

POLICY: INSURANCE
SCOPE: FACULTY AND STAFF
POLICY NUMBER: 6.0
REVISED: MARCH 15, 2002; DECEMBER 22, 2005

1. POLICY

The College has developed a variety of benefits available to eligible employees. Participation in the various benefits is usually voluntary and predicated on meeting certain eligibility requirements. Some benefits have mandatory participation. Each benefit contained in this section is explained in general terms. For specific information employees should contact the Human Resources Office.

2. INSURANCE

2.1 All benefits-eligible employees may participate in the College group insurance plans administered by the Employee Retirement System of Texas. The Human Resources office is responsible only for administration of the programs and record keeping. The Human Resources office staff is available to provide general assistance to employees in dealing with insurance issues but each employee is individually responsible for meeting the requirements set by the insurance company policies.

2.2 Currently, the College has insurance coverage available in dental, medical/hospitalization, life, dependent life, accidental death and dismemberment, long term care, and short and long term disability. Participation in any of these programs is voluntary.

2.3 The amount of state contribution, by current state law, provides coverage for medical and basic life coverage for the employee only. If the dependents are enrolled, a lesser contribution will be made toward the dependent's premium.

2.4 The State of Texas provides a contribution towards the premiums for medical and basic life coverage. The amount of the contribution is set each legislative session. The employee must pay for coverage beyond the basic plan through payroll deductions. Long term care premiums are paid to the carrier.

3. REIMBURSEMENT ACCOUNT

The following TexFlex Reimbursement Accounts are administered by the ERS Deferred Compensation and Flexible Benefits Division.

3.1 HCRA – Health Care Reimbursement Account

The TexFlex HCRA plan allows employees to set aside money from their salary on a pre-tax basis to pay for eligible health care expenses not paid by insurance for themselves and their eligible dependents. Eligible dependent must meet the IRS guidelines as a qualifying child or a qualifying relative.

Eligible health care expenses include eyeglasses, contact lenses, braces, physician and dental visit expenses, prescription drugs, deductibles, copayments, some over-the counter drugs, and many more items.

3.2 DCRA -Dependent (Day) Care Reimbursement Account

The DCRA plan allows employees to set aside money from their salary on a pre-tax basis to pay for eligible costs of care for a qualifying child or qualifying relative. If the employee is married, the spouse must be employed, a full-time student, or be mentally or physically incapable of self-care.

POLICY: RETIREMENT PROGRAMS
SCOPE: FACULTY AND STAFF
POLICY: 6.1
REVISED: MARCH 15, 2002; JANUARY 3, 2006

1. POLICY STATEMENT

This policy will identify and briefly describe the four retirement programs available at the College: Teacher Retirement System (TRS), Optional Retirement Program (ORP), Tax Deferred Account Program (TDA), and Deferred Compensation Program (DCP). The policy also briefly describes the Retiree Insurance Programs offered through the Employees Retirement System of Texas (ERS). Detailed information for all programs is available in Human Resources.

2. RETIREMENT PROGRAM ELIGIBILITY CRITERIA

2.1 A regular employee is defined as one who is employed to work at least twenty hours per week for a period of at least four and one-half months, excluding students employed in positions which require student status as a condition of employment.

2.2 All regular College employees are required to become a member of either the Teacher Retirement System (TRS) or the Optional Retirement Program (ORP). All regular employees become eligible for either TRS or ORP the first day of employment.

If the employee is eligible to choose between TRS and ORP, the eligible employee will make an election. If the election is not made during the first 90-day period, the employee will automatically be enrolled in the TRS. Full-time faculty, certain professionals and administrators may elect the Optional Retirement Program in lieu of TRS within an additional ninety days after becoming eligible. If the employee chooses to participate in ORP during the additional ninety-day period, they will receive a refund for money the employee contributed into TRS.

The decision to choose between the ORP and TRS is a one-time irrevocable choice. The ORP and TRS are two distinct plans suitable to different individual needs.

Eligibility criteria for ORP are published in Chapter 25, Rules and Regulations of the Texas Higher Education Coordinating Board.

2.3 Participation in the TDA and DCP programs is voluntary, is in addition to membership in the TRS or ORP, and is available to both TRS and ORP participants.

3. DEFINITIONS

3.1 Teacher Retirement System (TRS) – TRS is a tax-deferred defined-benefit plan in which investment risks are absorbed by the state. Both the employee and the employer make contributions to TRS based on legislatively-determined percentages of the employee's salary. Contributions go into a large trust fund that is managed by the TRS. It provides stability and does not require any investment decisions from individual members. Benefits are available for retirement, disability and death. Retirement benefits are based on a legislatively-determined formula that uses highest salary and number of years of service at certain ages. Retirement income is provided for a specified number of years or for life. Upon termination from Texas public education, TRS members who do not desire a retirement benefit may withdraw employee contributions (plus interest). Employer contributions remain with TRS.

- 3.2** Optional Retirement Program (ORP) – ORP is a tax-deferred defined-contribution plan under IRS section 403(b) in which each participant selects from a variety of investments offered by several companies through annuity contracts and mutual fund investments. Both the employee and the employer make contributions to ORP based on legislatively-determined percentages of the employee’s salary. Since participants manage their own personal investment accounts, ORP entails more individual risk and responsibility than that associated with TRS membership. Benefits are a direct result of the amounts contributed and the return on investments made by each participant. Upon termination from Texas public higher education, ORP participants who have more than one year of participation retain control over all investments (both employee and employer contributions). In the case of participants with one year or less participation, employer contributions must be returned to Lamar State College – Port Arthur. Post-termination distributions are determined by individual contract provisions and federal income tax law. Contracts may provide for lump sum withdrawals, periodic withdrawals or annuity income for a specified number of years or for life. Administrative costs are paid through varying fees, “loads”, and/or interest paid.
- 3.3** ORP Employer Contribution Rate
- a. Effective 9/1/91, the Texas Legislature changed the employer contribution rate from 8.5% to 7.31%. Lamar State College - Port Arthur authorized the use of other funds to provide a 1.19% supplement for all participants (new or continuing) to restore the 8.5% rate.
 - b. Effective 9/1/95, the Texas Legislature reduced the employer contribution rate to 6% and all new participants became ineligible for the supplement. The rate for participants who were contributing on 8/31/95 remained at 7.31%. For these grandfathered participants, Lamar State College - Port Arthur authorized the use of other fund to continue providing the 1.19% supplement for a total rate of 8.5%.
 - c. Effective 6/20/03, the Texas Legislature allowed any participant who had been enrolled in Texas OPR at any time before 9/1/95 (with or without a break in service) to receive the higher grandfathered contribution rate of 8.5%. An employee who transfers from a non-Texas ORP plan, and has never been enrolled in a Texas ORP is considered a new participant and, therefore, only eligible for the 6% contribution rate.
- 3.4** Tax Deferred Account (TDA) – The TDA Program is a voluntary 403(b) plan which provides an opportunity for employees to save pre-tax dollars from their salaries in addition to either TRS or ORP. There are no employer contributions under this program. A salary reduction agreement signed by the employee at any time of the year authorizes Lamar State College - Port Arthur to send pre-tax salary amounts to a TDA with an approved carrier.
- The maximum allowable deferral is determined by the IRS. Withdrawals are only permitted when an employee separates from service, dies, reaches age 59 ½, becomes disabled or qualifies for financial hardship. Some contracts provide for low-interest loans.
- 3.5** Deferred Compensation Program (DCP) – This voluntary program called the Texa\$aver Plan is a 457 plan and is separate from and in addition to the other retirement programs. Under DCP, an employee may enter into an agreement with the College at any time to reduce the employee’s taxable income and save for retirement on a tax-deferred basis. The amount of reduction is invested in products approved by the Employees Retirement System of Texas (ERS).
- The maximum allowable deferral is determined by the IRS. Withdrawals are only permitted when an employee leaves state employment, dies, reaches age 70 ½ or qualifies for financial hardship.
- 3.6** Years of Service – Years of Service include all prior state service where an employee was eligible for ORP, TRS or ERS retirement programs, as verified by each retirement system.

4. APPROVAL OF ORP AND TDA CARRIERS

- 4.1 All companies which meet federal, state and college conditions and procedures for approval will be allowed to write Optional Retirement Program and Tax Deferred Account contracts.
- 4.2 All companies desiring approval to sell ORP or Tax Deferred Account contracts must submit the required documentation according to the College's vendor specifications.
- 4.3 Human Resources staff will review all applications submitted and recommend additions or deletions to the Board of Regents for Optional Retirement Program carriers or the Vice President for Finance for Tax-Deferred Account carriers.

5. PROCEDURES FOR RETIREMENT

- 5.1 An employee must meet the following minimum criteria to be eligible for retirement from Lamar State College - Port Arthur under either ORP or TRS:

Eligibility requirements for *unreduced* service retirement if you joined TRS *before* September 1, 2007, and remain a member until retirement:

- age 65, with at least 5 years of TRS service credit
OR
- rule of 80 (your age and years of TRS service credit total 80), with at least 5 years of TRS service credit

Eligibility requirements for unreduced service retirement if you join TRS *on or after* September 1, 2007:

- age 65, with at least 5 years of TRS service credit: or
- Age 60, with at least 5 years of TRS service credit, and you meet the Rule of 80; or
- Age 55 with at least 20 years of TRS service credit, and you meet Rule of 80, and you are grandfathered. (see *TRS Benefits Handbook*)

Eligibility requirements for reduced annuity:

- age fifty-five with five or more years of service : or
- any age below fifty with thirty or more years of service (may or may not be a reduced annuity); or
- any age if approved for "disability retirement".

Service is defined as any combination of creditable service as a member of TRS or the ORP in the State of Texas.

- 5.2 The employee should notify his or her supervisor of an intended retirement date at least thirty days in advance or more if possible.
- 5.3 A TRS employee should contact TRS four to six months prior to the date of retirement and submit a "Request for Estimate of Retirement Benefits" form (TRS 18). Members must file an "Application of Service Retirement" form (TRS 30) with TRS before the effective date of retirement which is always the last day of the retirement month.

An ORP employee should contact his or her individual carrier or carriers to make arrangement for distribution of funds. Distribution may be delayed is desired. However, a minimum distribution is required by the IRS at age 70 ½.

- 5.4 The employee should contact Human Resources a minimum of thirty days in advance of retirement to complete necessary paperwork and insurance enrollment forms. Retiree insurance enrollment is open for thirty days after retirement (if applicable).

6. RETIREE INSURANCE ELIGIBILITY CRITERIA

Health and other insurance benefits for members and retirees are subject to change based on available State funding. The Texas Legislature determines the level of funding for such benefits and has no continuing obligation to provide those benefits beyond each fiscal year.

6.1 An employee must meet all of the following criteria to be eligible for retiree insurance through ERS.

1. **Service Credit – General Requirement**
You have at least 10 years of service credit in ERS, TRS, the Optional Retirement Program (ORP), or any entity that participates in the state retirement program.
2. **Service Credit – Group Benefits Program participation Requirement**
Of the required 10 years service credit in #1 above, employees hired after 8/31/01 must have 10 years of actual service in a GBP-participating agency or institution to qualify for retiree health insurance. Employees hired prior to 9/1/01 are grandfathered under the old rule, which required 10 years of service, but only three years of actual service with a GBP-participating agency.

There are two exceptions: (1) If you started work for the State before September 2001, you may qualify for insurance benefits if for at least three of your 10 years you were an employee at a state agency or institution of higher education participating in the GBP. (The University of Texas and Texas A&M University Systems and all public independent school districts do not participate in the program.) (2) If you service with the State began after September 2001, you must have 10 years of service credit with an agency or higher education institution participating in the GBP to receive retiree group health, dental and optional insurance benefits.

In addition, any member who has purchased five years of military service and also has five years of state service prior to 9/1/01 can qualify for retiree health insurance.

3. **Age or Rule of 80 Requirement**
You are at least 65 or retire under the rule of 80. If you do not retire under the Rule of 80 and are less than age 65 with at least 10 years service credit at the time of retirement, you will not be eligible for GBP health insurance until you reach age 65.
4. **Employment Status I**
You have terminated employment from all state agencies and institutions that participate in the state insurance program or are no longer eligible for the program as an employee.
5. **Employment Status II**
Your last place of public employment prior to retirement was with an agency or institution participating in the State's insurance program.

6.2 If an employee retires below age 65 with at least 10 years eligible service credit and does not meet the Rule of 80 requirement at the time of retirement, the following may apply.

1. **Retired at less than age 65 – retired directly from active employment** –and not subject to a 90-day waiting period: The 65th birthday is the event that makes a retiree eligible for health insurance.
Evidence of insurability is not required to obtain health insurance, provided enrollment occurs during this initial period of eligibility. A positive election for health insurance must be made before the first day of the calendar month following the retiree's 65th birthday to enroll without EOI.

If the retiree's 65th birthday falls on the first day of a month, the effective date will still be the first of the following month.

2. **Retired at less than age 65 – retired from a non-contributing status** – and subject to a 90-day waiting period (terminated employment prior to retirement). The 65th birthday is the event that makes a retiree eligible for health insurance. Evidence of insurability is not required to obtain health insurance, provided enrollment occurs during this initial period of eligibility. A positive election for health insurance must be made before the first day of the calendar month following 90 days after the retiree's 65th birthday to enroll without EOI.

If the 90th day falls on the first day of a month, the effective date will still be the first of the following month.

3. **COBRA – GBP interim insurance –Optional coverage** – an employee who terminates and/or retirees before age 65 may be eligible for up to 18 months of COBRA coverage. In addition, a retiree and his or her dependents are eligible for GBP Interim Insurance until age 65 provided the retiree:
 - Served in a position eligible to participate in the GBP as a state officer or employee on or before August 31, 2003; and
 - At the time of retirement meets the requirements for retiree health insurance as those requirements existed on August 31, 2003.
4. **A retiree eligible for GBP interim insurance** will pay the total actuarial cost as determined by ERS board. Retirees are encouraged to utilize COBRA coverage first since the premiums for interim insurance are much higher than COBRA.

7. PROCEDURES FOR EMPLOYMENT AFTER RETIREMENT

7.1 TRS service retirees who plan to work in Texas public education after retirement should carefully review all requirements that apply to such work. If the retiree does not effectively terminate employment, or if the retiree's work is not in compliance with the requirements, the retiree could:

- Revoke his or her retirement entirely, or
- Lose monthly annuity payments for work that exceeds the allowable amount.

To work after retirement without revocation of retirement or loss of benefits, a retiree must:

- terminate all employment with a TRS-covered employer
- wait to negotiate a return to employment as permitted under law,
- not be employed or otherwise work for a TRS-covered employer during the required one full calendar month break in service after the retirement effective date, and
- work only the amount of time permitted under one of the employment-after-retirement exceptions. The exceptions permit certain kinds of employment without losing the annuity for the month in which the employment is performed.

These requirements apply to all retirees, service and disability and both normal and early age. However, there are some differences in how the requirements are applied, depending on retirement circumstances. Please contact TRS if you are considering returning to employment in Texas public education after retirement and are unsure whether your employment will affect your retirement or your monthly annuity payment.

7.2 ORP Retirees – Beginning immediately after retirement, retirees may return to work without any restrictions.

8. PROCEDURES FOR OBTAINING INFORMATION AND EVALUATION

8.1 Human Resources will maintain current information on all retirement programs, including a list of all approved TDA and ORP carriers, and is responsible for processing all retirement program applications.

9. REVIEWERS OF THIS APP

9.1 Reviewers of this APP include the following:
Linda McGee, Director
Human Resources

10. CERTIFICATION STATEMENT

This APP has been approved by the following individuals in their official capacities and represents Lamar State College - Port Arthur policy and procedure from the date of this document until superseded.

Linda McGee, Director of Human Resources
Dr. Sam Monroe, President

POLICY: EMPLOYEE EDUCATION AND TRAINING PLAN
SCOPE: FACULTY AND STAFF
POLICY NUMBER: 6.2
REVISED: JUNE 29, 2000

1. PURPOSE

The Employee Education and Training Plan ("the Plan") provides employees of the four Lamar components of The Texas State University System ("Lamar components") with assistance in obtaining additional college-level education and training to increase their value to the employing Lamar component. The Plan is intended to operate such that payments made under it qualify, in the case of undergraduate classes required in a degree plan, as qualified tuition reduction under Section 117 of the Internal Revenue Code; or, for all other courses, as business expenses for courses related the employee's present position, under Section 162 and thus excludible from taxable income under Section 132(d). As such, the Plan represents an internal administrative procedure for the Lamar components. It is not intended to operate as a fringe benefit plan under Section 127 of the Internal Revenue Code.

2. DEFINITIONS

- 2.1 Benefits-Eligible Employee:** Any Lamar component employee defined as a regular full-time employee by the Teachers Retirement System of Texas is a Benefits-Eligible Employee. This includes all persons employed for a definite period of at least four and one-half months or one long semester at a workload not less than one-half of the standard workload, excluding those employees who are required as a condition of employment to be enrolled as students.
- 2.2 Course:** Any course offered by a Texas state institution of higher education for which Academic or Technical credit is awarded upon successful completion of the course. The term "course" shall include any associated laboratory or other practical instruction only if such instruction is an integral part of the course, and is not separately numbered. The term course shall include "Developmental" and "Pre-Collegiate" courses and laboratories that are offered on a regular basis by a Lamar component and published in its official undergraduate academic catalog.
- 2.3 First Class Day:** For a class offered under any regularly published semester or term schedule, the official "first class day" established for that semester or term regardless of the actual date of the first meeting of the specific class. For any class for which an official "first class day" is not established or cannot be determined under the preceding definition, the date of the first scheduled meeting of the class.
- 2.4 Standard Workload:** The standard workload for an employee (100% FTE) shall be the workload defined in State law or regulation as the standard workload. If no such definition is available, the percent FTE reported for that employee to the Texas Higher Education Coordinating Board in accordance with Lamar component rules and procedures shall be used for purposes of the plan.

3. ELIGIBILITY

- 3.1** A Benefits-Eligible Employee is eligible to make application for payment under the plan for any course, the First class day of which falls on or after the day that the employee has been a Benefits-Eligible Employee for a continuous period of six (6) calendar months.
- 3.2** An employee whose application is significantly incorrect in fact, who violates the provisions or procedures of the plan, or who fails to complete his or her obligations under the Plan, may be declared ineligible for any subsequent participation in the Plan.

4. PAYMENTS

- 4.1 Payments will be made, subject to the other provisions of the Plan, for any course which will maintain or improve the skills required for the employee's current job. The institutions have determined that, since the primary business of each is to provide courses leading to a degree, any undergraduate degree will improve the skills required of any employee. Payment will thus be made for any undergraduate course which is required on any degree plan that the employee may be pursuing. Payment for graduate classes or other undergraduate classes will be made only if the employee's supervisor certifies that the specific course is directly relevant to the employee's current position.
- 4.2 Payments will be made, subject to the other provisions of the Plan, for no more than one course per semester for any employee.
- 4.3 Payments are applicable only to the course for which approval was granted. A new application must be fully approved as specified in Section V before a different course may be substituted under "drop and add" procedures for the originally approved course.
- 4.4 If an employee has previously been the beneficiary of payment under this plan for a course, payment will not be made a second time for the same or an equivalent course, except when the course was officially dropped (or the student officially withdrew) owing to documented medical causes or at the request of the employee's supervisor on account of workload considerations.
- 4.5 Payments will be made, subject to the other provisions of the Plan, for no more than two courses per academic year (nominally September I through August 31) for any employee. Payments will be made during summer terms for eligible employees even though they are not employed during the summer months if such employees are Benefits-eligible during the semester immediately preceding the summer, unless they have resigned or their employment has been permanently or indefinitely terminated.
- 4.6 The maximum payment for any one course shall comprise tuition and all fees associated with the course. In the event that an employee is enrolling in more than one course at a Lamar component or component(s) during the same semester, the employee shall pay the incremental charges for tuition and other fees resulting from the additional course(s). Payments will not be made for any deposits or other charges which are refundable at the end of the course or subsequently.
- 4.7 Payments for courses taken at a Lamar component will be paid directly to the component.
- 4.8 Travel expenses will not be reimbursed under this plan.
- 4.9 Refunds for dropped or withdrawn Lamar component courses will be refunded back to the Lamar account from which they were paid.
- 4.10 In order to conform to IRS regulations and guidance, payment will be made for Physical Activity Courses (PEGA or PHED prefixed courses) only to the extent that such courses are **required** for graduation.

5. AVAILABILITY OF FUNDS FOR THE PLAN

Payments under the Plan are subject to funds being available in the Lamar component budget. The component is not required to make any funds available in any given fiscal year. In the event that funds available in any given year are not sufficient to fund all applications for payments, approved applications shall be funded in order of receipt by the finance office of the employing component until available funds are exhausted.

6. APPLICATIONS FOR PAYMENT

An employee applying for payment under the Plan must complete the appropriate application form, and submit it to his/her Account Manager and/or Dean (as indicated on the form) for approval of the course to be taken. The Account Manager or Dean may decline to approve payment for a course if the employee is not in good academic standing or is not making satisfactory academic progress as defined in the rules governing federal student financial aid. The application shall then be submitted to the Human Resource Office. Payment will be authorized only after completion by all administrative offices.

7. MISCELLANEOUS

- 7.1** Nothing in the Plan shall in any way modify or waive any Lamar component entrance or other academic requirements or course prerequisites. Approval of payment under the Plan does not constitute approval to be absent from assigned duties during normal working hours. If the component's Human Resources policies allow, and the employee's supervisor and those above the supervisor approve, release time of up to three hours per week may be granted in order to take the course. Additional time during working hours that may be required must be accounted for under leave and compensatory time procedures. Permission to be absent from assigned duties is at the sole discretion of the employing component. Nothing in this policy shall be construed as requiring any component, administrator or supervisor to approve release time during normal working hours. Components may treat each application for release time based on the particular expertise, duties and responsibilities of the individual employee involved, even though this may result in some employees being permitted release time and others not.
- 7.2** An employee shall, within six weeks of the end of any semester in which a course was taken under the Plan, submit a copy of the Semester Grade Report, or a copy of a transcript which includes the grade for the course, to the Human Resources office of the employing component for inclusion in the employee's general employment record file in that office.
- 7.3** Nothing in the Plan shall be construed as prohibiting a Lamar component from making payment outside this plan for any course or training for any employee when taking such course or training is initiated by a supervisor or administrator.

POLICY: CORPORATE TRAVEL CHARGE CARD
SCOPE: FACULTY AND STAFF
POLICY NUMBER: 6.3
REVISED: SEPTEMBER 1, 2003; JANUARY 3, 2006

1. POLICY

Employees who are issued a corporate travel charge card accept an obligation to **pay all charges incurred on a timely basis and to use a charge card only for official state business use.** You will be responsible for full payment of monthly bills received. The College will continue to reimburse employees for all business-related charges in accordance with the State of Texas Travel Allowance Guide published by the Comptroller of Public Accounts. We ask that you use it for all your official state business expenses.

2. CONTRACT INFORMATION

The State Travel Management Program (STMP) of the Texas Building and Procurement Commission (TBPC) secured a contract with JPMorgan Chase to provide MasterCard corporate travel charge card services for state travelers.

3. ELIGIBILITY

- a. Employees must take, or be expected to take, three (3) or more trips per fiscal year,
- b. or expend at least \$500 per fiscal year in business related expenses.

4. PROCEDURE

Prior to issuance of an individual charge card, a card use agreement must be signed.

5. ADDITIONAL BENEFITS

Some of the benefits which you will receive with the State of Texas issued card are listed below:

- No annual fees
- No minimum salary requirements
- Credit limits and payment information are not reported to the credit reporting bureau, thus affecting personal credit history, unless JPMorgan Chase is to the point of charging off a delinquent account. If an account is charged off by JPMorgan Chase then they will report all information to the credit reporting bureau and that will show up on an individual's credit history report.
- **Travel Accident Insurance:** Each cardholder who purchases a common carrier ticket with their Commercial Card is automatically insured in the amount of \$500,000 against Accidental Bodily Injuries that result in death or dismemberment at no additional cost.
- **Lost Luggage Insurance:** When a cardholder pays for the cost of common carrier tickets with his/her Commercial Card or via a cardless account, he/she will be eligible to receive supplemental reimbursement for lost luggage of up to \$1,250.
- **Automobile Rental Insurance:** JPMorgan Chase also offers primary Collision/Loss Damage Insurance for up to 31 consecutive days of car rental. This insurance covers up to \$50,000 per incident on claims for which the cardholder or any other authorized driver is legally responsible to the vehicle rental company. This also includes Secondary Personal Effects Insurance which covers loss, damage or theft of such effects.

6. PAYMENT GUIDELINES

- 6.1 All accounts are payable upon receipt of the statement.
- 6.2 An account is considered by JPMorgan Chase to be delinquent 31 days after the billing date.
- 6.3 When an account reaches 61 days past due, it is suspended until it is paid. Accounts that reach 90 days past due will be cancelled and will not be reopened.
- 6.4 Individual corporate travel charge cards will be assessed delinquency charges on past due balances. If all or any portion of a payment is not received by JPMorgan Chase by the 58th day after the first Statement Date, Bank One will assess a late fee equal to **2.5% of all Past Due Balances** on such day after the first Statement Date and every thirty days thereafter until payment is received by Bank One. Delinquency assessments **are not reimbursed** by the State.

If you meet the criteria established by JPMorgan Chase and wish to apply for a JPMorgan Chase Card, fill out the application and Card Use Agreement and return them to the Corporate Card Administrator in the Business Office.

7. DELINQUENCY

The delinquency assessments for individual accounts, in accordance with the State of Texas contract are as follows:

- 7.1 If an account ages to sixty (60) days past due, a 2.5% delinquency assessment will be charged and the account will be suspended.
- 7.2 Accounts that are ninety (90) days past due will receive another 2.5% delinquency assessment and the account will be cancelled.

POLICY: EMPLOYEE ASSISTANCE PROGRAM
SCOPE: FACULTY AND STAFF
POLICY NUMBER: 6.4

1. POLICY

An employee who believes that a personal problem may be affecting job performance is encouraged to use the Employee Assistance Program (EAP). Lamar State College - Port Arthur, through the Employee Assistance Program, offers short-term counseling and referral services to an employee or an employee's immediate family member (as defined in Sick Leave section). Short-term counseling services (when appropriate) are provided at no cost to the employee. Additional costs to the employee may result from referral. Some costs may be covered by the employee's health insurance.

2. PROCEDURE

- 2.1** An employee wishing to use the EAP may call directly to schedule an appointment with one of the EAP counselors. Telephone numbers are available on posters throughout the campus, and in the Human Resources Office.
- 2.2** The EAP is completely confidential. The only exceptions to the guarantee of confidentiality are cases involving life-threatening situations or legal mandatory reporting requirement (for example, child abuse). Participation in the program is not included in an employee's personnel file, and retaliation as the result of participation in the program is prohibited.
- 2.3** The employee may attend and EAP sessions during work hours without losing pay if the employee requests approval for the absence from his/her supervisor. Sick leave, vacation leave, or compensatory time leave may be used if available. If the employee doesn't have accrued leave available, the time will be considered leave without pay.

POLICY: EMPLOYEE HEALTH AND WELLNESS PROGRAM
SCOPE: FACULTY AND STAFF
POLICY NUMBER: 6.5
APPROVED: March 2006

1. POLICY

The Health and Wellness Program encourages the faculty and staff to practice a sound health maintenance program through regular physical activity and sound health/risk practices.

Good health provides the foundation upon which to build a positive life-style that is both intellectually and culturally fulfilling. The students benefit by being in a learning environment that is energized through daily contacts with educators who are role-models.

Research also asserts that there is a reduction in health-care and insurance costs of the employees by relieving stress, controlling body weight, and improving the efficiency of the cardiovascular system.

Therefore, the purpose of the Health and Wellness Program is to improve the well-being of the employees of LSC-PA and Seahawk Community by providing opportunities to be physically active and to remain current about good health practices.

2. OBJECTIVES OF THE PROGRAM

- 2.1 Encourage regular physical activity by allowing access to the Fitness Center and offering a series of free **Fit to Live** classes.
- 2.2 Identify early health risks by scheduling medically supervised health appraisals for cardiovascular fitness, body fat composition, and regular preventive physical examinations.
- 2.3 Provide a fast, efficient reaction to accidents and illness by offering certification courses in Cardiopulmonary Resuscitation, and First Aid.
- 2.4 Offer education opportunities focusing on good health by providing information about current research on special topics, i.e. Smoking Cessation, Weight Loss, Nutrition, and Stress Management.

3. ELIGIBILITY AND ENROLLMENT

- 3.1 Enrollment in the **Fit To Live** classes is initiated at the Business Office.
- 3.2 All participants will be asked to sign a waiver-of-liability form.
- 3.3 Faculty/Staff Employees
 - 1) Any faculty/staff employee with a current employee I.D. may have access to the work-out facilities in the Parker Center.
 - 2) One **Fit to Live** class per semester will be free to faculty/staff employees who have formally signed in at the business office.
- 3.4 Spouses and Seahawk Community Members
 - 1) Spouses of faculty/staff employees and students may have access to the Fitness Center by enrolling in a **Fit to Live** class for \$75.00 and acquiring an LSC-PA I.D. (\$5.00)

- 2) Members of the Seahawk community may have access to the Fitness Center by enrolling in a **Fit to Live** class for \$100.00 and acquiring an LSC-PA I.D. (\$5.00).
- 3) Over 65 couples will be charged \$150.00 and should acquire an LSC-PA I.D. (\$5.00) for access.

4. CERTIFICATION STATEMENT

This APP has been approved by the following individuals in their official capacities and represents Lamar State College - Port Arthur policy and procedure from the date of this document until superseded.

William Worsham, Athletic Director
Dr. Sam Monroe, President