



MIDWESTERN STATE UNIVERSITY

# Operating Policies & Procedures Manual

## University Operating Policy/Procedure (OP) OP 52.59: Employee Insurance

<b>Approval Authority:</b>	President
<b>Policy Type:</b>	University Operating Policy and Procedure
<b>Policy Owner:</b>	Administration and Finance
<b>Responsible Office:</b>	Human Resources
<b>Next Scheduled Review:</b>	09/01/2022

### A. Eligibility

Membership in the Texas Employees Group Benefits Program (GBP) is offered to regular employees who are eligible for participation in the Teacher Retirement System of Texas or the Optional Retirement Program of Texas through employment at MSU, and graduate student employees and adjunct faculty members, who meet state insurance eligibility requirements.

### B. Enrollment

Unless a waiver is signed, each eligible regular employee, except graduate students, part-time employees, and adjunct faculty members, will automatically be enrolled in the basic health and term life insurance plan effective on the first day of the next calendar month following the 60th day of employment. Enrollment in optional insurance coverage is available on the first active duty date (FADD) or may be elected within 30 days of the FADD. Eligible dependents may be enrolled according to GBP rules.

### C. Payment of Premiums

The State of Texas provides for regular full-time employees' basic health and term life insurance at no cost to the employee. Eligible part-time and graduate student employees receive one-half of the regular state contribution. Eligible adjunct faculty members may enroll at their own expense. Premiums due must be paid by the employee through payroll deduction and, with the exception of disability and dependent life insurance, will be tax-sheltered through payroll deduction as provided under the GBP premium conversion guidelines.

### Additional Information

Additional information can be obtained from the Human Resources Department.

TX Government Code 1551, Texas Employees Group Benefits Act

## Responsible Office

Contact:

Phone:

Email:

## Revision History

08/08/2014: MSU Policy 3.321 (Employee Insurance is adopted by the MSU Board of Regents as MSU Policy and Procedure 3.321)

08/04/2006

11/04/2005

11/10/2000

05/13/1994

5/10/1991

11/10/1989