



**TEXAS A&M UNIVERSITY-SAN ANTONIO**  
**SUMMARY OF EMPLOYEE BENEFITS**

**Human Resources Department**  
 HR Modular 107  
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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 Resource if you have any questions.*

**INSURANCE OPTIONS**

Employees can choose from a variety of programs offered by Texas A&M University System (TAMUS). Medical plan is the A&M Care-BCBSTX (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), Vision coverage, Life Insurance coverage, Accidental Death and Dismemberment, Flexible Spending Accounts and Long-Term Disability plan. Employees may select different effective dates for coverage for 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 with A&M-SA without the state contribution.

**RETIREMENT**

Our principal retirement plan is the Teacher Retirement System of Texas (TRS). Some employees 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 7.7% of their annual salary to the TRS. Members enrolled in ORP contribute 6.65% of their annual salary to the ORP. The University contributes 7.5% of the member's annual salary to the TRS retirement plan and 6.6% to ORP member's retirement plan.

**VOLUNTARY RETIREMENT PLANS**

All employees are eligible to participate in any of the Voluntary Plans currently available through Texas A&M University System which are the Tax-Deferred Account plan(TDA) and the TexasSaver Deferred Compensation plan (DCP). Contribution options can be either pre-tax or after tax and are payroll deducted.

**2nd.MD**

2nd.MD offers direct access to the world's best doctors via video or phone within 3 days.

**TUITION SCHOLARSHIP**

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, VACATION & HOLIDAY**

Depending on employment classifications, employees are able to accrue time off for personal illness and vacation. 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).

**HOLIDAYS**

- \***Labor Day:** September 7, 2020
- \***Thanksgiving:** November 26-27, 2020
- \***Winter Break:** December 24, 2020-January 01, 2021
- \***Martin Luther King Jr. Day:** January 18, 2021
- \* **Spring Break:** March 18-19, 2021
- \* **Memorial Day:** May 31, 2021

\***Social Security**

\***MILITARY LEAVE**

\***WORKERS' COMPENSATION**

**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 GuidanceResources.

**For additional benefit & retirement information please visit:**

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

**PAYCHECKS AND DIRECT DEPOSIT**

Paychecks for hourly paid employees are distributed bi-weekly, typically 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 & WELLNESS SERVICES**

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

**RELOCATION PROGRAM**

Relocation program is administered by Daryl Flood Relocation which offers a variety of options and solutions when moving throughout the U.S. or locally.

**PARKING**

Employees may purchase parking permits for the university for \$120 a fiscal year. Parking permits must be purchased in the Parking & Transportation Department in Central Academic Building room 117.

**\*\*\*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 on the following embeded link: <https://www.tamusa.edu/uploadfile/folders/fcestrad/pdf/pdf-637051743709851695-10.100.150.124.pdf> For a paper copy of this report, please contact Officer Karen Tucker-Engel, A&M-SA Police Department, Frank L. Madla Building, Suite 120, One University Way, San Antonio, TX 78224 (210-784-1900, [katucker@tamusa.edu](mailto:katucker@tamusa.edu)).

*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.*