



4.1.060

Employee Benefits Eligibility Policy

Date of last board of trustees review: September 9, 1987

The originator of this policy is People & Workplace Culture. Questions regarding this policy may be directed to the originator by calling 801-957-4210.

1. Policy

This policy establishes procedures for college employee benefits eligibility and enrollment.

2. 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 Higher Education r. 851.



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Employee Benefits Eligibility Procedure

Date of last executive cabinet review: April 16, 2024

The originator of this procedure is People & Workplace Culture. Questions regarding this procedure may be directed to the originator by calling 801-957-4210.

3. Definitions

See [Personnel Definitions](#)

4. Procedures

A. Active Full-Time Employees

For a list of benefits offered to full-time employees, please refer to the People & Workplace Culture ("PWC") [Benefits webpage](#).

1. Full-time employees should contact the PWC Benefits Department to seek assistance with enrolling in benefits. Employees have 30 days from their hire date and/or benefit start 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. Full-time faculty and staff who have been previously enrolled in the Utah Retirement System ("URS") and have been earning service credits through them have the option of re-enrolling into URS.

B. Active Part-time Employees/Adjunct Faculty

1. For a list of benefits offered to adjunct faculty and part-time, variable-hour employees (no more than 125 hours a month), please refer to the PWC [Benefits webpage](#).
2. Adjunct faculty and part-time, variable-hour employees should contact the PWC Benefits Department to seek assistance with benefit questions.
3. If it is determined under the Affordable Care Act (ACA) 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 the PWC Benefits Department and will be offered ongoing medical coverage.

C. Retiree/Emeritus Benefits

1. For benefits offered to retirees and emeritus awardees, please refer to the PWC [Retiree Benefits document](#).
2. These benefits may vary over time and are subject to current college programs and rules.