



UT ARLINGTON EMPLOYEE BENEFITS

Type of Benefit:	Who Pays Cost?	Who & When Eligible?	Description of Benefit:	Comments:
Holidays	UT Arlington	All employees who are appointed to work 20 hours or more per week and for at least 4 ½ months. Immediately	Current legislation authorizes the number of State legal holidays to be observed and provides that educational institutions may schedule the actual observance of these holidays.	Hourly employees are paid on a proportionate basis for time worked.
Vacation	UT Arlington	Non-Academic, regular employees accrue paid vacation leave immediately; however new employees cannot be granted vacation leave until completion of 6 months of continuous service.	The accrual rate is based on length of service and percent time worked.	New employees who work 100% accrue 8 hours per month. Part time employees will accrue vacation leave on a proportionate basis for time worked.
Sick Leave	UT Arlington	All regular employees who are appointed to work 20 hours or more per week and for at least 4 ½ months. Immediately	Sick Leave will be accrued at the rate of 8 hours per month for full time service. Part time employees will accrue sick leave on a proportionate basis for time worked.	All regular employees, including faculty members even though no classes were missed, must request the use of sick leave in writing, if the absence occurred during the normal work day.
Family Medical Leave Act	Use of accrued leave time runs concurrent or is taken as leave without pay.	After 12 months of service and 1,250 hours worked in the 12 months preceding the leave.	Employee is entitled up to 12 weeks to care for themselves, their spouse, child or parent with a serious health condition or for the birth or adoption of a child.	Use accrued leave balances to fund leave or if leave has been exhausted, unpaid leave. Requires health provider certification and prior approval.
Sick Leave Pool (SLP)	UT Arlington	All employees eligible to accrue sick leave may apply to use sick leave from the sick leave pool, subject to the other provisions of the policy.	SLP is intended to financially assist employees and their immediate families in dealing with catastrophic illness or injury that forces them to exhaust all sick leave.	An employee may apply once for each catastrophic illness/injury unless the maximum of 90 days (720 hours) was not previously received.
Leave of Absence		All regular employees who are appointed to work 20 hours or more per week and for at least 4 ½ months.	Provisions for leave of absence are available within certain conditions.	Employees should consult departmental supervisor.

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Bereavement Leave	UT Arlington	All regular employees who are appointed to work 20 hours or more per week and for at least 4 ½ months. Immediately	Leave with pay up to 3 working days in case of death in immediate family.	If employee wishes to attend funerals other than immediate family, vacation leave must be used.
Longevity Pay	UT Arlington	All regular, non-academic employees who are appointed 100% Immediately	Employees with at least 24 months of service are entitled to longevity pay in the amount of \$20 for every 2 years of service.	Excludes faculty members and law enforcement personnel who are eligible for hazardous duty pay.
Service Awards	UT Arlington	All regular employees who are appointed to work 20 hours or more per week and for at least 4 ½ months.	A program established for employee recognition based on length of service.	The first service award is presented for 10 years of service and in 5 year increments thereafter.
Employee Wellness Program	Employee	All regular employees Immediately	The University offers a comprehensive wellness program that includes Physical fitness activities and wellness education programs.	For information on the programs or enrollment, visit the Quest Wellness Website.
Recreational Facility	Employee	All regular employees Immediately		

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UT ARLINGTON EMPLOYEE INSURANCE BENEFITS

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Medical Insurance	<p><u>Full time employee:</u> UT Arlington pays 100% employee coverage & 50% for optional dependent coverage.</p> <p><u>Part time employee:</u> UT Arlington pays 50% employee coverage & 25% for optional dependent coverage.</p>	<p>All employees who are appointed to work 20 hours or more per week and for at least 4 ½ months.</p> <p>First day of the month following a 90-day waiting period; the waiting period could be from 90 to 120 days depending upon hire date.</p>	<p>Medical Care, Hospitalization and Prescription Drug Benefit (retail and mail order for maintenance medications)</p> <p>No pre-existing condition clause for either plan.</p>	<p>UT Select is a Self-Funded PPO / Indemnity Plan administered by Blue Cross Blue Shield</p> <p>See schedule of Medical Benefits for more information.</p>
Dental Insurance	Employee	<p>All employees who are appointed to work 20 hours or more per week and for at least 4 ½ months.</p> <p>Immediately</p>	<p>Two plans are offered:</p> <p>(1) Delta Dental</p> <p>(2) Assurant Dental – HMO</p>	See schedule of Dental Benefits for more information about the plans.
Vision Insurance	Employee	<p>All employees who are appointed to work 20 hours or more per week and for at least 4 ½ months.</p> <p>Immediately</p>	<p>Vision benefits are offered by Superior Vision Care</p>	See schedule of Vision Benefits for more information about the plans.
UT Flex	Employee	<p>All employees who are appointed to work 20 hours or more per week and for at least 4 ½ months.</p> <p>Immediately</p>	<p>PayFlex Systems is the administrator for the UT Flex flexible spending accounts. Two accounts available:</p> <p>(1) Medical Expense Reimbursement Account</p> <p>(2) Day Care Reimbursement Account</p>	<p>UT Flex plan lets you set aside money from your pay before taxes are withheld. As you incur expenses, you submit a claim and you will be reimbursed with tax-free dollars. For Medical Expenses only, there is a Flex Convenience Card that can be used.</p> <p>“Use It or Lose It” – no carryover of non-reimbursed funds not used by November 15th</p>
Group Term Life	UT Arlington / Employee	<p>All employees who are appointed to work 20 hours or more per week and for at least 4 ½ months.</p> <p>Immediately</p>	<p>Employees who participate in a UT Medical Plan will receive \$10,000 coverage at no cost. Voluntary coverage available 1-6 times basic annual earnings</p>	<p>Optional coverage available for dependents. Evidence of Insurability is required for coverage exceeding 3 times annual salary and for spouse coverage exceeding \$10,000.</p>

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Accidental Death and Dismemberment (AD&D)	UT Arlington / Employee	All employees who are appointed to work 20 hours or more per week and for at least 4 ½ months. Immediately	Employees who participate in a UT Medical Plan will receive \$10,000 coverage at no cost. Voluntary coverage available 1 – 10 times basic annual earnings.	Optional coverage available for dependents. Spouse can be covered up to half of employee coverage; children \$10,000 max
Short Term Disability	Employee	All employees who are appointed to work 20 hours or more per week and for at least 4 ½ months. Immediately	After a 14-day elimination period, if your claim is approved, you will be eligible to receive 60% of your salary up to a maximum of 22 weeks. 4 weeks for Pre-Existing Conditions.	You must exhaust all of your sick leave before benefits are payable.
Long Term Disability	Employee	All employees who are appointed to work 20 hours or more per week and for at least 4 ½ months. Immediately	After a 90-day elimination period, if your claim is approved, you will be eligible to receive up to 60% of your salary to age 65. See Schedule if older than 60	You must exhaust all of your sick leave before benefits are payable.
Long Term Care	Employees	All employees who are appointed to work 20 hours or more per week and for at least 4 ½ months. Immediately	LTC provides funds for necessary services once individuals become incapable of caring for themselves. There is a 90-day waiting period for benefits.	Eligible family members may apply, including parents, in-laws and all grandparents. For additional information and enrollment materials please call CNA Customer Service at (888) 825-0353.

For Additional Information: <http://www.utsystem.edu/benefits>

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UT ARLINGTON EMPLOYEE RETIREMENT BENEFITS

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Retirement Services consists of two plans:	Employee with State Matching	All regular employees who are appointed to work 20 hours or more per week and for at least 4 ½ months. Immediately		Participation in a Retirement Plan is mandatory.
(1) Teacher Retirement System	Employee – 6.4% State – 6.58%	All regular employees	TRS is a defined benefit retirement plan. Retirement benefits are based on legislatively determined formulas based on age, years of service and average of 5* years of highest salary (* If Grandfathered 3 years)	You are vested after 5 years of service with a right to a retirement benefit at minimum age of 60*. *If Grandfathered age of 55
(2) Optional Retirement Program	Employee – 6.65 % State – 8.5 %*	All faculty, Librarians and some upper management positions appointed 100%	ORP is a defined contribution plan. Benefits are based on the performance of the investments selected and are controlled by the employee.	You are vested after one year and one day of participation with a right to both employee and employer contributions.
Six Vendors to choose from: Fidelity, ING, Lincoln, MetLife, TIAA-CREF and VALIC Retirement				
Supplemental Retirement Programs: (1) 403(b) (2) 457(b)	Employee	All employees Immediately	These programs allow you to tax-defer additional income for retirement through pre-tax contributions. A Roth Account is offered through the 403(b) Plan.	6 Authorized Vendors to choose from: Fidelity, ING, Lincoln, MetLife, TIAA-CREF and VALIC Retirement.
U.S Savings Bond	Employee	All employees Immediately		Bonds may be purchased through payroll deductions
Social Security	UT Arlington / Employee	All regular employees	As an employee of UT Arlington, you are covered by the Federal Social Security System.	Total OASI is 7.65% deducted from the employee's pay for social security tax and for Medicare.

For additional information: TRS: www.trs.state.tx.us ORP and Voluntary Retirement Programs: www.utretirement.utsystem.edu

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UT ARLINGTON EDUCATIONAL BENEFITS

Type of Benefit:	Who Pays Cost?	Who & When Eligible?	Description of Benefit:	Comments:
UT Arlington Employee Tuition Assistance Plan (MAV TAP)	Employee	All regular employees who are appointed to work 20 hours or more per week and for at least 4 ½ months. Employed before August 1, 2008 – 6 months waiting period Employed on or after August 1, 2008 – 1 year waiting period	Tuition Assistance of 50% of the University’s Texas resident flat rate tuition is provided for undergraduate, graduate or doctoral courses (excluding thesis costs) Spouses/dependents eligible for tuition assistance for undergraduate and graduate courses.	Retirees and Students are not eligible for tuition assistance. UT Arlington Fiscal Reg. 3-66
Resident Tuition Rate	Faculty	Faculty who are appointed to work 20 hours or more per week and for at least 4 ½ months. Immediately	The spouse and dependent children of faculty and graduate student assistants may receive the resident tuition rate.	This benefit is for International employees and for those employees moving to Texas from Out of State
Outside Educational Opportunities	Employee	Regular full-time employees	Course Study during work time limited to a maximum of one 3-hr course per semester.	Specific Guidelines Must Be Met and requires Dept Approval. UT Arlington Fiscal Reg. 3-15
Tuition Discount for Continuing Education Courses	Employee	All regular employees who are appointed to work 20 hours or more per week and for at least 4 ½ months.	Employees are eligible to receive a discount on most classes when enrolling the day before the desired class begins.	Courses exempted from the Tuition Discount are generally in programs for licensure and certification.
Roundhouse Scholarship	UT Arlington	All employees and their dependents	Scholarships awarded in the Fall and Spring	
State Employee Training Program	UT Arlington	Regular, full-time, non-teaching employees	Educational & training assistance through 4 Programs: College Degree Program; In-Service Training & Education; Outside Staff Development Program; Internship Training Programs	For Information and Guidelines, UT Arlington Fiscal Reg. 3-52

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