



UT Health Science Center: HR0345-H Group Insurance	
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Related Policies:		

OBJECTIVE

The University provides an opportunity for its eligible employees to participate in the group insurance programs.

WHO IS AFFECTED?

Regular employees who are scheduled to work a minimum of thirty hours a week (at least 75% fulltime) may participate in the basic group insurance program.

Enrollment is assured for eligible employees and eligible dependents the first of the month following completion of one full calendar month of employment if all applicable forms are completed and submitted to the Benefits office.

PROCEDURE

The University provides group insurance packets which include enrollment information and description of the various programs offered. These packets which include enrollment forms are provided to the new employee during New Hire Orientation.

Eligible employees should enroll in the plan(s) within the first thirty one days of active service. Enrollment at any time thereafter will require the employee to satisfy one of the late enrollment provisions (marriage, divorce, etc.) outlined in the insurance program specifications.

Annually, the University provides to employees information concerning new programs available and offers employees the opportunity to make changes in their insurance coverage.

At The Health Science Center the Benefits Office provides insurance program information and materials.