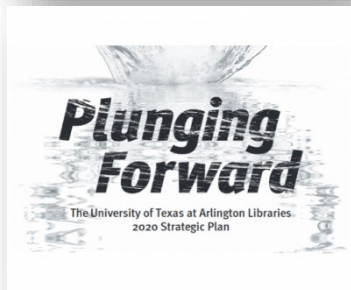




**2024**

## OVERVIEW OF BENEFITS FOR FULL-TIME EMPLOYEES

The University of Texas at Arlington offers comprehensive insurance and retirement programs. The Employee Benefit Services staff is focused on assisting you in understanding and maximizing the benefits that are offered to you. Stay connected with helpful resources and find all that you will need to get the most out of your plan.



### COMPREHENSIVE BENEFITS

#### Basic Benefits

#### Optional Benefits

Dental

Vision

Group Term Life Insurance

Accidental Death & Dismemberment

Short-Term Disability (STD) & Long-Term

Disability (LTD)

UT Flexible Spending (UT FLEX)

Identity Protection Services

#### HOLIDAYS

#### VACATION LEAVE

#### SICK LEAVE

#### RETIREMENT PROGRAMS & RESOURCES

#### LONGEVITY PAY

#### FLEXIBLE SUMMER HOURS PROGRAM

#### REMOTE WORK POLICY

#### FAMILY MEDICAL LEAVE ACT (FMLA)

#### MAVERICK WELLNESS

#### MAVERICK ACTIVITY CENTER (MAC)

#### EMPLOYEE EMERGENCY FUND

#### EMPLOYEE ASSISTANCE PROGRAM (EAP)

#### EMPLOYEE TUITION ASSISTANCE PLAN (ETAP)

#### TRAINING & DEVELOPMENT

#### ADDITIONAL INFORMATION

## COMPREHENSIVE BENEFITS

### Basic Benefits

UTA offers the UT Benefits **Basic Coverage** which includes the following for all eligible employees. Enrollment in the Basic Coverage package is automatic for full-time employees.

- **UT SELECT Medical Plan** with Prescription Drug Coverage
- \$50,000 Basic Group Term Life Insurance
- \$50,000 Basic Accidental Death & Dismemberment (also known as AD&D)

#### WHO PAYS THE COST?

**Full-time employee:** UT Arlington pays 100% employee coverage & 50% for optional dependent coverage.

**Part-time employee:** UT Arlington pays 50% employee coverage & 25% for optional dependent coverage.

## Employee Premium Rates for 2023-2024

See the OEB Annual Enrollment newsletter for information on the UT Benefits program.

PLAN	EMPLOYEE	EMPLOYEE & SPOUSE	EMPLOYEE & CHILD(REN)	EMPLOYEE & FAMILY
<b>EFFECTIVE SEPTEMBER 1, 2023</b>				
UT SELECT Medical FULL-TIME	\$0 <i>no change</i>	\$312.50 \$21.80 <i>increase ▲</i>	\$326.84 \$22.80 <i>increase ▲</i>	\$615.40 \$42.94 <i>increase ▲</i>
UT SELECT Medical PART-TIME	\$362.90 \$25.32 <i>increase ▲</i>	\$865.62 \$60.40 <i>increase ▲</i>	\$811.44 \$56.60 <i>increase ▲</i>	\$1,291.36 \$90.10 <i>increase ▲</i>

#### Effective Date

New Employee Benefits Coverage may become effective at the Employee's Option on either:

- The first day of active employment in a Benefits Eligible position. Please note that monthly premiums for the coverage are not pro-rated. An entire month's premium must be paid for the first month of coverage regardless of the day on which the coverage becomes effective during the month. Based on the timing of your enrollment and our payroll processing deadlines, your first paycheck following your enrollment may or may not reflect the benefits premium deductions. If you don't see your insurance premiums on your first paycheck, please note your

second check may be double deducted. This option is the My UT Benefits New Employee Coverage Default effective date.

Or

- The first of the month following the first day of active employment in that position. To elect this option, please contact Benefits Services.

All employees are encouraged to thoroughly review your earnings statement for accuracy and immediately contact Benefits Services for any discrepancies.

## Optional Benefits

Benefits-eligible employees may select the following Optional Coverage(s) for themselves and their eligible dependents, unless stated otherwise:

### Dental

UT Benefits and Delta Dental Insurance Company provide three (3) plan options for employees and their families, two PPO Plans and one dental HMO plan.



#### Dental Plan Monthly Premium

PLAN 2023-2024	EMPLOYEE	EMPLOYEE & SPOUSE	EMPLOYEE & CHILD(REN)	EMPLOYEE & FAMILY
UT SELECT <b>Dental</b>	\$28.52	\$54.14	\$59.66	\$84.84
UT SELECT <b>Dental Plus</b>	\$61.40	\$116.60	\$128.66	\$183.30
DeltaCare USA <b>Dental HMO</b>	\$8.80	\$16.74	\$18.50	\$26.40

[Dental - Active Employee](https://www.utsystem.edu/offices/employee-benefits/insurance-0/dental)

<https://www.utsystem.edu/offices/employee-benefits/insurance-0/dental>



## ❖ Short-Term Disability (STD) & Long-Term Disability (LTD)

Disability insurance is an optional insurance plan available to regular benefits-eligible active employees. Disability insurance replaces a portion of your income if you suffer a prolonged illness or non-work related injury that prevents you from doing your job.

Blue Cross and Blue Shield of Texas (BCBSTX) (formerly Dearborn) provides short-term disability (STD) and long-term disability (LTD) insurance benefits for active UT System employees. This benefit is not available for dependents.

[Disability Insurance - Active Employee](#)

<https://www.utsystem.edu/offices/employee-benefits/insurance-0/disability-insurance>

## ❖ UT Flexible Spending (UT FLEX)

Benefits-eligible active employees\* may enroll in UT FLEX flexible spending accounts (FSAs). FSAs allow you to set aside money from your earnings before taxes are withheld to put into an account used to pay certain out-of-pocket health care expenses with the Health Care Reimbursement Account (HCRA) or qualifying dependent daycare expenses with the Dependent Care Reimbursement Account (DCRA). This reduces the amount you pay in taxes and increases your spendable income. If you are enrolled in the HCRA, you also have the added convenience of the UT FLEX Debit Card to pay for eligible expenses at the point of service.

In most cases, you save about 30% on your Federal taxes. The average tax savings for a person earning \$50,000 who contributes \$2,000 into an FSA account is approximately \$600.

### KEY FEATURES OF UT FLEX FSAS

	HEALTH CARE Reimbursement Account	DEPENDENT DAY CARE Reimbursement Account
<b>What can be reimbursed?***</b>	Medically necessary health care expenses, including dental and vision-related expenses incurred and paid during your period of coverage. Expenses paid by insurance are not eligible for reimbursement.	For children under age 13 or qualified disabled dependents of any age who are claimed as dependents for federal income tax purposes. Dependent daycare expenses that are necessary for you and your spouse (if married) to work or attend school full-time, such as child care services in a home, licensed daycare, and adult daycare.
<b>How much can I contribute?</b>	\$15 minimum contribution per month. Total contributions cannot exceed <b>\$3,050</b> per plan year per employee for federal income tax filing purposes.	\$15 minimum per month up to a maximum of \$5,000 per plan year; or up to a maximum of \$2,500 per plan year if married filing separate federal income tax returns
<b>Administrative Fee</b>	\$0	\$0
<b>Debit Card Fee</b>	No fee	N/A; debit card not available for DCRA
<b>How do I get reimbursed for eligible expenses?</b>	- Mobile app: Apple iOS or Android Store - mSAVE (Maestro Health) - Pay with a UT FLEX debit card	- Mobile app: Apple iOS or Android Store - mSAVE (Maestro Health) - File online at myUTFLEX.com

	HEALTH CARE Reimbursement Account	DEPENDENT DAY CARE Reimbursement Account
	- File online at myUTFLEX.com - Mail or fax a paper claim	- Mail or fax a paper claim
<b>When Can I Get Reimbursed?</b>	First day of your enrollment in the plan	As soon as your first contribution is deducted from your pay and put into your account. Reimbursement can be made only up to your available account balance.

### Important Information about UT FLEX

To qualify as a tax-exempt plan, the UT FLEX flexible spending accounts *must* comply with all applicable Internal Revenue Service requirements including:

#### "Use it or lose it."

These UT FLEX spending account plans are "use it or lose it" plans. Any amounts you do not use throughout the plan year (and during the grace period for health-related expenses) will be forfeited, so it is very important to plan carefully.

[More details about UT FLEX - Active Employee](#)

<https://www.utsystem.edu/offices/employee-benefits/insurance-0/ut-flex>

You may visit UTA Benefits Services webpage for more in-depth information about each of the plans.  
<https://resources.uta.edu/hr/services/benefits/index.php>

#### ❖ Identity Protection Services

As a Blue Cross and Blue Shield of Texas member, you have access to identity protection services for you and your family at no cost to you through Experian, an independent company. The services are available to give our members some peace of mind and are intended to protect health and personal information.

<https://www.utsystem.edu/offices/employee-benefits/resources/identity-protection-services>

## NEW Headway Behavioral Health Fits Your Needs



REVIEW

If you're ready to see a mental health specialist but are overwhelmed by the process, you're not alone. It can take a great deal of effort to find a provider who has open sessions that fit your schedule. Introducing Headway Behavioral Health as part of your **UT SELECT™** Medical plan to help you with these types of situations.

With Headway, you can find the right fit with a specialized provider from over 4,000+ mental health clinicians committed to providing high quality care across Texas. Through an easy-to-use platform, you can find providers who accept your **UT SELECT** Medical insurance and book and manage appointments and even pay directly through the Headway website.

Headway's personalized matching support can help match you with a provider who fits your needs using a questionnaire, or through a one-to-one conversation with their support team if that's your preference. And most importantly, same day matching allows you to identify

which providers are available within 48 hours and you can book your appointment online for an in-person (dependent upon location) or virtually. And best of all, Headway providers are in-network with your **UT SELECT** insurance and you can see your price before you book.

Want more information? Go to [headway.com/bcbtx](https://headway.com/bcbtx).

For a list of additional behavioral health resources visit [utbenefits.link/stressless](https://utbenefits.link/stressless).

## Fertility Benefit for UT SELECT Medical

Beginning its second year in the **UT SELECT** plan, the Progyny benefit offers inclusive and comprehensive treatment coverage leveraging the latest technologies and treatments, access to high-quality care through a premier network of fertility specialists, and personalized emotional support and guidance from dedicated Patient Care Advocates (PCAs).

Progyny's mission is to make dreams of parenthood come true through a healthy, timely, and supported family building journey. The benefit is designed to support all paths to parenthood, removing barriers to care so you and your doctor can create the customized treatment plan that is right for you. The program bundles all the individual services, tests, and treatments you may need into a Progyny Smart Cycle. That means you won't run out of coverage mid treatment cycle, and you can focus on the most effective treatment plan for you.

The **UT SELECT** Progyny benefit allows members to have access to the following:

- (2) Smart Cycles; flexible coverage to pursue your unique path to parenthood
- Progyny Rx (integrated fertility medication coverage)
- Fertility Preservation (egg and sperm freezing coverage)
- Donor Tissue Purchase (egg and sperm coverage)

To access the Progyny benefit, the person(s) receiving fertility treatment must have been continuously enrolled for 12 months in an employee health plan offered through The University of Texas System. Enrollment in the Student Health Plan does not count towards the 12 months of continuous coverage. Your coverage will be subject to copays. To learn more and activate your benefit, you can reach out to your dedicated PCA at **844-535-0711**.

### HOLIDAYS

Regular full time and part time employees who are not in Leave Without Pay status are granted holiday time off with pay. Holidays are granted in accordance with State statute and the current Appropriations Bill.

Typically, the University schedules a number of holidays around either Christmas or Spring Break in accordance with the operational needs of the University. The President of the University approves the holiday schedule each fiscal year.

## 2023-2024 FISCAL YEAR

### HOLIDAY SCHEDULE FOR 2023-2024

September 4, 2023 - Labor Day  
November 23, 2023 - Thanksgiving Day  
November 24, 2023 - Thanksgiving Holiday  
December 25, 2023 - Winter Break  
December 26, 2023 - Winter Break  
December 27, 2023 - Winter Break  
December 28, 2023 - Winter Break  
December 29, 2023 - Winter Break  
January 1, 2024 - Winter Break  
January 15, 2024 - Martin Luther King Jr. Day  
May 27, 2024 - Memorial Day  
June 19, 2024 - Emancipation Day  
July 4, 2024 - Independence Day

## 2024-2025 FISCAL YEAR

### HOLIDAY SCHEDULE FOR 2024-2025

September 2, 2024 - Labor Day  
November 28, 2024 - Thanksgiving Day  
November 29, 2024 - Thanksgiving Holiday  
December 24, 2024 - Winter Break  
December 25, 2024 - Winter Break  
December 26, 2024 - Winter Break  
December 27, 2024 - Winter Break  
December 30, 2024 - Winter Break  
December 31, 2024 - Winter Break  
January 1, 2025 - Winter Break  
January 20, 2025 - Martin Luther King Jr. Day  
March 14, 2025 - Spring Break  
May 26, 2025 - Memorial Day  
June 19, 2025 - Emancipation Day  
July 4, 2025 - Independence Day

UTA Holiday Schedule  
<https://www.uta.edu/hr/holidays>



## VACATION LEAVE

- Non-Academic, regular employees accrue paid vacation leave immediately; however new employees cannot be granted vacation leave until completion of six (6) months of continuous service.
- The accrual rate is based on length of service and percent time worked.
- New employees who work 100% accrue 8 hours per month. Part time employees will accrue vacation leave on a proportionate basis for time worked.
- Vacation leave may not be used during an employee's initial 6-month probationary period\*.
- An eligible full-time employee accrues vacation leave and may carry it forward from one fiscal year to the next in accordance with the schedule set by State law and detailed below.

Length of State Service	# Hours Accrued Per Month For Full-time Employment	Maximum Allowable Carryover
Less than 2 years	8	180
At least 2 but less than 5 years	9	244
At least 5 but less than 10 years	10	268
At least 10 but less than 15 years	11	292
At least 15 but less than 20 years	13	340
At least 20 but less than 25 years	15	388
At least 25 but less than 30 years	17	436
At least 30 but less than 35 years	19	484
At least 35 years or more	21	532

*\*6-month probationary period= 6 consecutive months at any Texas State Agency. If you have previously achieved this at another state agency, then you can use your vacation at any time with supervisor approval. This does not exempt you from your 6-month performance probationary period.*

### Vacation/Annual Leave FAQs

<https://resources.uta.edu/hr/services/leave/leave-faqs.php>

### UTA Policy HR-LA-PO-04 Vacation Leave Policy:

<https://policy.uta.edu/doctract/documentportal/08D8EE377229BB06A1B56E112279D640>

## SICK LEAVE

- Sick leave will be accrued at the rate of eight (8) hours per month for full time employees.

- Employees shall receive their full sick leave entitlement for each month or partial month actually worked regardless of the date of employment or termination.
- Employees who are appointed to work twenty hours or more per week and for at least four and one half months are eligible for paid sick leave from the first day of employment.
- An employee who transfers from another State of Texas agency or institution without an interruption in employment will be credited with any accrued sick leave as certified in writing by the agency or institution from which the employee has transferred.

#### Sick Leave FAQs

<https://resources.uta.edu/hr/services/leave/sick-leave-faq.php>

#### UTA Policy [HR-LA-PO-03 Sick Leave Policy](#)

<https://policy.uta.edu/doctract/documentportal/08D8EF09B566C21FF7B437634C7B1BF5>

## RETIREMENT PROGRAMS & RESOURCES

### **Teacher Retirement System (TRS) – (All regular employees)**

Texas law requires all benefits-eligible employees to be automatically enrolled in TRS at the time they are hired. Benefits eligible means expected to work at least 20 hours per week for at least 4 ½ months or more, excluding students employed in positions that require student status as a condition of employment.

#### WHO PAYS THE COST?

Employee with State Matching

#### Teacher's Retirement System (TRS)

Employee - 8.25%

State - 8.25%

<https://resources.uta.edu/hr/services/benefits/trs.php>

#### TRS website

<https://www.trs.texas.gov/Pages/Homepage.aspx>

### **Optional Retirement Program (ORP) – (All faculty, Librarians and some upper management positions appointed 100%)**

Certain full-time employees may be eligible to enroll in ORP in lieu of TRS. This is a once-in-a lifetime irrevocable election. ORP is a defined contribution plan which means benefits are based on the account balance at the time of retirement.

#### WHO PAYS THE COST?

Employee with State Matching

#### Optional Retirement Program (ORP)

Employee - 6.65%

State - 8.5%

<https://resources.uta.edu/hr/services/benefits/orp.php>

#### PARTICIPATION INFORMATION

Note - Participation in a Retirement Plan is mandatory.

Teacher's Retirement System (TRS)

- Vesting period is 5 years of service

Optional Retirement Program (ORP)

- You are vested after one year and one day of participation with a right to both employee and employer contributions.

### Voluntary Retirement Program (Staff)

Interested in setting aside additional retirement savings?

We offer a Voluntary Retirement Program, known as UT SAVER.

We offer two programs:

- UTSaver TSA 403(b) – UTSaver Tax-Sheltered Annuity Program
- UTSaver DCP 457(b) – UTSaver Deferred Compensation Plan

<https://www.utsystem.edu/offices/employee-benefits/ut-retirement-program/voluntary-retirement-programs>



UTA offers various tools and resources to maximize your retirement benefits. The information below can help you manage your retirement plans, increase your savings, and make the best decisions for your financial future.

<https://resources.uta.edu/hr/services/benefits/voluntary-plan.php>

## LONGEVITY PAY

The monthly amount of longevity pay is \$20 for every two years of lifetime service credit and is effective the month following each two years of service.

The amount increases after each two (2) years of additional service are accrued, through the fourth (4) year of lifetime service credit.

Longevity Pay will be based on two-year increments of service in accordance with the following schedule:

<b>Total State Service in Months</b>	<b>Years</b>	<b>Monthly Longevity Pay</b>
24	2	\$ 20.00
48	4	\$ 40.00
72	6	\$ 60.00
96	8	\$ 80.00
120	10	\$100.00
144	12	\$120.00
168	14	\$140.00
192	16	\$160.00
216	18	\$180.00
240	20	\$200.00
264	22	\$220.00
288	24	\$240.00
312	26	\$260.00
336	28	\$280.00
360	30	\$300.00
384	32	\$320.00
408	34	\$340.00
432	36	\$360.00
456	38	\$380.00
480	40	\$400.00
504	Greater than 42	\$420.00

\*An employee does not accrue lifetime service credit for a period in which the employee serves as an officer or employee of a public junior college.

UTA Policy [HR-B-PO-04 Longevity Pay Policy](https://policy.uta.edu/doctract/documentportal/08D8ED6157DA8F515A057AA390757F16)  
<https://policy.uta.edu/doctract/documentportal/08D8ED6157DA8F515A057AA390757F16>



## FLEXIBLE SUMMER HOURS PROGRAM

University administration understands that summer can be a time of increased activity, travel and family commitments, and we want to provide UTA employees with greater flexibility during this time.

The popular flexible summer hours program runs **Monday, June 3 – Friday, August 9, 2024**. Participating employees work a compressed week of four 10-hour days with one day off during the work week.

Managers must provide the employee with an approved schedule in writing before the employee may begin the program. Non-exempt employees must take a minimum 30-minute lunch break.

The summer hours program does not work for every employee and every department. Leaders should manage this program at the department/college level.

Flexible Summer Hours Info:

<https://resources.uta.edu/hr/services/benefits/flexible-summer-hours.php>

## REMOTE WORK POLICY

UTA desires to support flexible work arrangements that are beneficial to both managers and staff. Possible remote work arrangements include, but are not limited to one, or a combination of the following:

- **Remote Work Week** - The employee works remotely for the entire work week on a regular basis.

- **Hybrid Remote** - The employee is approved to work remotely for certain days during a work week or month and works on site for the other days on a regular basis.
  - ✓ This is the only option the Library will allow as of now. If appropriate, it would be for a maximum of two (2) days for remote work and three (3) days on campus. Work schedule to be approved by supervisor.

- **Fully Remote from Hire Date** - This is by exception only. Managers must receive approval for these remote work arrangements from the Dean/Vice President and the Chief Human Resources Officer prior to job advertisement.

Staff Remote Work Agreements

<https://resources.uta.edu/engineering/remote.php>

UTA Policy [HR-E-PO-15](#) Staff Remote Work Policy

<https://policy.uta.edu/doctract/documentportal/08D90A829FC0EA61D24F95C6D9800998>



## **FAMILY MEDICAL LEAVE ACT (FMLA)**

Human Resources can help employees understand the Family and Medical Leave Act, which provides unpaid, job-protected leave for things like the birth of a child, care for an immediate family member, or a serious health condition.

The Family and Medical Leave Act (FMLA) is a federal Law which came into effect in 1993 to provide 12 weeks of unpaid, job-protected leave in a 12-month period.

There are two requirements you must meet to be considered eligible for FMLA leave:

1. Must have been employed by the state for at least 12 months; and
2. Have worked at least 1,250 hours during the 12 months prior to the commencement of FMLA leave. Time paid but not worked (such as vacation, sick, etc.) does not count toward the 1,250 hours.

Family Medical Leave Act (FMLA) FAQs

<https://resources.uta.edu/hr/services/leave/fmla-faq.php>

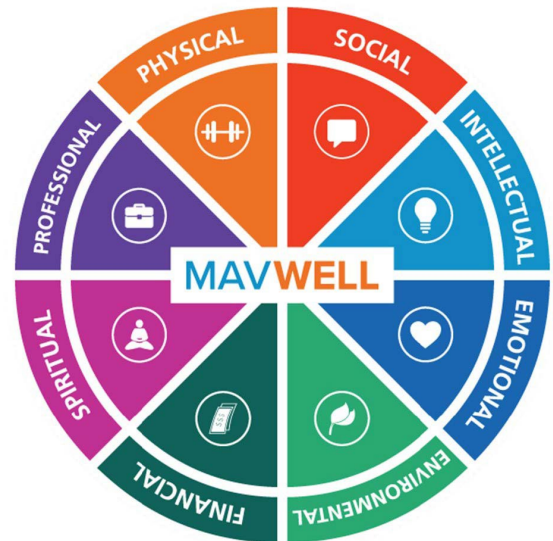
# MAVERICK WELLNESS

<https://resources.uta.edu/hr/services/benefits/wellness/index.php>

The Maverick Wellness initiative supports a campus-wide environment and culture of wellbeing that promotes the value of wellness within our lives. Our commitment is to provide wellness programs, resources, and tools to encourage and enable our Campus to take charge of their health and wellness.

## Living Well Release Time Program

Up to 1.5 hours of release time may be granted each week to full-time employees for the participation in physical activities through the Living Well Release Time Program. Click [here](#) for more information.



## UT Living Well Platform - (Powered by Limeade)

Our new well-being and engagement program designed to help you live your best life. Achieve your physical, emotional, financial, and work well-being goals with personalized activities.



Limeade Wellness



UT Arlington has partnered with **Calm** to offer you free, 24/7 access to meditations, Sleep Stories, music and more self-care resources. And it works—84% of Calm users report better overall mental health.

## Living Well Release Time Program

Up to 1.5 hours of release time may be granted each week to full-time employees for the participation in physical activities through the Living Well Release Time Program. [Click here](#) for more information.

# THE EIGHT DIMENSIONS OF WELLNESS



## SOCIAL

Developing a sense of connection, belonging, and a well-developed support system.



## INTELLECTUAL

Recognizing creative abilities and finding ways to expand knowledge and skills.



## EMOTIONAL

Coping with, identifying, expressing, and managing the entire range of feelings effectively.



## ENVIRONMENTAL

Interconnecting nature and self to preserve, protect, and improve the environment.



## FINANCIAL

Budgeting, saving, and managing current and future personal finances.



## PROFESSIONAL

Recognizing the need for physical activity, sleep, self-care, and nutrition.



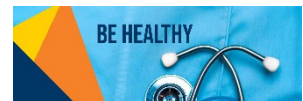
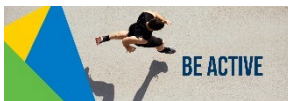
## SPIRITUAL

Seeking harmony and balance by exploring the depth of human purpose, meaning, and connection.



## PHYSICAL

Engaging in work that is motivating and interesting, and seeking personal satisfaction and enrichment.



UT System Living Well: Make It a Priority  
<https://www.utsystem.edu/offices/employee-benefits/living-well>



## MAVERICK ACTIVITY CENTER (MAC)



All faculty and staff must purchase a membership to use facilities and programs managed by the Department of Campus Recreation. Membership entitles you to enter the MAC, swimming pools and participate in programs such as Intramural Sports, group exercise classes, massage therapy, personal training and Sport Clubs.

To receive a Campus Recreation membership, you should come by the Services & Information Desk during office hours. \$25 per month (payroll deduction is available)

<https://www.uta.edu/student-affairs/campus-recreation/facilities/mac>

## EMPLOYEE EMERGENCY FUND

At UTA, we want our employees to have an opportunity to do their best each day. Sometimes, that becomes difficult due to temporary financial hardship. It is with this in mind that we have created the Employee Emergency Fund (EEF). The EEF provides short-term assistance to help bridge the financial gap by assisting employees experiencing significant financial hardship. This fund will provide eligible employees help to cover basic needs.

To be eligible, you must:

- Be an active employee in a non-student role.
- Have full or part-time continuous employment (benefits-eligible) for at least 6 months prior to the date you apply.
- Have a temporary financial hardship because of an emergency.
- The maximum award amount per calendar year is \$1,000.
- Have an adjusted gross income of less than \$50,000 for an individual or \$100,000 or less for couple filing jointly.

More details can be found at <https://resources.uta.edu/hr/services/employee-emergency-fund/index.php>

## EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Employee Assistance Program is a resource including one-on-one coaching to assist employees and their families.

Your ComPsych® GuidanceResources® benefit provides you and your dependents 24/7 support, resources, and information to help you with all of life's challenges. From no-

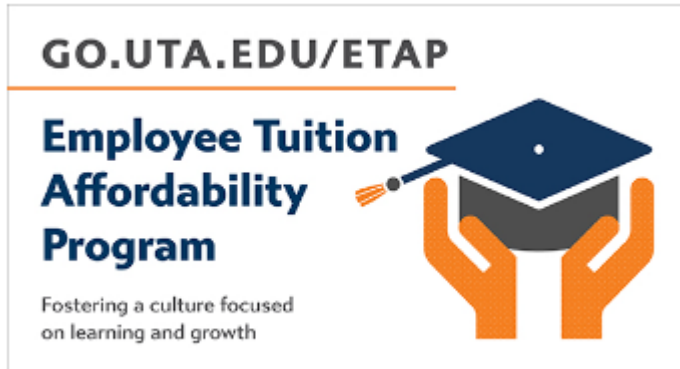


**COMPSYCH®**  
GuidanceResources® Worldwide

cost, confidential counseling and legal support, to financial information and personalized work-life resources, we've got you covered.

<https://resources.uta.edu/hr/services/benefits/wellness/employee-assistance-program.php>

## EMPLOYEE TUITION ASSISTANCE PLAN (ETAP)



Beginning in summer 2023, UTA employees have access to a new tuition assistance program, the UTA Employee Tuition Affordability Program (UTA-ETAP). UTA-ETAP replaces the current tuition reimbursement process by paying for eligible courses upfront, much like a scholarship.

More details can be found on the [UTA-ETAP site](https://resources.uta.edu/hr/services/benefits/tuition-affordability.php).

<https://resources.uta.edu/hr/services/benefits/tuition-affordability.php>

## ROUNDHOUSE SCHOLARSHIP

The employees of UTA have established the Roundhouse Scholarship to provide tuition assistance for employees or the spouse or dependents of employees. To be eligible, the employee must be benefits-eligible and have been employed by UTA for at least one year prior to the beginning of the term for which the scholarship is applied. This scholarship can be applied towards the costs of tuition, fees or books and can be used for undergraduate and graduate programs. The amount offered is contingent upon funding and is subject to change. [Details About the Scholarship](#).

## TRAINING & DEVELOPMENT

- **Microsoft 365 (formerly Office)** offers students and employees access to the Microsoft suite of applications including:

- Outlook
- Word
- Excel
- PowerPoint
- OneNote
- SharePoint
- Teams
- Class Notebook
- Sway
- Forms
- Stream



- **Adobe Creative Cloud**

Adobe Creative Cloud gives the world's best apps and services for video, design, photography, and web. Their collection of creative software includes Photoshop, Illustrator, InDesign, Adobe Premiere Pro, and more. The Adobe Creative Cloud Resource Guide provides instructions for downloading the software onto a UTA-owned device.

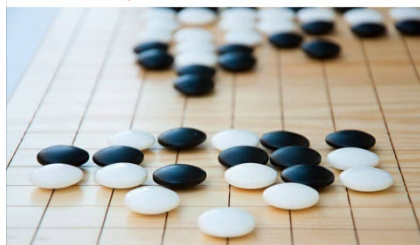


- **Free and Discounted Software**

On the Hub by Kivuto provides free and discounted software to UTA faculty, staff and students. <https://oit.uta.edu/services/fd-software/>



**Gartner.** Gartner is a trusted advisor and an objective resource for more than 15,600 organizations in 100+ countries.



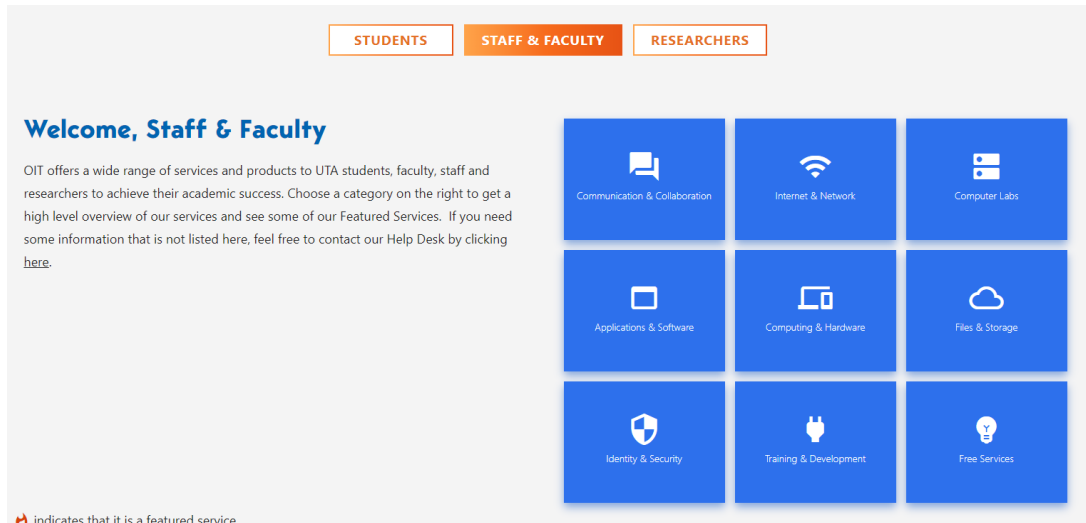
- **LinkedIn Learning**

LinkedIn Learning is a powerful online service offering 16,000+ video courses free of charge to all faculty, staff, and students at the University of Texas at Arlington. Enjoy all the great content from Lynda.com plus additional on-demand courses with over 35 courses added each week.

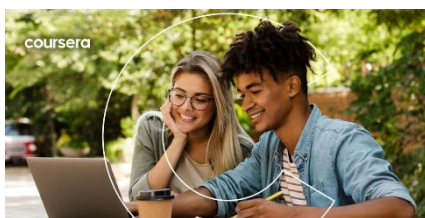
- **Gartner**

Gartner, the leading research and advisory company, offers indispensable management and technology insights, advice, and tools that are delivered through research and advisory, consulting, and conferences. Faculty, staff, and students can take advantage of this service to get valuable information to help excel their academic and professional careers.

- **Office of Information Technology (OIT)** offers a wide range of services and products to UTA students, faculty, staff and researchers to achieve their academic success. <https://oit.uta.edu/index.php#oit-services>



- **Office of Talent, Culture, and Engagement (TCE)** offers a wide range of professional development training sessions! <https://webapp.uta.edu/hr-training/>
- **Academic Impressions**  
UTA has partnered with Academic Impressions (AI) to provide more development opportunities across campus. The platform is now available to all faculty and staff and features free online training and learning resources. AI offers a variety of courses, both live and on-demand, covering topics that are specifically related to higher education, including diversity, equity, and inclusion; leadership and supervision; student and faculty success; advancement; and more. <https://www.academicimpressions.com/uta/>
- **Coursera Access for Mavericks**



Mavericks can access 40 professional certificates from leading companies such as Google, Salesforce, IBM, Meta, and Intuit through the Career Academy on Coursera platform.

<https://www.uta.edu/academics/professional-development>

- **Knowledge Services** is committed to providing University employees with a broad range of training opportunities. We recognize that training programs and professional development can help an employee increase their effectiveness and refine their job skills. We offer classes for Financial and Human Resources business topics.

<https://webapp.uta.edu/oci-training/>

<https://resources.uta.edu/business-affairs/training/index.php>



**ADDITIONAL INFORMATION**

There is some additional information you may wish to know:



- **Parking**

All permits must be renewed at the beginning of each academic year or when the previous permit expires.

Parking rate for faculty/staff general is \$297 annually. Each permit holder can have 3 vehicles attached to their permit. However, only one of these vehicles can be present on campus each day.

Payroll deduction payments will be drafted over a twelve-month period from October through September of each academic year.

**Permit Dates**

<b>Permit Type</b>	<b>Available for Sale</b>	<b>Effective Dates</b>
Academic Year	8/1/23	8/1/23-8/16/24
Fall Semester	8/1/23	8/1/23-12/31/23
Spring Semester	11/1/23	1/1/24-5/10/24
Summer	4/15/24	5/11/24-8/16/24
Daily	8/1/23	1 calendar day expiring at midnight
Weekly	8/1/23	7 calendar days expiring at midnight
Monthly	8/1/23	30 calendar days expiring at midnight

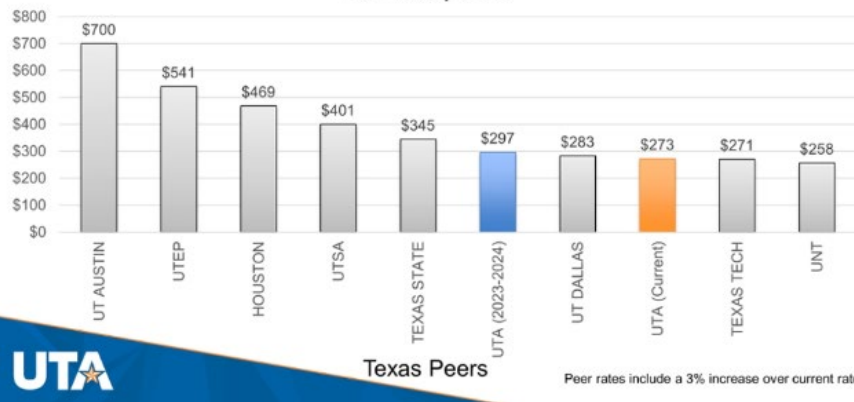
2023-2024 Rate Card:  
<https://www.uta.edu/pats/parking/rate-card.php>

**EMPLOYEE PARKING PERMIT OPTIONS:**

ANNUAL RATE	Monthly Increase	Annual Increase	FY 2023 Current Rate	FY 2024 Approved Rate	FY 2025 Approved Rate	FY24 Monthly Proration	FY25 Monthly Proration
<b>FACULTY/STAFF GENERAL MOST COMMON PERMIT PURCHASED</b>	\$2.00	\$24.00	\$273.00	\$297.00	\$321.00	\$24.75	\$26.75
<b>MAVERICK GARAGE PREMIUM</b>	\$0.00	\$0.00	\$1,304.00	\$1,304.00	\$1,304.00	\$108.67	\$108.67
<b>FACULTY/STAFF-RESERVED SPACE</b>	\$6.08	\$73.00	\$825.00	\$898.00	\$971.00	\$74.83	\$80.92
<b>FACULTY/STAFF RESERVED-ZONE</b>	\$3.92	\$47.00	\$528.00	\$575.00	\$622.00	\$47.92	\$51.83
<b>REDUCED RATE-FACULTY/STAFF</b>	\$1.50	\$18.00	\$200.00	\$218.00	\$236.00	\$18.17	\$19.67
<b>MAVERICK GARAGE RESERVED</b>	DISCONTINUED						

**Faculty/Staff Permit Rates**

Permit Comparison





- **EV Charging Stations**

UT Arlington offers several electric vehicle (EV) charging stations for public use. Customers can find the exact location, port status, and pay for their charge using the Chargepoint app. Be sure to also ensure you have a parking permit or a paid parking session for your vehicle while you charge.

<https://www.uta.edu/pats/transportation/EV%20Charging%20Stations.php>

- **Lactation rooms**

At UTA, we want to create a safe, quiet, and private environment for nursing mothers to express milk while on campus. Faculty, staff, and student nursing moms now have eight lactations rooms across campus to use. The rooms are comfortable and tranquil, featuring a leather recliner, small table or countertop, clock, locking door, and a sink in the room or in the connecting women's restroom.

- Central Library, Room B18A



<https://resources.uta.edu/hr/services/benefits/wellness/lactation-rooms.php>

- **Maverick Discount Program**

Students, faculty, staff, UTA Retirees, UTA Alumni Member card holders, and Parents and Family Association members can utilize Maverick Discount Program discounts **by simply showing their Maverick ID to local business participants or by using a unique UT Arlington discount code to shop online.**



The Maverick Discount Program offer discounts from five different product and service categories: automotive, entertainment, personal care, restaurants, and retail. Most discounts are available to all students, faculty, staff, UTA Retirees, and parents; a few are offered only to students or only to employees. Be sure to check this website regularly to see what new discounts are available to you.

[Maverick Discount Program](https://www.uta.edu/maverickdiscounts/about)

<https://www.uta.edu/maverickdiscounts/about>

Your Mav ID is the official UT Arlington Identification Card for Students, Faculty and Staff. Mav Money can be used at any of the on-campus dining locations listed at the Dine on Campus.

<https://www.uta.edu/campus-ops/mavexpress/>  
<https://dineoncampus.com/utarlington>

- All current UTA students, faculty, and staff have online access to The Wall Street Journal, courtesy of the College of Business. You must first set up a Wall Street Journal online account.

**THE WALL STREET JOURNAL.**

- Employees are paid monthly, on the first business day of the month.
- General Information Regarding Eligibility for Overtime and State Compensatory Time:

**Administrative and Professional (A&P) employees:** not eligible for overtime. They are also not eligible for State Compensatory Time except under special circumstances.

**Classified, Exempt employees:** not eligible for overtime. They are eligible for State Compensatory Time at the rate of one hour for every hour worked over 40 in a workweek.

**Classified, Non-exempt employees:** eligible for overtime pay or Overtime State Compensatory Time at the rate of 1.5 hours for every hour worked over 40 in a workweek. Straight State Compensatory Time is available at the rate of one hour for every hour worked over the scheduled work hours up to 40 in a holiday week.

- There are opportunities for staff development and travel.
- All newly appointed classified employees, including temporary employees or persons transferring from a component within The University of Texas System or another State of Texas agency/institution, will be a "probationary employee" for a period of six continuous months of service from the date of initial employment at The University of Texas at Arlington.

[UTA Policy HR-E-PO-10 Probationary Period for Classified Employees Policy](https://policy.uta.edu/doctract/documentportal/08D8E9581610DAE3EF5D99EEFFC31F14)  
<https://policy.uta.edu/doctract/documentportal/08D8E9581610DAE3EF5D99EEFFC31F14>

- Salary increases usually result from merit recommendations and are based on performance.
- Employees are covered by Worker's Compensation. <http://www.uta.edu/campus-ops/ehs/workerscomp/>
- The University is a drug free and tobacco free workplace.
- The University is dedicated to providing a learning, living and working environment that is free from discrimination based on gender and sexual harassment. <http://www.uta.edu/titleix/>
- The University conforms to The Texas Hazard Communication Act, which requires that employees be provided specific information on the hazards of chemicals in use in the workplace. There may be hazardous chemicals in use in the **FabLab**.
- The Libraries' recognizes employees through a variety of annual awards.



**Fall Awards:** Presented annually in December at the Staff Holiday party

- ❖ Outstanding Library Student Employee Award
- ❖ Outstanding Library Staff Award

**Spring Awards:** Presented annually at the Staff Spring Reception

- ❖ Library Extraordinary Customer Service Award
- ❖ Outstanding Library Student Employee Award
- ❖ Team of the Year Award
- ❖ Maverick Spirit Award
- ❖ STAR (Super Talent Appreciated Recognized) Award

### Total Compensation Calculator

Compensation is bigger than just your paycheck! At UTA we provide a combination of compensation related benefits including paid time off, longevity pay, government benefits, health insurance, tuition assistance, and an 8% match on our 401(a) retirement plan. Click to learn more about the estimated total compensation available to our employees.

[Total Compensation Calculator](#)

## TOTAL COMPENSATION CALCULATOR

This tool is intended for estimation purposes only and does not include additional employee benefits such as employee learning and development programs, employee discount programs, and out of pocket costs associated with parking or the use of campus facilities. Tuition Assistance amounts are based on the UTA-ETAP policy and the average cost of tuition and are not reflective of actual tuition and fees incurred.

PRINT CLEAR

Compensation Rate	\$ 50000.00	annual
Employment Status	Full-Time	
Employment Type	Staff	
State Service	State Service	Year(s)
Medical Plan	UT Select	
Coverage Level	Employee Only	
Retirement Plan	TRS - 401(a) default	
Tuition Assistance	Opt In	

## TIME OFF BENEFITS

	Days	UTA Pays	Percent of Salary
Vacation Days	12	\$2,307.69	4.62%
Sick Days	12	\$2,307.69	4.62%
Paid Holidays	13	\$2,500.00	5.00%

## GOVERNMENT BENEFITS

	You Pay	UTA Pays	Percent of Salary
Social Security/Medicare	\$3,825.00	\$3,825.00	7.65%
Workers' Compensation	\$0.00	\$266.00	0.532%
Unemployment Compensation	\$0.00	\$58.00	0.116%

## HEALTH INSURANCE

	You Pay	UTA Pays	Percent of Salary
UTA Insurance Contribution	\$0.00	\$8,101.92	16.20%

## RETIREMENT

	You Pay	UTA Pays	Percent of Salary
TRS - 401(a) default	\$4,000.00	\$4,000.00	8%

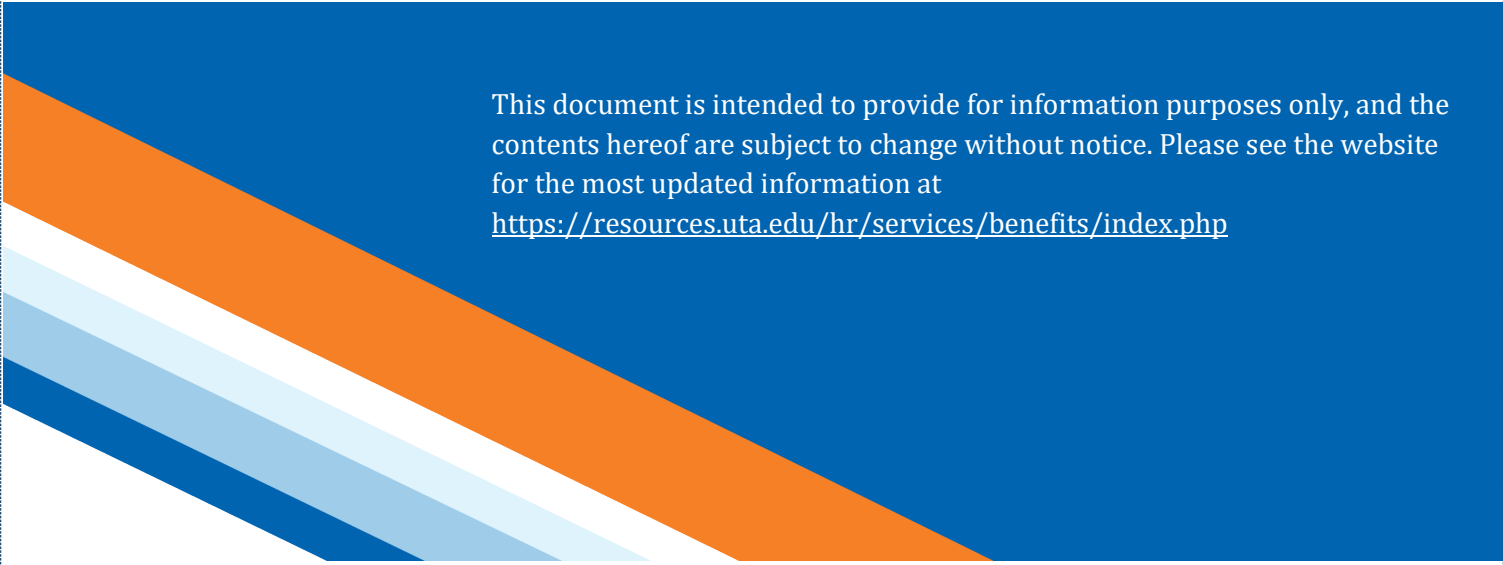
## TUITION ASSISTANCE (UTA-ETAP)

Hours	UTA Pays	Percent of Salary
6	\$6,000.00	12.00%

## TOTALS

	Amount	Percent of Salary
Total Base Compensation	\$50,000.00	100%
Total Paid by UTA	\$29,366.30	58.73%
Total Compensation	\$79,366.30	158.73%

## UTA EMPLOYEE BENEFITS OVERVIEW



This document is intended to provide for information purposes only, and the contents hereof are subject to change without notice. Please see the website for the most updated information at <https://resources.uta.edu/hr/services/benefits/index.php>