1.0 BACKGROUND

In order to encourage The University of Texas System institutions to provide an Employee Assistance Program (EAP) at their respective locations, OEB funds a portion of the cost. Each institution is allowed $1 credit for each employee and retired employee enrolled in the UT SELECT medical plan, for whom the service is available. The total amount is deducted from the monthly funding of insurance premiums to OEB by the institutions. Each Institutions EAP Director or the person who manages the relationship between the EAP provider and the institution is responsible for EAP program operations at the institution.

2.0 CALCULATION OF EMPLOYEE ASSISTANCE PROGRAM CREDIT

2.1 Count of participants eligible to participate in the institutional EAP

On an annual basis in the first week of October, OEB Information Services provides a count of each institution’s Active, Benefit Eligible on Leave, and Retired Employee population enrolled in UT Select. The count is based on data provided by each institution stored on SGELIG, the OEB eligibility database. (Exhibit A)

2.2 Communication of SGELIG based participant count to institutions

- Communicate the SGELIG based participant count by email to the OEB Finance contacts in the payroll and human resource departments at each institution.
• Request feedback regarding the count provided by response to the email. The institutions can provide alternative counts from their own sources in their response. OEB Finance will determine which count is appropriate. Unless the institution’s count is materially different from the SGELIG count, use the former.

• Track the counts communicated to and from the institutions using MS Excel. By leaving the prior year’s EAP counts as a column within the spreadsheet, it will provide a historical picture for use in analyzing the counts by institution. Additionally, it serves as an organizational tool. (Exhibit A)

3.0 COMMUNICATION OF FINAL EAP CREDIT AMOUNT TO CHIEF BUSINESS OFFICERS

Prepare and send a letter using U. T. System Administration letterhead to each institution’s Chief Business Officer communicating the final amount that can be deducted from each monthly premium funding amount. (Exhibit B)

4.0 MID-YEAR CHANGES IN THE EAP CREDIT AMOUNT

Due to extenuating circumstances, an institution’s employee/retiree base may change during a plan year. An example of such circumstances would be the acquisition of an additional entity which would increase the number of employees eligible to participate in an EAP.

4.1 Request
The institution’s Chief Business Officer must request a decrease or increase in the EAP credit from the Director of OEB. The request must be in writing and describe the situation that merits the change in the credit amount, the amount of decrease/increase needed and the time frame involved.

4.2 Approval
Upon receipt of the written request, the Director will evaluate the need for a change. Once evaluated, the Director will communicate either approval or denial directly to the Institution’s Chief Business Officer. The approval will include the amount and effective date of the change.
## EXHIBIT A

<table>
<thead>
<tr>
<th>INSTITUTION</th>
<th>FY 09-10 ACTUAL</th>
<th>SF SALES</th>
<th>RESPONSES</th>
<th>DIFFERENCE</th>
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<tbody>
<tr>
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<td>ACT</td>
<td>RET</td>
<td>TOTAL</td>
<td>ACT</td>
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<tr>
<td>UTAH</td>
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<td>2,978</td>
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<tr>
<td>UTPA</td>
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<td>786</td>
<td>2,978</td>
<td>2,192</td>
</tr>
<tr>
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<tr>
<td>UTEP</td>
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<tr>
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<td>53,346</td>
<td>31,011</td>
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</table>

These institutions do not allow retirees to use the SAP.

An email sent on 10/6/10 to contacts to agree or disagree with SOLL/G count.

Communicated back to contacts & CBO

3rd Request
EXHIBIT B

Office of Employee Benefits
702 Colorado Street, Ste. 2.100, Austin, Texas 78701
Phone: 512-499-4616 Fax: 512-499-4620

October XX, 2010

Rusty Ward
Vice President for Business Affairs and Controller
The University of Texas at Arlington
P.O. Box 19136
Arlington, TX 6019-0136

RE: Employee Assistance Program Funding for FY 2010-11

Dear Mr. Ward:

The University of Texas System Office of Employee Benefits has assisted with funding of the Employee Assistance Program (EAP) through redirection of $1.00 per eligible employee and/or retired employee per month. This office continues to hold a strong commitment to supporting and promoting our institution EAP programs in the future through this funding and through our “Living Well Make it a Priority” Wellness Program.

For FY09 we introduced to all EAP Directors, Human Resource Directors and Benefits Managers an EAP Reporting Matrix. This matrix was created in response to the UT System Audit Office review of the EAP functions across UT System institutions. Our goal has been to create a quarterly reporting tool that includes all standards and EAP core functions. The completion of this EAP Reporting Matrix will be a requirement in order to receive funding for future years.

Your EAP not only provides a significant value added benefit to your employee population, we also know the program helps reduce the volume of therapy and counseling claims under the self-funded UT SELECT program.

The funding for the EAP program is derived by calculating $1.00 per month for each enrolled UT SELECT employee and retired employee. According to UT SELECT enrollment data submitted by The University of Texas at Arlington, your institution has:

- 2,719 Enrolled Employees
- 927 Enrolled Retired Employees

Since both the employees and retired employees are eligible to participate in your EAP, the sum of these two numbers may be withheld from the transfer of your monthly insurance premiums to OEB. Please let me or Kim Caperton, our Financial Analyst, know if you have questions. We appreciate the support of your EAP program and our collaborative relationship to ensure the wellness of our employee population.

Sincerely,

Laura C. Chambers
Director
cc: Debbie Pennington
   Fred Libbrecht