



Texas A&M University - San Antonio

SUMMARY OF EMPLOYEE BENEFITS

Human Resources Department

Central Academic Building (CAB) 439
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San Antonio, TX 78224

Benefits contact information:
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Following is a summary of the benefits currently offered by Texas A&M University-San Antonio (A&M-SA) for Exempt and Non-Exempt full-time employees. Part-time employees are eligible for certain benefits on a pro-rated basis. Please call Human Resources at 210-784-2058 if you have any questions.

INSURANCE OPTIONS

Employees can choose from a variety of programs offered by Texas A&M University System (TAMUS). The medical plan is through the A&M Care-Blue Cross Blue Shield (PPO) and the Graduate Student Health Plan (PPO). Medical plans include prescription coverage through Express Scripts.

Other optional group insurance plans include Dental coverage (PPO and HMO) from Delta Dental, Vision coverage through Superior Vision, Life Insurance coverage, Accidental Death and Dismemberment, Flexible Spending Accounts and Long-Term Disability plans. Employees may select one of the three different effective dates to start benefits for their medical and optional plans. State contribution benefits do not commence until the first of the month after the 60th day of employment. However, employees may select medical coverage effective the first day of employment or first of the month following date of hire with A&M-SA without the state contribution, but they will need to pay a premium.

MANDATORY RETIREMENT PLANS

Our mandatory retirement plan is the Teacher Retirement System of Texas (TRS). Certain positions may be eligible to elect the Optional Retirement Plan (ORP) in lieu of TRS based on their appointment to certain job titles. Members enrolled in TRS contribute **8.25%** of their annual salary to TRS. Members enrolled in ORP contribute **6.65%** of their annual salary to their selected ORP vendor. The University contributes **8.25%** of the member's annual salary to the TRS retirement plan and **6.60%** to ORP member's retirement plan.

VOLUNTARY RETIREMENT PLANS

All benefit eligible employees have the option to participate in any of the Voluntary Plans currently available through the Texas A&M University System which are the

Tax-Deferred Account plan (TDA) and the Texas Saver Deferred Compensation plan (DCP). Contribution options can be either pre-tax or after tax.

TUITION ASSISTANCE

As an employee of A&M-SA, you may be eligible for tuition assistance after 90 days of employment. The scholarship may pay up to the amount of six semester credit hours of eligible fees each term.

SICK LEAVE AND VACATION

Employees able to accrue sick leave for personal illness. If you are an employee who has a 12 month appointment, you are able to accrue vacation time. If you work full time you earn 8 hours of sick leave each month. If you work full time you earn 8-21 hours of vacation each month depending on your years of state service (except faculty on less than 12 month appointments).

UNIVERSITY HOLIDAYS

***Labor Day:** September 2, 2024

***Thanksgiving:** November 28-29, 2024

***Winter Break:** December 23, 2024 - January 1, 2025

***Martin Luther King Jr. Day:** January 20, 2025

***Memorial Day:** May 26, 2025

***Emancipation Day:** June 19, 2025

***Independence Day:** July 4, 2025

EMPLOYEE ASSISTANCE PROGRAM

All employees are provided with in-person and telephonic counseling services, training, and resources to aid in a work/life balance through ComPsych Guidance Resources.

For additional benefit and retirement information please visit:

<https://www.tamus.edu/business/benefits-administration/>

PAY CHECKS AND DIRECT DEPOSITS

Paychecks for hourly paid employees are distributed bi-weekly on Fridays. Paychecks for all other employees are distributed at the beginning of the month. Employees are encouraged to sign up for direct deposit at no charge.

RECREATIONAL SERVICES

A&M - SA employees may utilize the Jaguar Fitness Center. The cost per month for Staff would be \$20.83 and for Faculty \$27.78.

PARKING

Employees may purchase parking permits for the university based on semester or for a whole fiscal year. Cost may vary. Parking permits must be purchased in the Parking & Transportation Department in CAB 116.

*****CAMPUS CRIME STATISTICS & SECURITY POLICIES*****

CLERY ACT & NOTICE OF ANNUAL SECURITY REPORT (ASR)

An Annual Security Report is available that includes information on campus security policies and statistics.

Security policies include: reporting crimes, and emergencies, security resources, crime awareness and prevention, security of campus facilities and residence halls, alcohol, drug and weapon violations.

The Annual Security Report for A&M-San Antonio is located under the University Police Department website in the [Clery Requirements/ASR tab](#).

For a paper copy of this report, please contact Officer James Snow at (210-784-1907, jsnow@tamusa.edu).

The A&M-SA Police Department (UPD) is located next to the Business-Library Hall (BLH Building).

This is meant to be a summary of the benefit programs available to Exempt and Non-Exempt staff at A&M-SA. Whenever conflicts occur between these summaries and the contracts, rules, regulations, or laws governing the administration of the various programs, the terms and conditions set forth in the various program contracts, rules, regulations, or laws shall prevail.