

**ADMINISTRATIVE PROCEDURES**

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| **10.05 Wage Employee Benefits Eligibility**  | **Revised: June 14, 2023** |

1. GOVERNING REGULATIONS

This procedure is governed by System Policy [31.02](http://policies.tamus.edu/31-02.pdf), *Employee Insurance and Retirement Benefits.*

2. PURPOSE

 This procedure establishes guidelines to manage Texas A&M Forest Service wage employees who are required to participate in a system retirement program and are listed in the position identification database for fifty percent (50%) or more time for at least four and one-half (4 ½) months. Eligible benefits include group insurance and participation in the Teacher Retirement System of Texas.

3. RESPONSIBILITIES

3.1 Texas A&M AgriLife Human Resources Specialist for Benefits and Retirement (HR Specialist)

1. The HR Specialist will receive a report from the Payroll and Support Services Department identifying wage employees who work more than 50% effort.
2. If an employee is on the report for three months, the HR Specialist will email the employee’s supervisor and department head and advise them to make one of three decisions:
3. reduce the employee’s hours to below 50%;
4. terminate the position; or
5. reclassify and create a budgeted position

3.2 Texas A&M AgriLife Human Resource Manager (HR Manager)

1. A copy of each notification will be sent to the HR Manager.
2. The HR Manager will work with the supervisor and department head to ensure appropriate action is taken before the employee reaches benefit eligibility.
3. Any unresolved issues will be addressed by the Associate Director for Finance and Administration.

CONTACT: Texas A&M AgriLife Human Resource Manager, (979) 314-5744