



## Insurance and Other Benefits

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### *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. Long-term disability insurance
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. It is anticipated that this amount will increase by about the same percent 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 contract 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.

## **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 employees 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 service with a not-for-profit institution or organization immediately prior to 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 date of hire, 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 that 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**

Refer to the section on Worker's Compensation under "Employee Injuries and Accidents" in the handbook Fiscal Affairs Policies and Procedures.

#### **D. University Risk Insurance**

The University maintains insurance policies that cover certain employees for liability in the performance of their duties. Some of these policies include general liability insurance, excess liability insurance, educator's legal liability insurance, automobile liability insurance, special event accidental insurance, and exhibition insurance. For further information, refer to the Risk Management chapter of the handbook Fiscal Affairs Policies and Procedures.

## **FINANCIAL SERVICES**

#### **A. Automobile Insurance**

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

#### **C. Check Cashing**

- Checks may be cashed in the Business Office between 9:00 a.m. and 5:00p.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 San Antonio Teachers Credit Union.

#### **E. Payroll Check Procedure**

Direct deposit of payroll checks is available upon request to the Payroll Office. Faculty and contract staff salary checks are distributed by the Office of Human Resources on the 25th day of each month.

Faculty members and contract staff who are employed 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-months salary in 12 equal monthly installments beginning September 25 and continuing through August 25.

Faculty teaching during the Summer Session are paid on June 30.

Faculty receiving faculty development funds in the summer are paid on June 30 and July 31.

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

## **CULTURAL & ATHLETIC BENEFITS**

#### **A. Theater and Cultural Events**

Faculty and staff and their families may purchase season tickets for various cultural events on campus. Season tickets provide a savings for such events. Faculty and staff may also purchase single tickets to these events at a reduced price (typically \$1.00 off the regular 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. Please see Chapter 7E: Bookstore Policies and Procedures for additional information.

### **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, to include 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 both the department and any interdisciplinary programs with which involved.
- Free parking on campus, provided annual registration procedure is completed.
- Discount for bookstore purchases on the same level as active faculty.
- Discount for tickets to athletic playoffs and theater and cultural events on the same level as active faculty.
- 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 faculty 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 of departmental stationary and postage for professional purposes as approved by the Department Chair.
- 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 so desired.
- Retired faculty may retain their Trinity e-mail account.

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## Revision Management

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### Vice President Approval:

Enter Vice President(s) that are responsible for approving this document

Name:	Title:
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