

# STANDARD ADMINISTRATIVE PROCEDURE

## 31.02.02.M0.01 State Contribution for Group Insurance Premiums

*Approved August 27, 1996*

*Revised January 26, 2010*

*Revised August 14, 2013*

*Next Scheduled Review: August 14, 2018*

---

### Standard Administrative Procedure Statement/Reason

---

This rule provides guidance on eligibility, responsibilities and the framework of the state contribution to group insurance premiums for employees and retirees of Texas A&M University.

---

### Official Procedures/Responsibilities/Process

---

#### 1. ELIGIBILITY

- 1.1 Employees who are hired or move into benefits-eligible positions must complete a ninety (90) day waiting period before being eligible to receive the state group insurance premium contribution (SGIP). The SGIP eligibility date is the first (1<sup>st</sup>) of the month following the ninetieth (90<sup>th</sup>) day of employment in a benefits-eligible position.
- 1.2 Texas A&M colleges and departments are prohibited from providing supplemental payments to reimburse employees for the state contribution during the ninety (90) day waiting period, unless the Texas A&M CEO determines that all new employees will be provided with supplemental payments for this purpose.
- 1.3 An employee may not receive the state contribution for insurance premiums from two state institutions or agencies simultaneously.
- 1.4 Disabled employees, who are not of retirement age may qualify for the state contribution as a disability retiree. To qualify as a disability retiree, an employee must be totally and permanently disabled and unable to perform the duties of the job along with meeting service requirements specific to their benefits-eligible employment date. Generally, disabled retirees with ten (10) years of creditable service, are entitled to the state contribution indefinitely or until no longer disabled. Those with less than ten (10) years of creditable service are only entitled to the state contribution for a period calculated by receiving one month of continuation for each month of service credit.
- 1.5 Working retirees will remain eligible for the state contribution based on their retiree classification.

1.6 Terminated employees who meet the age and service requirements for retirement and have an intact Teacher Retirement System (TRS) or Optional Retirement Program (ORP) account, should visit the Texas A&M System Benefits Administration website at <http://www.tamus.edu/business/benefits-administration/> or contact Human Resources to obtain information about retirement benefits, including eligibility requirements for the state contribution for group insurance premiums as a qualified retiree.

## 2. AMOUNT

The SGIP contribution levels are determined by the State Legislature and State funding. For active employees, the contribution amount is determined based on the benefit selections and employment status including: plan enrollment choices, benefit coverage tiers and percent effort of employment. For a Texas A&M University System retiree, the amount of contribution is equal to the full contribution amount for active employees.

## 3. COBRA

Survivors and terminating employees or dependents electing COBRA coverage are not eligible for the state contribution for group insurance premiums.

---

### Related Statutes Policies

---

**Policy 31.02:** *Employee Insurance and Retirement Benefits*  
<http://policies.tamus.edu/31-02.pdf>

**Regulation 31.02.02:** *Group Insurance Programs*  
<http://policies.tamus.edu/31-02-02.pdf>

---

### Contact Office

---

For more information on membership eligibility or clarification on this procedure, contact the [Human Resources](#), Benefits Services at (979) 845-1718, or by email at [benefits@tamu.edu](mailto:benefits@tamu.edu).

**OFFICE OF RESPONSIBILITY:** [Human Resources](#)