<table>
<thead>
<tr>
<th>BENEFIT</th>
<th>BENEFIT DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandatory Training through Talent Management</td>
<td>All new employees are required to complete compliance training online. You will receive notification of required training to be completed online through Talent Management via your SHSU email account. More information available at: <a href="http://www.shsu.edu/dept/human-resources/training/mandatorytraining.html">http://www.shsu.edu/dept/human-resources/training/mandatorytraining.html</a></td>
</tr>
<tr>
<td></td>
<td>• Non-Disclosure Agreement 2.0</td>
</tr>
<tr>
<td></td>
<td>• Talent Management</td>
</tr>
<tr>
<td></td>
<td>Required within 30 days of hire date; annual training</td>
</tr>
<tr>
<td></td>
<td>• EEOC or Equal Employment Opportunity Compliance Curriculum</td>
</tr>
<tr>
<td></td>
<td>• Talent Management</td>
</tr>
<tr>
<td></td>
<td>Required within 30 days of hire date and every 2 years</td>
</tr>
<tr>
<td></td>
<td>• Recognizing and Reporting Child Abuse Curriculum</td>
</tr>
<tr>
<td></td>
<td>• Talent Management</td>
</tr>
<tr>
<td></td>
<td>Required within 30 days of hire date; one time only</td>
</tr>
<tr>
<td></td>
<td>• Title IX Gender-Based Misconduct Training</td>
</tr>
<tr>
<td></td>
<td>• Talent Management</td>
</tr>
<tr>
<td></td>
<td>Required within 30 days of hire date; one time only</td>
</tr>
<tr>
<td></td>
<td>• SANS network security training (Basic module + others as necessary)</td>
</tr>
<tr>
<td></td>
<td>• Talent Management</td>
</tr>
<tr>
<td></td>
<td>Required within 30 days of hire date; annual training</td>
</tr>
<tr>
<td>Bearkat OneCard</td>
<td>All student payroll disbursements are processed through the Bearkat OneCard Program. As a student employee YOU MUST activate your student ID in order to be paid. To verify that you have an active Bearkat OneCard and what preference you have selected for payroll delivery, contact Bearkat OneCard Services (936-294-2276 or bearkatone.com). Read more at: <a href="http://www.shsu.edu/dept/bearkatone/studentpay.html">http://www.shsu.edu/dept/bearkatone/studentpay.html</a></td>
</tr>
<tr>
<td>Graduate Assistant Student insurance ACA and ERS insurance</td>
<td>Graduate Assistants can purchase 2014-2015 Student Health Insurance Plan underwritten by Blue Cross and Blue Shield of Texas and administered by Academic HealthPlans, Inc. This plan qualifies as Health insurance under the Affordable Care Act (ACA). More information about the student health insurance at: <a href="http://www.shsu.edu/dept/student-health-center/insurance.html">http://www.shsu.edu/dept/student-health-center/insurance.html</a>. Note: Graduate Assistant who are part-time at 50% for more than 4.5 months are eligible for enrollment in the ERS insurance benefits – see next block. For information about the Health Insurance Marketplace, visit the following website <a href="http://www.HealthCare.gov">www.HealthCare.gov</a>.</td>
</tr>
<tr>
<td>ERS Insurance benefits offered by the Employees Retirement System of Texas are available to Graduate Assistant who are part-time at 50% for more than 4.5 months</td>
<td>If Graduate Assistant is part-time 50% for more than 4.5 months, you are eligible for insurance Benefits provide by the Employees Retirement System of Texas (ERS). More detailed information regarding insurance benefits is provided on the Employees Retirement System of Texas (ERS) website at <a href="http://www.ers.state.tx.us">www.ers.state.tx.us</a> Due to requirements set forth by ERS, all benefits eligible employees are required to make their health and optional coverage and TexFlex (Health and/or Dependent Care Account) elections within the first 30 days of their eligibility or employment effective date. Health insurance has a 60-day waiting period and the coverage is effective the first of the month following the 60th day of eligibility or employment effective date. You can make changes to optional coverage within your first 30 days of eligibility. During the first 60 days of eligibility you can make changes to your health coverage. If you are a benefits eligible employee and you do not make any insurance elections, you will be enrolled as WAIVED (no coverage) with ERS.</td>
</tr>
</tbody>
</table>
**Health Insurance**

New hires and rehires who have not continued Texas Employees Group Benefits Program (GBP) coverage through COBRA or are not currently covered as a GBP dependent will have a 60-day waiting period before they are eligible for comprehensive health and prescription drug benefits, along with State paid $2,500 basic term life and $2,500 AD&D coverage. Employees enroll based on the county where they live or work to determine eligibility for HealthSelect or, if applicable, a Health Maintenance Organization (HMO). The State pays 50% health coverage costs for part-time employees and 25% for eligible dependents.

**Tobacco Certification**

Members are required to certify their tobacco user status as well as that of any eligible dependents enrolled in a GBP health plan. If members do not certify their tobacco user status, they will be charged the additional tobacco premium of $30 up to $90 per month. More information is available at: [http://www.ers.state.tx.us/Employees/Health/Tobacco_Policy/](http://www.ers.state.tx.us/Employees/Health/Tobacco_Policy/)

**Eligible Dependents**

Eligible spouse as defined by Texas laws. Dependent children can be in GBP health insurance up to age 26, and children can be married; however, only unmarried dependent children up to age 26 to be enrolled in dental insurance and/or Dependent Term Life Insurance.

**Pharmacy Plan (Prescription Drug Program)**

Prescription drugs are categorized as Tier 1 (generic drugs), Tier 2 (preferred brand name drugs) or Tier 3 (non-preferred brand name drugs). Co-payment for each tier is shown in the chart below. Medications on the health plan’s long-term (maintenance) medication list will cost less when purchased through the mail order program.

If you participate in the Mail Order Program you will receive up to a 90-day supply of prescription drugs. Medications on the health plan’s long-term (maintenance) medication list will cost less when purchased through the mail order program. More information is available at: [http://www.ers.state.tx.us/Employees/Health/Prescription_Drugs/](http://www.ers.state.tx.us/Employees/Health/Prescription_Drugs/)

<table>
<thead>
<tr>
<th>Tier</th>
<th>Retail Non-Maintenance up to 30 day supply</th>
<th>Mail Order Maintenance up to 90-day supply</th>
<th>Retail Maintenance up to 30-day supply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tier 1</td>
<td>$10</td>
<td>$30</td>
<td>$10</td>
</tr>
<tr>
<td>Tier 2</td>
<td>$35</td>
<td>$105</td>
<td>$45</td>
</tr>
<tr>
<td>Tier 3</td>
<td>$60</td>
<td>$180</td>
<td>$75</td>
</tr>
</tbody>
</table>

**Health Insurance Opt-out Credit**

New hires and rehires will have a 60-day waiting period before they are eligible for the Health Insurance Opt-Out Credit. In addition, the employee must certify that he/she has comparable health insurance coverage. Employees cannot use the Opt-Out Credit for health insurance provided by the GBP. You will receive a monthly credit of up to $30 to apply towards the premium for dental benefits and/or voluntary AD&D coverage.  

Note: Due to federal legislation, Medicare members cannot receive the Opt-Out Credit.

**Dental Insurance**

More information is available at: [www.HumanaDental.com/ers](http://www.HumanaDental.com/ers)

Dental Discount

More information is available at: [http://www.careington.com/ers](http://www.careington.com/ers)

You and your dependents can enroll in only one of the dental plans. Choose from the following:

1) The State of Texas Dental Choice Plan (administered by HumanaDental Insurance Company), coverage is available anywhere in the United States. If you see a participating dentist your benefits are greater than if you see a non-participating dentist.

2) HumanaDental DHMO coverage is available only in Texas. You must select and use a primary care dentist (PCD) from the list of approved providers in Texas. Dental Discount:

3) The State of Texas Dental Discount Plan, administered by Careington International Corporation. The dental discount plan is not insurance, it is a dental program that discounts dental services at the provider’s office.

**Optional Life Insurance**

Employees may purchase additional optional term life insurance one, two, three or up to four times their annual salary. Elections three and four will require approval through evidence of
### Optional Life Insurance continued

Insurability (EOI). After the first 30 days of employment, all elections require approval through EOI.

### Voluntary Accidental Death & Dismemberment (AD&D)

AD&D provides additional financial protection in the event of certain accidental injuries or accidental death to employees and their families.

Employees may purchase voluntary AD&D coverage up to $200,000 in multiples of $5,000 with minimum purchase of $10,000. Employees may purchase AD&D coverage for eligible dependents. Employee coverage is for the amount of the principal sum ($10,000 to $200,000) and benefits are payable to your designated beneficiary only if you die as a result of an accidental death. If you have Member and Family coverage, eligible dependents are entitled to a percentage of the employee’s coverage amount and payment for the accidental death of your dependents will be as follows: Death of Spouse: 50% of the employee's amount; Death of Child: If there is a spouse eligible for this insurance, 5% of the employee's amount for each child. If there is no spouse eligible for this insurance, 10% of the employee's amount for each child.

### Dependent Life

Dependent Term Life insurance provides $5,000 life insurance coverage for each covered family member and requires you to pay a monthly premium.

### Texas Income Protection Program (TIPP)

Short-term and Long-term Disability will be known collectively as the Texas Income Protection Program (TIPP). The third party administrator for TIPP is Aon Hewitt. Short-term and/or long-term disability provides the employee with a portion of his/her income if disabled and unable to work. More information is available at: www.texasincomeprotectionplan.com.

**Short-term:** Employee cost is based on monthly salary as of September 1 or date of employment, if later. Provides up to 66% of your insured monthly salary for up to 5 months after 30 days or lapse of sick leave whichever is greater. Benefits from other sources, such as workers’ compensation and disability retirement, reduce short-term disability insurance benefits.

**Long-term:** Employee cost is based on monthly salary as of September 1 or date of employment, if later. Provides up to 60% of your insured monthly salary after 180 days or lapse of sick leave whichever is greater. Benefits from other sources, such as workers’ compensation and disability retirement, reduce long-term disability insurance benefits.

### TexFlex Flexible Spending Accounts

TexFlex lets you pay for planned out-of-pocket health care and dependent care expenses tax-free. You do not have to be enrolled in GBP health coverage to use this benefit.

TexFlex funds may be used for eligible health and dependent care expenses incurred during the plan year (September 1 through August 31) and carry over up to $500 in your health care account to the next plan year. You must submit all reimbursement claims for the previous Plan Year by December 31 of each year. TexFlex elections will automatically renew each September unless election is revised during Annual Enrollment. The administrative fee is waived (Free) for Plan Year 2015 $12 for each account. If you choose to use the TexFlex debit card to pay for eligible expenses, the debit card fee is $15 each year.

**Health Care:** Minimum $15/month; Maximum $208/month ($2,500/year).

**Day Care:** Minimum $15/month; Maximum $416/month ($208 a month, if married and file separate returns.)

More information is available at www.ers.state.tx.us

### Human Resources Policies and Procedures

Human Resources Policies are located on the Human Resources web page at the following web address: http://www.shsu.edu/hr, under the Human Resources tab, click on Policies.

### Family Educational Rights and Privacy Act (FERPA)

Family Educational Rights and Privacy Act (FERPA) information is available at: http://www.shsu.edu/~reg_www/Ferpaweb.html

### Ethics

Sam Houston State University is one of eight institutions of The Texas State University System (the System) is committed to ensuring that our organization maintains the highest standards of ethical conduct and integrity throughout all aspects. The System has established...
Ethics - continued

a reporting hotline through a private contractor, EthicsPoint, to provide a confidential avenue for reporting concerns about potential waste, fraud, and abuse of resources, the lack of compliance with laws and regulations, or violations of the System’s Code of Ethics.

More information available at:
The Texas State University System website: www.tsus.edu/
(https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=12867) and click on the Sam Houston State University link.

In addition, employees of the Texas State University System are to adhere to the requirements of the Chapter VIII. Ethics Policy for Regents and Employees of the Texas State University System. Information available at:
http://www.shsu.edu/~hrd_www/notification/

SHSU Information Security User Guide

The purpose of the Information Security Guide is to describe the requirements that ensure each person has the knowledge to protect SHSU information technology resources, protect themselves and comply with applicable laws. All individuals are accountable for their actions relating to information technology resources and these resources are to be used for intended purposes as defined by SHSU policies and in compliance with applicable laws. Link to Information Technology Policies below: then scroll down to Security Standards to locate and click on SHSU Information Security User Guide
http://www.shsu.edu/intranet/policies/information_technology_policies/

Emergency Response

Emergency Response, Alerts, Emergency Response Plan, KatSafe and Links to Safety Office and University Police at the following web address:
http://www.shsu.edu/intranet/policies/emergency_response/

Worker’s Compensation and Return-to-work Program

The State of Texas provides workers’ compensation insurance to protect you in the event of a work-related injury or illness through the State Office of Risk Management. Although the Texas Workers’ Compensation Rules allow employees up to 30 days to notify an employer of an injury/illness, it is the policy of Sam Houston State University that the employee notifies his/her supervisor(s) immediately when an injury/illness occurs. Additionally, employees and supervisors are responsible for timely completion of required claim forms.

Workers’ compensation is the exclusive remedy for an on-the-job injury. This means that the employee may not sue the employer or co-workers for damages. However, an employee may notify their employer in writing within five days of beginning work that they do not want to be covered by workers’ compensation and prefer to keep the common-law right to recover damages for personal injury or death. If you elect to retain your common-law right of action, you cannot obtain workers’ compensation income or medical benefits. Additionally, the state provided Texas Employees Group Benefits Program does not cover expenses for occupational illness or injuries sustained at work, regardless of whether they are covered by workers’ compensation or similar state or federal programs.

You can get more information about your workers’ compensation rights from any office of the Texas Department of Insurance, Division of Workers’ Compensation, or by calling the toll free number (1-800-252-7031).

Workers’ Compensation Health Care Networks – Additional information to include the Employee Notice of Network Requirements – Important Medical Care Information for Work-Related Injuries and Illnesses is available on the Human Resources website for workers’ compensation - http://www.shsu.edu/~hrd_www/WorkersCompensation.html

Questions

Please contact: Human Resources Specialist
936-294-1071
College of Humanities and Social Sciences Building (CHSS), Suite 410
Huntsville, Texas 77341

Every effort has been made to ensure the accuracy of the contents of this document. However, in the event of any discrepancy between this publication and the official documents, contracts, statutes, and administrative rules governing the programs administered by the Employees Retirement System of Texas, those documents, contracts, statutes, and administrative rules will prevail.