees to address specific issues concerning benefits reflected herein with the appropriate Human Resources contact or Benefit Plan administrator. For further details regarding staff benefits, please contact the Office of Human Resources at extension 5202.