

1. Title

Office of Employee Benefits Administrative Manual

2. Policy

Sec. 1 Mission Statement. The Office of Employee Benefits will lead in designing, implementing, and administering high quality, cost effective benefit programs for active and retired employees to support the mission of The University of Texas System.

Sec. 2 Introduction. The U. T. System Employee Group Insurance Program is authorized by Chapter 1601 of the *Texas Insurance Code*. The Office of Employee Benefits Administrative Manual contains the policies and procedures that the U. T. System is required to adopt in order to implement Chapter 1601. It also contains the policies and procedures for administration of U. T. System retirement programs and plans. It has been prepared by the Office of Employee Benefits to ensure that Program coverage and access to U. T. System retirement programs and plans is uniformly provided to eligible employees at the fifteen (15) U. T. System institutions and U. T. System Administration. The Administrative Manual is available at: http://www.utsystem.edu/benefits/policies/Policy_Manual_Table_of_Contents.pdf and on the Office of Employee Benefits' website at <http://www.utsystem.edu/benefits/> on the "Forms and Publications" page.

Sec. 3 Primary Objective. The primary objective of the U. T. System Office of Employee Benefits is to maximize the benefits and services that active and retired employees of U. T. System receive for each dollar spent on benefits. In doing so, the Office of Employee Benefits, while working within the limitations of the marketplace, must weigh the needs and desires of active and retired employees and their eligible dependents who participate in the benefit plans through the U. T. System's 15 institutions and U. T. System Administration.

3. Definitions

(See Section 130 of the Office of Employee Benefits Administrative Manual)

4. Relevant Federal and State Statutes

Texas Insurance Code, Chapter 1601

Texas Government Code (as applicable)

Texas Family Code (as applicable)

General Appropriations Act, Texas Legislature

Texas Education Code, Chapter 51, Subchapter C

Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), as amended

Uniformed Services Employment and Reemployment Rights Act of 1994, 38 U.S.C. Section 4301

Health Insurance Portability and Accountability Act of 1974 and applicable regulations

Internal Revenue Code and applicable regulations

5. Relevant System Policies, Procedures, and Forms

University of Texas System Board of Regents [Rules and Regulations](#)

[Certification of Health Insurance Waiver/Declination Election Form](#) (Manual Section 210. Employees)

[Retirement Eligibility Flowchart](#) (Manual Section 220. Retired Employees)

[Certification of Health Insurance Waiver/Declination Election Form](#) (Manual Section 220. Retired Employees)

[Optional Retirement Program Declaration of Retirement for Group Insurance Purposes Form](#) (Manual Section 220. Retired Employees)

[Special Dependent Application Form](#) (Manual Section 231. Special Dependent Application Process)

[Application for Coverage of Incapacitated Over Age Dependent Form](#) (Manual Section 231. Special Dependent Application Process)

[Change in Status Form for Mid-Year Benefit Election Changes](#) (Manual Section 310. Change In Status)

6. Who Should Know

U. T. System Active and Retired Employees

7. System Administration Office(s) Responsible for Policy

Office of Employee Benefits

8. Dates Approved or Amended

August 6, 2003
Amended September 1, 2008
Amended May 5, 2011

9. Contact Information

Questions or comments about this policy should be directed to:

- bor@utsystem.edu