



2023 | 2024

SUMMARY OF BENEFITS

Active Employee

BASIC BENEFIT PACKAGE

MEDICAL

Blue Cross Blue Shield of Texas

The University offers a Global, Preferred Provider Organization (PPO) for employees and their eligible dependents.

PRESCRIPTION DRUG PLAN

Express Scripts

Upon enrollment in the University's health plan, employees and their eligible dependents are automatically enrolled in prescription drug program.

BASIC, GROUP TERM-LIFE INSURANCE

Blue Cross Blue Shield of Texas

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

BASIC, ACCIDENTAL DEATH & DISMEMBERMENT (AD&D)

Blue Cross Blue Shield of Texas

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

VOLUNTARY BENEFITS

DENTAL

Delta Dental

The University offers three dental options for employees and their eligible dependents: UT Select Dental/DPO, UT Select Dental Plus and Delta Care Dental/DMO.

VISION

Superior Vision

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

GROUP TERM-LIFE INSURANCE

Blue Cross Blue Shield of Texas

Supplemental plans are also available for employees and their eligible dependents.

ACCIDENTAL DEATH & DISMEMBERMENT (AD&D)

Blue Cross Blue Shield of Texas

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 because of a covered accident.

DISABILITY PLANS

Blue Cross Blue Shield of Texas

The University provides optional short and long-term disability plans for employees out of work due to occupational or non-occupational injuries or illnesses.

UT FLEX (FLEXIBLE SPENDING ACCOUNT)

Maestro Health

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 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 by our community health specialists specifically for UTEP Staff. To help our community 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 that provide personalized and tailored health guidance.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

Deer Oaks

The EAP provides an opportunity for employees to obtain qualified help with personal situations 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 EAP Services. You may access this service by contacting the Office of Human Resources or by visiting our [website](#).

RETIREMENT PLANS

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

*OPTIONAL RETIREMENT PLAN (ORP)

*Eligibility requirements apply

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 a defined benefit retirement program which covers all eligible public education and Texas higher education employees.

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.

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.

LEAVE & INCENTIVE PROGRAM

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 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.

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.

***VACATION ACCRUAL TABLE**

*Faculty members are ineligible

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

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

***LONGEVITY PAY**

*Faculty members are ineligible

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 years of lifetime service credit no later than the last day of the preceding month. Longevity Pay will be based on two-year increments of service in accordance with the following schedule:

Total State Service in Mo.	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.

LEAVE OF ABSENCE FAMILY AND MEDICAL LEAVE

Eligible employees may take leave up to twelve weeks for childcare 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.

MILITARY FAMILY LEAVE

Military Caregiver Leave-Eligible employees who are family members of covered service members will be able to take up to twenty-six workweeks of leave in a "single twelve 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 twelve workweeks 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.

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 fifteen workdays 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 workdays of paid leave because of death to an employee's family member (spouse, employee's or spouse's parent, brother, sister, grandparent, grandchild, or child).

ACADEMIC LEAVE

Eligible 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 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. The [Reimbursement Form](#) is available through the Office of Human Resources, Forms Mine.

TRAINING AND DEVELOPMENT

Personal and Professional development courses are offered to all staff by the Office of Human Resources. Information regarding course dates, and registration is available online.

CENTER FOR FACULTY LEADERSHIP AND DEVELOPMENT

The center offers communities of practice and professional development opportunities in a variety of areas including Teaching and Learning, Scholarship and Mentoring, Leadership and Engagement, and Entrepreneurship and Innovation.

OTHER BENEFITS AND SERVICES

PERKS AT WORK

A free perks platform offering UTEP employees' access to over 30,000 unique discounts to online retail stores, restaurants, electronics, travel, event tickets and so much more!

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 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 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. For questions concerning the Miner Gold card call (915) 747-7334 or visit their [webpage](#).

For more information on our benefits, please visit www.utep.edu/hr or call us at (915) 747-5202. We will be glad to assist you with any questions.