Office of Employee Benefits Administrative Manual	Employee Assistance Program Credit to Premium Funding	705

EFFECTIVE DATE: SEPTEMBER 1, 2004

REVISION DATE: JANUARY 11, 2011

PURPOSE: To outline the process required to determine the amount of credit to be deducted from the monthly funding of insurance premiums to Office of Employee Benefits (OEB).

Scope: All University of Texas System institutions and OEB Finance

STATUTORY AND ADMINISTRATIVE REFERENCES:
Texas Insurance Code, Chapter 1601

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.

INSTITUTION	FY 09-10 ACTUAL			SGPBGAC8 FY 10-11			RESPONSES FY 10-11				DIFFERENCE FY 10-11			
	ACTIVE	RETIRED	TOTAL	ACTIVE	RETIRED	TOTAL	ACTIVE	RETIRED	TOTAL	SOURCE	ACTIVE	RETIRED	TOTAL	% Difference
506 UTMDACC	16,867	2,282	19,149	17,138	2,438	19,576	17,191	2,529	19,720	RESPONSE	(53)	(91)	(144)	-1%
714 UTARL	2,719	927	3,646	2,715	945	3,660	2,715	945	3,660	SGELIG	-	-	-	0%
721 UTAUS/UTS	19,054	4,247	23,301	17,518	4,345	21,863	17,289	4,637	21,926	RESPONSE	229	(292)	(63)	0%
723 UTMB	10,437	3,581	14,018	10,306	3,680	13,986	10,306	3,680	13,986	SGELIG	-	-	-	0%
724 UTEP	2,291	678	2,969	2,136	674	2,810	2,136	674	2,810	SGELIG	-	-	-	0%
729 UTSWMCD	10,742	1,178	11,920	10,917	1,240	12,157	10,917	1,240	12,157	SGELIG	-	-	-	0%
736 UTPA	1,735	370	2,105	1,810	383	2,193	1,810	383	2,193	SGELIG	-	-	-	0%
738 UTD	2,096	-	2,096	2,288	447	2,735	2,252	-	2,252	RESPONSE	36	-	36	1%
742 UTPB	335	80	415	353	81	434	353	81	434	SGELIG	-	-	-	0%
743 UTSA	3,621	553	4,174	3,374	513	3,887	3,380	515	3,895	RESPONSE	(6)	(2)	(8)	0%
744 UTHSCH	5,019	1,198	6,217	4,921	1,235	6,156	4,921	1,235	6,156	SGELIG	-	-	-	0%
745 UTHSCSA	5,317	1,246	6,563	4,965	1,206	6,171	4,965	1,195	6,160	RESPONSE	-	11	11	0%
747 UTB	1,139	179	1,318	1,242	187	1,429	1,256	189	1,445	RESPONSE	(14)	(2)	(16)	-1%
750 UTT	606	-	606	583	178	761	583	-	583	SGELIG	-	-	-	0%
785 UTHSCT	726	-	726	745	569	1,314	743	-	743	RESPONSE	2	-	2	0%
TOTAL	82,704	16,519	99,223	81,011	18,121	99,132	80,817	17,303	98,120		194	(376)	(182)	

These institutions do not allow retirees to use the EAP.

Email sent on 10/6/10 to contacts to agree or disagree with SGELIG count.

Communicated back to contacts & CBO xx/xx/xx. kgc

2nd Request

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
  Kathy Lightbody