Insurance and Other Benefits

Document Number: HMRS-0006 **Date Published(sys):** 1/12/2026

General Description

Policy Summary:

Trinity University provides benefits to employees in accordance with the applicable benefit plan.

Purpose:

Trinity University provides benefits to employees in accordance with the applicable benefit plan.

Scope:

This policy applies to all Trinity University faculty and staff and those that are benefit eligible.

Exceptions:

No exceptions.

Policy Content

TRINITY UNIVERSITY FLEXIBLE BENEFITS PLAN (TFBP)

All full-time employees and employees who work at least 30 hours a week are eligible to participate in the Trinity University Flexible Benefit Plan (TFBP).
TFBP includes 6 benefit categories:

1. Health care insurance
2. Dental care insurance
3. Vision
4. Life insurance
5. Dependent care assistance
6. Medical spending account

Trinity University contributes a set amount for each employee toward the cost of these benefits. This amount is anticipated to increase by about the same percentage as the average salary increases each

year. Part-time employees working 30 hours a week or more will receive the same percent of the amount as their work time relates to a 40-hour week. Any unused University contribution is forfeited. Part-time faculty and temporary staff employees are not eligible for benefits, unless qualified under the ACA.

TFBP allows University employees, who so elect, to pay their portion of the listed fringe benefits with pre-tax dollars.

Employees hired after June 1st will receive a proportionate share of the set amount based upon the number of pay periods remaining in the fiscal year.

Any full-time employee who retires at the age of 55 or later and who has 10 or more years of service, or who retires at the age of 65 or later and who has 5 or more years of service, may be entitled to continue to participate in the group health insurance plan until their 65th birthday. For more specific information regarding coverage for retirees and eligible spouses, please refer to the current plan document.

Further information and election forms are available in the Office of Human Resources. Please reference the plan documents for more detailed information about the above plans.

OTHER BENEFITS

A. **Retirement/Pension Plan**

The University sponsors the Trinity University 403(b) Retirement Plan. The Plan is a “defined contribution” plan in which the University and employee make fixed contributions once an employee meets the eligibility requirements. Currently, the University contributes 10 percent of the employee's taxable base salary and the employee contributes 3 percent of his or her taxable base salary. Contributions are fully and immediately vested. Eligible employees begin receiving and making contributions after two years of service (provided they are age 21 or older). Certain services with a not-for-profit institution or organization immediately before being employed at Trinity University may count as two years of service. TIAA is the current record keeper for the Plan. The specific terms of the Plan are explained in the Plans Summary Plan Description (SPD).

Voluntary Retirement Contributions

Upon the hire date, eligible employees may enter into a salary reduction agreement to make voluntary contributions to the Trinity University 403(b) Retirement Plan. These contributions are in addition to any fixed contributions described above. Contributions may be made on a pre-tax basis or on an after-tax (Roth) basis. The amount of contributions under the Plan is limited as provided in sections 403(b) and 415 of the Internal Revenue Code and related Treasury Department regulations. TIAA is the current record keeper for the Plan. The specific

terms of the Plan are explained in the Plans Summary Plan Description (SPD). For more specific information regarding Trinity's retirement plan, you may also contact Human Resources.

B. Unemployment Compensation

Trinity University, as required by federal law, contributes to a program of unemployment compensation. This assures employees terminated without cause have financial protection according to federal standards. No deduction or contribution from employees' salaries is involved.

C. Worker's Compensation Insurance

For information on workers' compensation insurance, please refer to the section on Workers' Compensation under "Employee Injuries and Accidents."

D. University Risk Insurance

The University maintains insurance policies that cover certain employees for liability in performing their duties. These policies include general liability insurance, excess liability insurance, educator's legal liability insurance, automobile liability insurance, special event accidental insurance, and exhibition insurance.

FINANCIAL SERVICES

A. Automobile Insurance

Trinity University participates in an automobile insurance plan that may provide reduced rates for most faculty and staff. The plan is placed on an individual basis and is paid for by the employee. Information about this coverage may be obtained from the Office of Human Resources.

B. Homeowners and Tenants Insurance

Trinity University participates in a Homeowners and Tenants Insurance Plan that may provide reduced rates for most faculty and staff. The plan is placed on an individual basis and is paid for by the employee. Information about this coverage may be obtained by contacting the Office of Human Resources.

C. Check Cashing

- Checks may be cashed in Student Financial Services between 9:00 a.m. and 5:00 p.m. Monday through Friday (except during semester registrations).

- Personal checks cannot exceed $50.00 and are limited to one per day. Payroll checks cannot exceed $175.00.
- Valid, current identification card is required.
- Two-party checks require the approval of the Director of Student Accounts.
- A $25.00 charge will be assessed for any returned check.
- Check-cashing privileges will be denied permanently after three insufficient-fund checks.
- Upon employee termination, check-cashing privileges will be denied.

D. Credit Union

All faculty and contract staff are eligible for membership services including loans, savings, and share draft accounts through payroll deduction with Firstmark Credit Union. Information is available from the Payroll Office or the Firstmark Credit Union.

E. Payroll Check Procedure

Direct deposit of payroll checks is available upon request to the Payroll Office in Workday.

The Office of Human Resources distributes faculty and exempt staff salary checks on the 25th day of each month. The non-exempt staff salary checks are distributed by the Office of Human Resources bi-weekly on Fridays.

Faculty members and exempt staff on a 12-month contract will receive 12 equal monthly installments. Faculty on 9-month contracts receive 9 equal monthly installments beginning September 25 and continuing through May 25. An option available to faculty on 9-month contracts permits the faculty member to receive the 9-month salary in 12 equal monthly installments beginning September 25 and continuing through August 25.

Faculty teaching during the Summer Session are paid accordingly in the summer.

Faculty receiving faculty development funds in the summer are paid accordingly in the summer months.

Whenever a designated payday (the 25th day of the month or another payday as specified above) falls on a Saturday, Sunday, or holiday, paychecks will be available on the preceding working day.

CULTURAL & ATHLETIC BENEFITS

A. Theater and Cultural Events

Faculty, staff, and their families may purchase season tickets for various cultural events on campus. Season tickets provide savings for such events. Faculty and staff may also purchase single tickets to these events at a reduced price.

B. **Elizabeth Huth Coates Library**

Faculty and staff may check out books by presenting their Trinity University identification cards. Members of the immediate families of full-time faculty and staff may check out books after securing a library card. Inquiries should be directed to the administrative office of Coates Library.

C. **Use of Recreational Facilities**

Recreational facilities are available for use by Trinity University Trustees, faculty, staff, and their families, and students by presentation of a Trinity University identification card. Information concerning regulations governing use of facilities may be obtained from the Office of Athletics in the William H. Bell Athletic Center at (210) 999-8222.

D. **Bookstore Benefits**

Faculty and staff members receive a 10% discount except for textbooks, computer software, sale merchandise, and some special orders.

SPECIAL BENEFITS FOR RETIRED FACULTY AND STAFF

Full-time faculty and staff who retire from Trinity University are eligible for the following benefits:

- Continuation of library privileges, including online access to Library databases, Interlibrary Loan, and electronic books and media.
- Retention of faculty listing and web pages on the Trinity University website for the department and any interdisciplinary programs involved.
- Free parking on campus, provided the annual registration procedure is completed.
- Discount for bookstore purchases on the same level as active employees.
- Discount for tickets to athletic playoffs and theater and cultural events on the same level as active employees.
- Check cashing privileges.
- Use of University recreational facilities.
- Dining privileges.
- University Club membership privileges as determined by the University Club Committee.
- Invitations to University social functions, such as parties.
- Tuition remission of 100% for one undergraduate or graduate course each semester. Graduate tuition remission is a taxable benefit.

- Tuition remission scholarships for dependent children pursuing undergraduate degrees. (This benefit is subject to the University's Tuition Remission Policy and all applicable regulations mandated by the Internal Revenue Code.)
- Access to the Tuition Exchange Program for dependent children. (This benefit is subject to the University's Tuition Exchange Policy and all applicable regulations mandated by the Internal Revenue Code.)
- Participation in the University's group health insurance plan until age 65, provided eligibility requirements are met.
- Use of mailing address at Trinity University.
- Administration of grants by the University.
- Laboratory privileges if engaged in sponsored research under University administration.
- Departmental secretarial assistance for professional purposes as approved by the Department Chair.
- Use departmental stationery and postage for professional purposes as the Department Chair approves.
- Participation in convocations and academic processions.
- Receipt of University publications and announcements.
- All retired faculty will be added to the Trinity University retiree listserv, with the option to unsubscribe if desired.
- Retired faculty may retain their Trinity e-mail account.

Revision Management

Revision History Log:

Revision #:	Date:	Recorded By:
v2.1	1/12/2026 9:53 AM	Pamela Mota
v2.0	8/1/2023 10:11 AM	Pamela Mota
v1.0	8/15/2019 12:08 PM	Kelleebeth Cantu

Vice President Approval:

Name:	Title:
Brandi Jones	Vice President for People, Culture, and Community