



UT System Administration Policy Library – Policy UTS127

# Office of Employee Benefits Administrative Manual

Responsible Officer: Associate Vice Chancellor for Employee Services

Sponsoring Office: Office of Employee Benefits

Effective Date: August 6, 2003

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Next Scheduled Review: September 1, 2012

Errors or changes to: [policyoffice@utsystem.edu](mailto:policyoffice@utsystem.edu)

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## **POLICY STATEMENT**

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### 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.

### Introduction:

The University of Texas System Employee Group Insurance Program is authorized by Chapter 1601 of the Texas Insurance Code. This Administrative Manual contains the policies and procedures that The University of Texas System is required to adopt in order to implement Chapter 1601. It also contains the policies and procedures for administration of System retirement programs and plans. It has been prepared by the Office of Employee Benefits to ensure that Program coverage and access to System retirement programs and plans is uniformly provided to eligible employees at the fifteen (15) University of Texas System institutions and System Administration.

This manual is available at:

[http://www.utsystem.edu/benefits/policies/Policy\\_Manual\\_Table\\_of\\_Contents.pdf](http://www.utsystem.edu/benefits/policies/Policy_Manual_Table_of_Contents.pdf)  
and on OEB's Web site at <http://www.utsystem.edu/benefits/> on the "Forms and Publications" page.

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## **RATIONALE**

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### Primary Objective

The primary objective of The University of Texas System (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 16 institutions, including U.T. System Administration.

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## **SCOPE**

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All institutions and UT System Administration

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## WEBSITE ADDRESS FOR THIS POLICY

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<http://www.utsystem.edu/policy/policies/uts127.html>

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## RELATED POLICIES, REQUIREMENTS OR STANDARDS

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<b>UT System Administration Policies &amp; Standards</b>	<b>Other Policies &amp; Standards</b>
<ul style="list-style-type: none"><li>• University of Texas System Board of Regents <a href="#">Rules and Regulations</a></li></ul>	<ul style="list-style-type: none"><li>• Texas Insurance Code, Chapter 1601</li><li>• Texas Government Code (as applicable)</li><li>• Texas Family Code (as applicable)</li><li>• General Appropriations Act, Texas Legislature</li><li>• Texas Higher Education Code, Chapter 51, Subchapter C</li><li>• Consolidated Omnibus Budget Reconciliation Act of 1985, (COBRA), as amended</li><li>• Uniformed Services Employment and Reemployment Rights Act of 1994, 38 U.S.C. §4301</li><li>• Health Insurance Portability and Accountability Act of 1974 and applicable regulations</li><li>• Internal Revenue Code and applicable regulations</li></ul>

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## CONTACTS

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<b>Subject</b>	<b>Office Name</b>	<b>Telephone Number</b>	<b>Email/URL</b>
Laura Chambers, Manager of Insurance Benefits	Office of Employee Benefits	Phone: (512) 499-4624 Fax: (512) 499- 4620	E-mail: <a href="mailto:lchambers@utsystem.edu">lchambers@utsystem.edu</a>

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## DEFINITIONS

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[Office of Employee Benefits Terms and Definitions](#)

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## RESPONSIBILITIES

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[http://www.utsystem.edu/benefits/policies/Policy\\_Manual\\_Table\\_of\\_Contents.pdf](http://www.utsystem.edu/benefits/policies/Policy_Manual_Table_of_Contents.pdf)

### Office of Employee Benefits

- Administration of an actuarially sound uniform group insurance program for the benefit of The University of Texas System;
- Administration of the System retirement programs and plans;
- Maximization of quality group insurance benefits and services offered to Program participants for each dollar available for the Program;
- Monitoring Program activities to ensure that Program benefits are provided in compliance with applicable state and federal law, System policies and contractual requirements;
- Procurement, selection and administration of contractual relationships with carriers and other vendors providing services to and on behalf of the Program;
- Oversight of the administrative functions performed by System institution benefit managers and staff on behalf of the Program;
- Creation and oversight of the Program enrollment process and maintenance of the eligibility database for all Program participants;
- Processing and reconciliation of Program financial transactions including plan premium payments from System institutions to carriers and third party administrators;
- Provision of training to System institution benefit managers and staff concerning the Program;

- Assistance to participants in the resolution of member complaints; and
- Communication of Program plan information to institutions.

OEB works closely with, and receives invaluable assistance from the Human Resource Departments of each institution.

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## PROCEDURES

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### Office of Employee Benefits Administrative Manual Table of Contents

#### Implementation/Enforcement Step

#### 100. General Information

##### [111. Uniform Insurance Benefits Act for Employees of The University of Texas System and The Texas A&M University System](#)

- Chapter 1601, Texas Insurance Code (effective 06/01/03, revised June 20, 2003 and September 1, 2003)

##### [120. Office of Employee Benefits Administration](#)

##### [130. Office of Employee Benefits Terms and Definitions](#)

##### [140. Funding for Group Insurance Coverage](#)

##### [141. Waiting Period for Group Insurance Benefits](#)

##### [142. Premium Sharing for Graduate Student Employees and Part-Time Employees](#)

#### 200. Eligibility & Enrollment for Group Insurance

##### [210. Employees](#)

- [Certification of Health Insurance Waiver/Declination Election Form](#)

##### [220. Retired Employees](#)

- [Retirement Eligibility Flowchart](#)
- [Certification of Health Insurance Waiver/Declination Election Form](#)
- [ORP Declaration of Retirement for Group Insurance Purposes Form](#)

[230. Dependents](#)

[231. Special Dependent Application Process](#)

- [Special Dependent Application Form](#)
- [Application for Coverage of Incapacitated Over Age Dependent Form](#)

[240. Surviving Dependents \(NEW\)](#)

[250. COBRA Participants](#)

[260. Health Insurance Premium Payment Reimbursement Program](#)

[270. Evidence of Insurability \(EOI\)](#)

**300. Benefit Status Changes**

[310. Change In Status](#)

- [Change in Status Form for Mid-Year Benefit Election Changes](#)

320. Active Military Duty (Removed 09/08 – Under Review)

**[400. Health Insurance Portability and Accountability Act \(HIPAA\)](#)**

- The University of Texas System Administration HIPAA Privacy Compliance Manual
- Appendix
  - o UT SELECT, UT DENTAL SELECT AND UT FLEX Notice of Privacy Practices
  - o HIPAA Forms

**500. Benefit Plan Descriptions**

[570. UT FLEX Program](#)

[571. UT FLEX Contribution Reporting](#)

**600. Information Systems**

**700. Finance**

[701. Premium Billing & Reconciliation](#)

[702. Billing of Postage to Components](#)

[705. Employee Assistance Program](#)

[706. BCBS Eligibility Audit](#)

[707. Retroactive Eligibility Adjustments](#)

## **800. Retirement Programs**

[810. Optional Retirement Program](#)

[820. UTSaver Tax-Sheltered Annuity Program](#)

[830. UTSaver Deferred Compensation Plan](#)

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## **FORMS AND TOOLS/ONLINE PROCESSES**

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<b>Manual Section</b>	<b>Online Form</b>
210. Employees	<ul style="list-style-type: none"><li>• <a href="#">Certification of Health Insurance Waiver/Declination Election Form</a></li></ul>
220. Retired Employees	<ul style="list-style-type: none"><li>• <a href="#">Retirement Eligibility Flowchart</a></li><li>• <a href="#">Certification of Health Insurance Waiver/Declination Election Form</a></li><li>• <a href="#">ORP Declaration of Retirement for Group Insurance Purposes Form</a></li></ul>
231. Special Dependent Application Process	<ul style="list-style-type: none"><li>• <a href="#">Special Dependent Application Form</a></li><li>• <a href="#">Application for Coverage of Incapacitated Over Age Dependent Form</a></li></ul>
310. Change In Status	<ul style="list-style-type: none"><li>• <a href="#">Change in Status Form for Mid-Year Benefit Election Changes</a></li></ul>

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## **APPENDIX**

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None