

## Sam Houston State University Human Resources

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### Insurance Eligibility and Enrollment Information for Graduate Students

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This information sheet serves as official notification to eligible graduate students of the opportunity to participate in the Texas Employees Group Benefits Program (GBP). The Employees Retirement System of Texas (ERS) administers the GBP which provides coverage for health, life, dental, vision, Voluntary Accidental Death & Dismemberment (AD&D), and Long-and Short-term Disability Insurance.

#### ELIGIBILITY INFORMATION

- ◆ An insurance eligible graduate student is defined as one not eligible for participation in the Teacher Retirement System of Texas (TRS), but as a condition of employment must be:
  1. enrolled in graduate level courses at the university, and
  2. employed by the university at least .50 FTE (half-time) for a definite period of 4 1/2 months or a semester of more than 4 months.
- ◆ Graduate student insurance eligibility does not include student employees who incidentally happen to be a graduate student working in a non-graduate position. Eligible graduate students must be appointed with a student job title that has an employee class designation of “GA” which means graduate position.

#### IMPORTANT SUMMER INSURANCE ELIGIBILITY REQUIREMENT

Employees appointed for less than 12 months are only eligible to continue in the group insurance as an active member and receive the applicable portion of state premium sharing contribution over the summer if:

1. enrolled in the GBP during the semester immediately preceding the summer, and
2. have not resigned, graduated or been terminated by Sam Houston State University.

One should confer with their Department Head for the official separation date. **Summer insurance premiums (June, July, and August) will be deducted in equal payments as determined necessary to collect the full summer premium.**

#### ENROLLMENT INFORMATION

- ◆ It is the graduate student’s responsibility to obtain an insurance enrollment packet from the Human Resources Department and complete an enrollment form within the initial insurance enrollment period (first 30 days).
- ◆ Health insurance coverage will begin the first of the month following the **60<sup>th</sup> day of employment** (new hire effective date). Enrollment and/or changes to the health insurance elections can be made on or before the last day of the **60 day** waiting period.
- ◆ For optional coverage, the enrollment form must be signed within 30 days from the new hire effective date.
- ◆ The next opportunity to enroll in benefits will not be until the next Summer Enrollment period held in July each year. Summer Enrollment changes are effective 09/01. If you have a Qualifying Life Event (QLE), please contact the Human Resources Department within 30 days of the QLE for assistance to make any necessary insurance changes.
- ◆ Additional information regarding GBP benefits is available at: <http://www.ers.state.tx.us>.

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