

## I. POLICY

To establish policies for college employee benefits eligibility and procedures for enrollment.

## II. REFERENCES

- A. The Patient Protection and Affordable Care Act (PPACA), 124 Stat. §§ 119-1025.
- B. Utah State Retirement and Insurance Benefit Act, Utah Code Ann. §§ 49-11-101–1401.
- C. Guidelines for Retirement Programs, Utah State Bd. of Regents r. 851.

## III. DEFINITIONS

See [Human Resources Definitions](#).

## IV. PROCEDURES

### A. Active Full Time Employees

For a list of benefits offered to full time employees, please refer to the Human Resources [webpage](#).

1. Full-time employees should contact the Human Resources Benefits office to enroll in appropriate benefits. Employees have 30 days from their effective date to enroll in benefits.
2. Retirement Enrollment Guidelines
  - a. Full-time faculty, exempt and non-exempt staff are eligible to participate in TIAA and or Fidelity Investments retirement program.
  - b. Faculty and staff who have been previously enrolled in the Utah Retirement System (URS) have the option of remaining in the URS system.
  - c. An employee who is enrolled in Utah Retirement System and whose employment is later changed to a position eligible for TIAA or Fidelity Investments may elect to remain in the Utah Retirement System or enroll in the TIAA and or Fidelity Investments retirement program.

## B. Active Part-time Employees/Adjunct Faculty

1. Adjunct faculty and part-time, variable-hour employees (no more than 125 hours a month) are eligible for the following benefits: For a list of benefits please refer to the Human Resources [webpage](#).
2. Adjunct faculty and part-time, variable-hour employees should contact the Human Resources Benefits office to enroll in appropriate benefits.
3. If it is determined that at the end of the initial or standard measurement period an adjunct faculty or part-time, variable-hour employee qualifies for medical coverage the employee will be notified by Human Resources and will be offered medical coverage.

## C. Retiree/Emeritus Benefits

1. These benefits may vary from time to time and are subject to current college programs and rules.
2. A retired employee or an employee with emeritus status and with less than ten years of full-time service will be eligible for the following: For a list of benefits offered to retirees, please refer to the Human Resources [webpage](#).

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Date of last cabinet review: September 13, 2016

The originator of this policy & procedure is Human Resources. Questions regarding this policy may be directed to the originator by calling 801-957-4210.