


<div>Office of Employee Benefits</div> <div>Administrative Manual</div> <div>  </div>	<div>PREMIUM SHARING FOR PART-TIME EMPLOYEES AND GRADUATE STUDENT EMPLOYEES</div>	<div>142</div>
	INITIAL EFFECTIVE DATE: SEPTEMBER 1, 2003	
	LATEST REVISION DATE: SEPTEMBER 1, 2014	
	PURPOSE: To provide guidance for University of Texas institutions in applying the state law relating to eligibility of Part-Time Employees and Graduate Student Employees for Premium Sharing	
	SCOPE: Eligible Part-Time Employees and Graduate Student Employees of The University of Texas System enrolled in the UT Uniform Group Insurance Program	
	STATUTORY AND ADMINISTRATIVE REFERENCES: Texas Insurance Code, Chapter 1601	

1.0 BACKGROUND

Section 1601.207 requires The University of Texas System (System) to contribute certain amounts toward the cost of coverage (or premium) elected by a Benefits Eligible Employee or Retired Employee. This share of the premium is known as the State Premium Share or the “employers share” of the premium. For Part-Time Employees, including benefits eligible Graduate Student Employees, who are required to work at least 20 but less than 40 hours a week or to work at least 50% but less than 100% of a Full-Time Employee, the state Premium Share is generally limited to 50% of the total premium cost for the Basic Coverage Package for the Employee and 25% for eligible Dependents.

System is authorized to supplement the permitted state Premium Share for benefits eligible Graduate Student Employees and certain nurses, as long as the supplement is allocated from institutional funds that were not appropriated for state Premium Share purposes in the General Appropriations Act. No other supplementation is permitted. The purpose of this Policy is to provide guidance to the institutions in applying these state law provisions.

Important: Non-employee Post Doctoral Fellows and Non-employee Qualifying Graduate Students are not entitled to a State Premium Share. See Policy 211 of this manual for information about these individuals.

2.0 PART-TIME EMPLOYEES

2.1 State Premium Share

If an institution designates an Employee as working at least 20 hours but less than 40 hours per week or more than 50% but less than a standard full-time appointment, the Employee is eligible to participate in the Program as a Part-time Employee. However, the institution may only make contributions from monies appropriated in the General Appropriations Act for the state Premium Share as follows:

2.1.1 Not more than 50% of the premium cost of the Basic Coverage Package; and

2.1.2 Not more than 25% of the premium cost of health coverage for covered Dependents.

2.2 Exception for Certain Nurse Employees

Education Code 51.969 permits the president of a System health institution to designate certain nurses employed by the unit for patient or clinical activities who work less than 40 hours a week as full-time employees for purposes of qualifying for 100% of the state Premium Share. A medical and dental unit that has made such a designation may supplement the premium cost for basic health care coverage for such nurses and their dependents as long as the additional monies are allocated from the institution's funds and not from funds appropriated for state Premium Share purposes.

2.3 Exception for Tenured Faculty With Phased Retirement

See Policy 210, Section 3.4 for information on handling phased retirement agreements for Tenured Faculty.

2.4 Additional Funding by Institution Prohibited

Funding in excess of the percentages described in this Policy is not permitted regardless of the source of the funds.

3.0 BENEFITS ELIGIBLE GRADUATE STUDENT EMPLOYEES

3.1 Premium Sharing

Graduate students that are employed in a position that requires, as a condition of employment, the person to be enrolled as a student in graduate-level courses at the institution are limited to 1/2 of the employer amount payable for a Full-time Employee as follows:

3.1.1 Not more than 50% of the premium cost of the Basic Coverage Package; and

3.1.2 Not more than 25% of the premium cost of health coverage for covered Dependents.

3.2 Additional Funding by Institution

This restriction does not prohibit a U.T. institution from contributing additional amounts to supplement the premium cost of Employee Group Insurance Program (Program) coverage for basic care coverage for Graduate Student Employees and their Dependents, as long as the additional monies are allocated from the institution's funds

and not from funds appropriated for state Premium Share purposes. An institution that chooses to supplement the premium cost must adopt a policy whereby all of its benefits-eligible Graduate Student Employees receive the supplement.

4.0 WAIVING COVERAGE

An eligible Part-Time Employee or Graduate Student Employee who is covered under another comparable group health plan and chooses to waive the Basic Coverage Package is eligible to receive no more than 50% of the state Premium Share funds for a Part-Time Employee or Graduate Student Employee (i.e., 25% of the Premium Sharing amount designated for a Full-time Employee) to apply to out-of-pocket premiums for optional coverage. If a Part-Time Employee or Graduate Student Employee waives coverage, they cannot receive Premium sharing until after the waiting period.

Note: Enrollment in a UT institution's Student Health Insurance plan does not qualify as comparable group insurance coverage.

See Policy 140 for more information about waiving coverage.

5.0 LEAVE WITHOUT PAY

See Policy 140 of this Administrative Manual for information about an Employee in a Leave Without Pay status.

6.0 ADDITIONAL REQUIREMENTS FOR INSTITUTIONS THAT SUPPLEMENT THE STATE PREMIUM SHARE

Each institution is permitted to make its own decision as to whether to contribute supplemental funds for basic care Program coverage for Graduate Student Employees and in the case of a health institution, eligible part-time nurses. However, each institution must:

- 6.1** determine that sufficient local institutional monies are available to fund this additional expense;
- 6.2** in the case of Graduate Student Employees, apply the policy consistently as to each eligible Graduate Student Employees; and
- 6.3** in the case of nurses, each health institution that elects to utilize the exception in Education Code Section 51.969 must treat all of its clinical and patient care nurses who work at least 36 hours a week as full-time employees for purposes of leave, for longevity pay, and for premium payment for basic group insurance coverage. A health institution that wishes to set a policy that treats nurses who work less than 36 hours per week as full-time or otherwise deviate from this policy must obtain prior approval from the Office of Health Affairs.

Important: Part-time Employees, other than Graduate Student Employees and nurses specifically designated by a health institution as full-time employees pursuant to Education Code Section 51.969, are not eligible for additional premium contributions from the institution.