

**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 Uniform Group Insurance Program (UGIP) 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 and retirees 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](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/offices/employee-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, Uniform Insurance Benefits Act for Employees of The University of Texas System and Texas A&M University System](#)

*Texas Government Code* (as applicable)

*Texas Family Code* (as applicable)

General Appropriations Act, Texas Legislature

[Texas Education Code Chapter 51, Subchapter C, Faculty Development Leaves of Absence](#)

[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

[Affordable Care Act](#)

**5. Relevant System Policies, Procedures, and Forms**

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

[Required Documentation for Eligible Dependents](#) (Manual Section 230. Dependents)

[Grandchild Certification Form](#) (Manual Section 230. Dependents)

**6. System Administration Office(s) Responsible for Policy**

Office of Employee Benefits

**7. Dates Approved or Amended**

August 6, 2003

Amended September 1, 2008

Amended April 26, 2011

August 15, 2012