

# **Texas Woman's University University Regulation and Procedure**

**Regulation and Procedure Name: Voluntary Benefits**

**Regulation and Procedure  
Number: URP: 05.480**

**Policy Owner: Finance and Administration**

## **POLICY STATEMENT**

The purpose of this policy is to establish a voluntary benefits program for the benefits-eligible employees of Texas Woman's University.

## **APPLICABILITY**

This policy is applicable to TWU Employees.

## **DEFINITIONS**

None

## **REGULATION AND PROCEDURE**

### **I. General Guidelines**

A. TWU offers voluntary benefit products to its benefits-eligible employees. These products are available to provide additional protection for employees and their families. The products listed below are 100% employee-paid through payroll deduction. These products are also portable, meaning that an employee can maintain them after leaving employment with TWU by paying the premiums directly to the plan provider.

B. The following voluntary benefits are included in this package:

1. Critical Illness/Cancer
2. Accident
3. Hospital Indemnity
4. Pet Insurance
5. Air Ambulance

- 6. Identity Theft, and
- 7. Legal Insurance

C. The Office of Human Resources (“OHR”) is responsible for the administration of all voluntary benefit programs offered by TWU to employees.

II. Plan Documents

- A. All voluntary benefits provided by Texas Woman’s University are described in the official plan documents maintained in the Office of Human Resources for examination by any participating employee. These documents, relating to the respective benefit plans and contractual agreements, are the only official and binding documents concerning TWU voluntary benefits.
- B. TWU reserves the right to modify, suspend or terminate the voluntary benefit selections in the program. TWU may eliminate, change a benefit, in whole or in part, and change the vendor or terms of the offering for any reason, at any time, as deemed necessary by the Associate Vice President of Human Resources.

**REVIEW**

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

**REFERENCES**

None

**FORMS AND TOOLS**

None

<p><b>Publication Date:</b></p> <p><b>Next Review:</b></p>
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