



NUMBER 4.1.02

DATE: 04/20/2005

REVISION: 4/1/2008

PAGE: 1 of 5

SECTION: HUMAN RESOURCES

AREA: INSURANCE AND BENEFITS

SUBJECT: INSURANCE AND RETIREMENT PLANS (ELIGIBILITY AND ENROLLMENT)

POLICY

The University of Arkansas for Medical Sciences offers a wide range of benefits to its employees, including insurance and retirement benefits. Most of these benefits are available through the University of Arkansas System; some are specific to UAMS. The purpose of this policy is to inform all UAMS departments of the eligibility requirements and enrollment deadlines for the benefit plans. For specific guidelines, limits, and exclusions of each benefit plan please refer to the appropriate summary plan description for that plan, or contact the Office of Human Resources (OHR) at 686-5650.

“Benefits”, for purposes of this policy, include:

- 1) Mandatory Benefits (premium cost paid by UAMS)**
 - a) *Basic Term Life Insurance*
 - b) *Basic Long Term Disability Insurance*
 - c) UAMS contributions to one of the following retirement plans: *University of Arkansas 403b/457b Retirement Plan, Arkansas Public Employees Retirement System (APERS), or Arkansas Teacher Retirement System (ATRS).*

- 2) Voluntary Benefits (premium may be paid by UAMS, by the employee, or shared)**
 - a) *Medical Insurance*
 - b) *Dental Insurance*
 - c) *Vision Plan*
 - d) *Optional Term Life Insurance*
 - e) *Dependent Term Life Insurance*
 - f) *Accidental Death and Dismemberment Insurance*
 - g) *Optional Long Term Disability Insurance*
 - h) Voluntary contributions to the *University of Arkansas 403b/457b Retirement Plan*
 - i) *Section 125 Flex Plan:*

- i) *Premium Conversion* (pre-taxed Medical, Dental, Vision)
- ii) *Flexible Spending Accounts* (health care and dependent care)
- j) *Long Term Care Insurance*
- k) *Auto/Home Insurance*
- l) *Critical Illness Insurance*

PROCEDURE:

- 1) Upon initial hire at UAMS, or if there is a subsequent change affecting benefits eligibility, OHR places each employee into the appropriate benefit eligibility group, as indicated below.
- 2) **If a benefits-eligible employee is to receive benefits other than regular “UAMS” benefits, the department must enter the appropriate Contract code on the 0001 Organizational Assignment screen in SAP.**

Benefit Group Code	Definition of employees in this group	Benefits eligible for
UAMS	Full-time classified and non-classified employees Part-time employees if their Planned Working Time is 50% or greater Post Doctoral Fellows Faculty who are not FGP members	All benefits listed above
MCPG	FGP membership as approved by the Executive Committee of the Faculty Group Practice, College of Medicine. Planned Working Time must be 50% or greater. Department must enter “MCPG” Contract in SAP.	All benefits listed above with the exception of a carve-out Long Term Disability plan. Contact FGP Office for additional benefits.
RESC	Residents or Interns in the College of Medicine Housestaff Office AHEC Residents Department must enter “Resident COM” Contract in SAP.	All benefits listed above with the exception of employer retirement contributions and a carve-out Long Term Disability plan
RESC	Pharmacy Residents in the College of Pharmacy or Clinical Programs Pharmacy Department must enter “Resident Pharm.” Contract in SAP.	All benefits listed above with the exception of employer retirement contributions

RESA	Chaplain Residents Department must enter “Resident Chap.” Contract in SAP.	All benefits listed above with the exception of employer retirement contributions
NOBN	Employees hired to work less than 1,000 hours per year and those less than 50% Planned Working Time Temporary workers as designated in SAP by Employee Subgroup “Temporary/Salaried” or “Temporary/Hourly” Employees in the following positions: Extra Help, PRN Nurse, Graduate Assistant, Trainee, Undergraduate Intern, Clinical Care Assistant	Not eligible to participate in any benefit plan with one exception -- can make personal, unmatched contributions to the <i>U of A 403b/457b Retirement Plan</i>

POLICY

- (1) New employees have a 31-day window to enroll in benefit plans. During that period they may enroll in any of the benefit plans for which they are eligible upon positive election through OHR. Benefits are described to employees at Orientation.
- (2) It is the department’s responsibility to schedule all benefit-eligible employees for Orientation. Staff employees should be scheduled for Orientation during their first week of work so they make timely elections and have their benefits begin at the earliest possible date. We recommend faculty be scheduled for their Orientation on or before their appointment date. Please refer to policy 4.7.01, Orientation Procedure Policy, for information about the Orientation registration process. Departments may also access information via our website at www.uams.edu/ohr or by calling at 686-5650.
- (3) For purposes of this policy, “new employee” will include employees who are already employed by UAMS in a non-benefits status (e.g. temporary employee or part-time less than 50%) and who are changing to benefit-eligible status.
- (4) All new employees, regardless of benefit eligibility status, are required to complete an *Acknowledgement of Benefit Policies* form before being placed on payroll. This form outlines benefits eligibility criteria, insurance enrollment deadlines, retirement participation information as required by the I.R.S., and summary plan description delivery options. This form will be completed along with other payroll sign-up forms during Orientation. The original will be maintained by OHR and the employee will receive a copy.
- (5) Employees working outside the Central Arkansas area (e.g. AHEC and Kids First) may be oriented at their work site by their departmental business administrator. The departmental business administrator is responsible for ensuring that off-site employees are oriented and enroll in benefits within their first week of hire. OHR will provide the required forms and presentation materials.

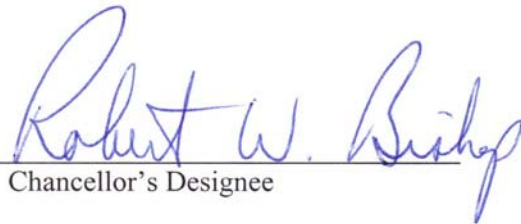
- (6) There is a waiting period for insurance benefits to begin. *Medical, Dental* and other insurances take effect the first of the month following the date the employee submits the required enrollment forms to OHR. The only circumstance where an employee's benefits start their first day is if their hire date is the 1st and OHR receives their enrollment forms on or before that date. To prevent misinformation about benefit effective dates, direct all employee benefit questions to OHR.
- (7) Late enrollment is not allowed for *Medical* or *Dental* insurance, nor does the University offer an annual open enrollment. Unless an employee elects to make a change within 31 days of a "qualified family status change" (e.g. marriage, birth, divorce), their first 31 days of benefits-eligible employment may be their only opportunity to enroll.
- (8) Late enrollments for *Optional Term Life Insurance, Dependent Term Life Insurance, and Optional Long Term Disability Insurance* are subject to medical screening. Application forms are available in OHR. The insurance provider reserves the right to refuse coverage.
- (9) Eligible employees may enroll in the *Vision Plan* within 31 days of their benefits-eligible appointment, or during an open enrollment period.
- (10) Eligible employees may enroll in *Accidental Death & Dismemberment Insurance* at any time. Likewise, employees may reduce or increase their existing coverage in this insurance program at any time.
- (11) Eligible employees may elect to participate in the *Section 125 Flex Plan* within 31 days of their benefits-eligible appointment, or during the annual Flex Plan open enrollment period which is held the end of each calendar year. An employee's election to pay their *Medical, Dental* and *Cancer* insurance premiums on a pre-tax basis under the *Premium Conversion* option will carry over from year to year. An employee's election to participate in a *Dependent Care or Health Care Flexible Spending Account* will not carry over from calendar year to year; annual re-enrollment is required to continue participation. Employees who experience a "qualified family status change" (e.g. marriage, divorce, birth) should contact OHR for information regarding changes they may make to their Flex Plan benefits.
- (12) Eligible employees and their family members may enroll in the voluntary insurance plans sponsored by the University of Arkansas. These include *Long Term Care, Home/Auto, and Critical Illness* insurances. Interested individuals are to contact the insurance providers directly for rate quotes and plan options.
- (13) All UAMS employees who receive paychecks are eligible to make voluntary, tax-deferred contributions to the *University of Arkansas 403b/457b Retirement Plan*. Employees may invest their retirement contributions either through Teachers Insurance and Annuity Association-College Retirement Equities Fund (TIAA-CREF) and/or Fidelity Investments.
- (14) UAMS must make employer retirement contributions on behalf of employees in benefit groups UAMS and MCPG. If the employee is in the *University of Arkansas 403b/457b Retirement Plan*, the UAMS "matching" contribution is 5 to 10% each pay period (exact percent based upon the employee's contribution for that particular pay period and I.R.S. limits). If the employee is enrolled in either of the two State plans, *APERS* or *ATRS*, the employer contribution is dictated by State legislation.

- (15) Employees who pay their *Medical* or *Dental* insurance premiums on a post-tax basis may elect to reduce or drop their coverage at any time. However, premiums paid on a pre-tax basis, under the *Section 125 Flex Plan Premium Conversion Option*, can only be changed under two circumstances: 1) effective the first pay period of the next calendar year, or 2) midyear only if a “qualified family status change” has occurred in the previous 31-day period. Contact OHR for additional information.

REFERENCES

- 1 Summary Plan Descriptions for each benefit plan, available in OHR or at www.uams.edu/ohr under Benefits
- 2 UAMS Policy 4.5.06, Personnel Administration Transactions
- 3 UAMS Policy 4.7.01, Orientation Procedure Policy

SIGNATURE: _____


Chancellor's Designee

DATE: July 3, 2008