



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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SUBJECT

EMPLOYEE INSURANCE AND BENEFITS

SUB-TOPIC
GENERAL

UTD sponsors or participates in several insurance and benefit programs which are intended to assist all University employees in the attainment of their personal insurance and security goals at costs lower than would normally be available on an individual basis. These programs include:

- Hospitalization and Medical Insurance
- Dental Insurance
- Vision Care Insurance
- Group Accidental Death and Dismemberment Insurance
- Group Term Life Insurance
- Long Term Disability Insurance
- Unemployment Compensation Insurance
- Workers' Compensation Insurance
- Premium Sharing
- Dallas Teachers Credit Union
- Payroll Savings (U.S. Savings Bonds)

Details for these programs are described in information made available by the U.T. System. Employees must read them carefully. If employees have questions regarding any of the insurance and benefit programs, or want to change existing coverage and benefits, they should contact the Human Resources Office.

Subsequent sub-topics within this subject will describe the various programs usually without referencing specific figures of cost to the employee, amount of coverage, interest rates, etc., due to their changing nature. Any such changes will be automatically conveyed to affected employees by the Human Resources Office when they occur.