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 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


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