

HR Quick Facts
BUDGETED POSITIONS



For more information contact:
Benefits | P: 979.862.1718 | Email: benefits@tamu.edu
Leave Administration | P: 979.862.1720 | Email: leave@tamu.edu

HOWDY! We are pleased you are joining the Texas A&M University (TAMU) family. Below is a summary of the benefits currently offered by TAMU for Regular Exempt and Non-Exempt full-time employees. Part-time employees are eligible for certain benefits on a pro-rated basis. If you have any questions, please feel free to reach out to the Benefits Department or Leave Administration Department.

INSURANCE OPTIONS
Employees can choose from a variety of programs offered by TAMUS. Medical plans available are A&M Care-BCBSTX (PPO) and Graduate Student Health Plan (PPO).

Medical plans include prescription coverage. Other freestanding group insurance plans include Dental coverage (PPO and HMO), Vision coverage, Life Insurance coverage, Accidental Death and Dismemberment, Long Term Disability program, and health & daycare spending accounts. The employee's share of any premium costs is deducted from the bi-weekly or monthly paycheck. Selected insurance coverage will be effective the first of the month following the 60th day of employment. The option to begin insurance earlier than 60 days is also available.

RETIREMENT
All regular employees are required to enroll in the Teacher Retirement System (TRS) unless he or she qualifies for and elects to participate in the Optional Retirement Program (ORP). Members enrolled in TRS contribute 8% of their annual salary to the TRS. The university contributes 8% of the member's annual salary to TRS. Members enrolled in ORP contribute 6.65% of their annual salary to the ORP. The university contributes 6.6% of the member's annual salary to the member's retirement plan.

VOLUNTARY PLANS
All employees are eligible to participate in any of the two Voluntary Plans currently available through Texas A&M University System:

1. Tax-Deferred Account Program (TDA)
2. TexaSaver Deferred Compensation Plan (DCP)

These plans allow employees to reduce their federal income taxes while saving additional money for the future. Employee participation is voluntary, and contributions are deducted from the employee's salary.

WELLNESS RELEASE
Employees are eligible to take Wellness release three times a week for 30 minutes. The Work/Life Solutions Program by GuidanceResources® provides free short-term counseling with counselors in your area who can help you with your emotional concerns. The program covers up to five face-to-face counseling sessions per covered individual, per issue, per year.

For more information regarding Benefits at Texas A&M University, please visit the Benefits webpage at: <https://employees.tamu.edu/benefits/>

VACATION LEAVE
Full-time regular staff employees and 12 month regular faculty are eligible to earn the following monthly accruals based on their state service time:

<2 yrs: 8 hrs/mo	2-5 yrs: 9 hrs/mo
5-10 yrs: 10 hrs/mo	10-15 yrs: 11 hrs/mo
15-20 yrs: 13 hrs/mo	20-25 yrs: 15 hrs/mo
25-30 yrs: 17 hrs/mo	30-35 yrs: 19 hrs/mo
35+ yrs: 21 hrs/mo	

 It is important to note that part-time employees accrue vacation leave on a proportionate basis and vacation time cannot be taken during the first 6 months of employment.

Please refer to TAMUS policy for details concerning usage of leave and carry.

HOLIDAY LEAVE
Employees are generally eligible for 12 to 15 holidays per calendar year. The state legislature determines the number of holidays; the A&M System Board of Regents approves the specific days based on the recommendations of institution/agency CEOs.

SICK LEAVE
Full time employees are eligible to earn up to 8 hours of sick leave per month. Earned sick leave may be used when you or an immediate family member is ill or injured or has a doctor or dentist appointment. 8 hours a year can be used to attend parent-teacher conferences for your children. In addition, certain Veterans eligible for health benefits under a program administered by the Veterans Health Administration of the US Department of Veterans Affairs can receive 15 days of sick leave each fiscal year for medical or health care, including physical rehabilitation. Proof of eligibility is required.

MILITARY LEAVE
Employees serving as members of the state or federal military forces are entitled to leave with pay for active duty or military training for up to 15 days annually. Employees serving as members of the Texas Guard or National Guard that are called to active duty are entitled to emergency leave with pay. This leave will not be charged against the employee's 15 days of military training or duty leave.

UNPAID LEAVE
Family and Medical Leave (FMLA) is available to employees who have worked 1,250 hours in the prior fiscal year and have been employed for 12 months. Employees who have not worked for the State of Texas for at least 12 months or who have worked fewer than 1,250 hours during the 12-month period preceding the needed leave qualify for maternal/paternal leave under the state's Parental Leave Act (PLA).

OTHER PAID LEAVE
There are other types of paid leave available to employees such as: Sick Leave Pool, Jury Duty and Bereavement Leave. For a full list of other paid leave offered at Texas A&M University, visit our webpage.

For more information regarding Leave at Texas A&M University, visit the Leave Administration webpage at: <https://employees.tamu.edu/employee-relations/leave/>

TUITION ASSISTANCE
After 12 months of service at Texas A&M University, employees may be eligible for tuition assistance of \$1,000 per class. During the fall and spring semester, there is a maximum of 2 classes per semester that are eligible for assistance and 1 class during the summer semester.

For additional information regarding tuition assistance, contact Scholarships & Financial Aid at 979.458.5411.

PARKING AND TRANSPORTATION
Employees may purchase parking permits for university parking and prices vary based on the lot that is assigned. Payroll deductions are available as a payment method. Texas A&M University also has an excellent transit system available to students, faculty, and staff. There are many routes to choose from and wait times are minimal.

Review the How to Ride Guide for more useful information on using the transit system.

PAYDAY
Hourly paid employees are paid every two weeks (bi-weekly), so their payday is every other Friday. Salary paid employees are paid once per month, which is the first working day of the following month. Direct deposit is encouraged and can be split into multiple (up to 5) bank accounts. Paper pay checks are mailed on payday to the employee home address in Workday.

SOCIAL SECURITY
Federal Social Security (OASDI) and Medicare are withheld at a combined rate of 7.65% via payroll deduction each payday.

WORKERS' COMPENSATION
All employees are covered by workers' compensation insurance for injuries sustained during the performance of duty. Compensation is based on the nature of the injury and the employee's salary at the time of the injury.

This is meant to be a summary of the benefit programs available to Regular Exempt and Non-Exempt employees at Texas A&M University. 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.