



# Texas Christian University Handbook for Retirees

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## Human Resources

**TCU's** Human Resources Department developed this handbook to provide a quick reference to TCU benefits and services available to retirees.

In order for *current* benefits eligible faculty and staff to retire with health insurance benefits, an employee must meet the following requirements:

- The faculty or staff member retires from a regular benefits eligible position
- The employee is at least 55 years of age
- The employee has a minimum of 5 years of service
- The years of service and age equal 75

A new definition of retiree eligibility under the new CARES medical plans applies to faculty and staff hired *on or after* January 1, 2005. The employee must:

- Participate in the plan during the (three) 3 month period immediately prior to retirement
- Be actively at work on the day prior to retirement
- Be at least 55 years of age
- Have at least 10 years of continuous service
- Meet the requirement that age and service equal at least 75

Please notify the Human Resources Department of address or marital status changes. This allows you to continue receiving newsletters, notifications of changes in benefit programs and eligibility, and other information from the TCU community.

The Human Resources office is open from 8:00 a.m. to 5:00 p.m. Monday through Friday. The telephone number is (817) 257-7790. The FAX number is (817) 257-7979.



## **Medical, Dental, and Vision Insurance**

**M**edical, dental, and vision insurance is available to retired faculty and staff who meet the Rule of 75.

In the case of a retiree's death, the surviving spouse may continue health, dental, and vision insurance coverage by completing an enrollment form. Please note that if you ever drop the medical, dental, and/or vision insurance or fail to make the premium payments in a timely manner, you will not be allowed to enroll again. The Payroll Department bills retirees and surviving spouses on a monthly basis, or you can complete a form to have the premiums taken out of your credit card or debit card.



## **Life Insurance**

**E**ligibility for the university's group term life insurance policy expires on retirement. Within the first 30 days of retiring, retirees may convert their group term life insurance policies to an individual policy without submitting evidence of insurability. Human resource has the conversion paperwork and can assist in completing the forms if needed.

## Retirement Benefits



If you have questions regarding payment of your retirement annuity, rules on taxation of annuities, direct deposit of check, etc., please contact your retirement company. The addresses and telephone numbers of the retirement programs are:

**Pension Fund of the Christian Church  
130 East Washington Street  
Indianapolis, IN 46204-3645  
(317) 634-4504**

**Teacher's Insurance and Annuity Association  
and College Retirement Equity Fund  
730 Third Avenue  
New York, NY 10017  
(800) 842-2776**

**B**oth TIAA/CREF and PFCC provide additional services to retirees.

Regular PFCC newsletters such as *The Retirement Advisor*, respond to specific retiree questions and issues. PFCC offers accidental death and dismemberment insurance up to age eighty. PFCC representatives hold periodic group and individual meetings on campus.

TIAA/CREF offers whole life insurance up to age seventy. Contact them directly for information on how to enroll in these programs. TIAA/CREF representatives also hold periodic group and individual meetings on campus.

## Survivor Benefits



Surviving spouses of retirees should contact the Human Resources Department for information on benefits eligibility. Spouses can continue medical, dental, and vision insurance coverage under the university's plan.

## Tuition Assistance



Emeritus faculty is eligible for the university's tuition assistance program. Tuition assistance applies to tuition only and not books, fees or other charges. Classes under the program must be taken for credit.

## University Identification Cards



TCU ID cards can be obtained for retired TCU faculty and staff & their spouses, free of charge. This card can be used at the TCU Library, Bookstore and Recreation Center.

After you retire go to the I.D. Center in the new student center BLUU room 204 and request your retiree ID card.

To replace lost cards, you must pay a \$10.00 fee to the Financial Services Office. Bring your receipt to the I.D. Center on the 2<sup>nd</sup> floor of the Brown-Lupton Student Center, Room 221 to have a replacement card made. To reach the I.D. Center by phone: 817-257-7856.



## Library Privileges

A current TCU identification card is all you need to borrow books and other materials from Mary Couts Burnett Library. The Serials Department of the library lends periodicals by special arrangement. Books and other publications are sometimes available through the interlibrary loan office. If you have Internet service at home, you may access the library's catalogues from the TCU website, <http://lib.tcu.edu>.



## **Parking** Department

**Y**ou may obtain a university parking sticker at the Campus Police Office, 3025 Lubbock Street. There is no charge for the sticker.

Retirees may park in reserved retiree spaces behind the Mary Couets Burnett Library if available. You are also eligible to park in faculty spaces throughout the campus that are red-lined (not reserved). Cars with university stickers are ticketed when parked in visitor or reserved slots.



## **TCU Bookstore**

**T**he TCU Bookstore is located at the corner of Berry Street and University Drive. Retirees with a current university ID card are eligible to receive a 10% discount on most purchases. The discount excludes items on sale, textbooks and special orders.



## Credit Union

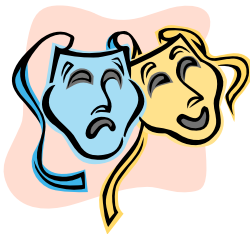
Retired faculty and staff may continue or apply for membership in the Educational Employees Credit Union. Membership application forms are available in the Human Resources Department. To establish a credit union account, you must make and maintain a minimum deposit of \$25.00.



## Special Events

Retirees are invited to participate in various university activities such as Homecoming, Parents' Weekend and holiday festivities. You are also invited to attend university activities such as the service recognition award/retirement ceremony. For more information regarding these and other campus events, please contact the Student Center Information desk at 817-257-7927.

The TCU Retirees Association holds monthly luncheons during the fall and spring semesters. Dates, locations and programs are announced in the Association's Newsletter.



## Fine Arts Performances



Tickets for fine arts performances are available when you show your university ID card. Many events are free, others have a small charge.



## Athletic Events

Retirees may purchase two season tickets to home athletic events at \$75 per season ticket for each member of their family living in their home. Tickets for away games are full price and subject to availability. General admission tickets may be purchased for Basketball, Baseball, Volleyball, and Soccer. You may purchase athletic tickets at the Daniel Meyer Coliseum ticket office. The box office may be reached at 817-257-FROG.



## **Rickel Building Recreation Center**

Retirees can use the recreation center for a \$60 per year fee. See the section on **University ID Cards** for more information. You may rent lockers for a small fee.



## **Brown-Lupton University Union**

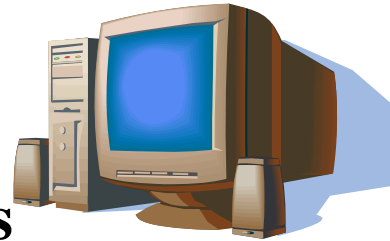
The Brown-Lupton University Union (BLUU) serves the entire university community. Policies for reserving rooms and using the center are available at the Union information desk. The Union makes reservations and may be reached at 257-7927.

The information desk also provides discount tickets to area amusement centers such as Six Flags Over Texas, the Fort Worth Zoo, Hurricane Harbor, Scarborough Fair, NRH<sub>2</sub>O, the Cowgirl Museum, Screams, and Omni Theatre as well as United Artists, Lowes, and AMC movie theatres.



## University Publications

Retirees may pick up copies of the *Frog Calls* directory and TCU Calendar/Handbook at the Student Center information desk while supplies last. *Frog Calls* lists those who have authorized the printing of their home addresses and telephone numbers. The TCU Retirees Association periodically publishes and mails a newsletter to each retiree during fall and spring semesters. Other university publications available on request include *TCU This Week* and *TCU Magazine* published by the Office of Communications and *Fine Arts Events* published by the School of Fine Arts.



## Technology Resources

Retirees will continue to have an e-mail account through TCU after retirement with benefits. Please contact 817-257-6855 with questions concerning your email account.



## **Extended Education**

**E**xtended Education classes are still available for retirees and their families. The TCU discount for some of the classes will still apply.

### **The TCU Retirees Association Constitution and Bylaws**

#### **I. Name**

This organization shall be known as the TCU Retirees Association.

#### **II. Objective**

The objective of the TCU Retirees Association is to promote the general welfare of its members and of Texas Christian University.

#### **III. Membership**

A. Membership in this association shall consist of faculty and staff who have officially retired from active association with Texas Christian University.

B. Associate membership shall include spouses, surviving spouses, and others nominated and approved by the Executive Committee.

#### **IV. Officers and Elections**

A. Officers of the TCU Retirees Association shall consist of President, Vice President, Secretary-Treasurer, Archivist and Newsletter

Editor.

- B. Term of office for officers shall begin after the May meeting following their election at the spring general meeting in April and shall be for one year or until their successors are elected and installed.
- C. A nominating committee consisting of the immediate Past President and at least two other members shall be named by the President at the fall general meeting of the Association. The committee shall report at the April general meeting, and at that time, additional nominations shall be permitted by the floor.
- D. All vacancies in office shall be filled by appointment by the Executive Committee.

#### **V. Meetings**

- A. The Association shall hold educational, informational and social meetings.
- B. The President or the Executive Committee shall call special meetings.
- C. Ten members of the Association shall constitute a quorum.

#### **VI. Committees**

- A. The Association shall have an Executive Committee which shall consist of the officers, immediate Past President and other members to be appointed by the President. A member of the TCU Human Resources Department is an ex-officio member of the Executive Committee.
- B. The President shall have the authority to appoint special committees.

#### **VII. Parliamentary Authority**

- A. The Association officers and members shall follow the parliamentary rules and procedures of the Revised Edition of Robert's Rules of Order on all points not covered by this Constitution and Bylaws.

### **VIII. Amendments**

Amendments to this Constitution and Bylaws may be adopted by a two-thirds vote of those present at any regular meeting of the Association.

### **XI. Dissolution**

If the Association should vote dissolution by a two-thirds vote at a regular meeting or special meeting, any funds belonging to the Association shall be given to Texas Christian University. Notice of motion to propose dissolution shall be published to the membership at least one week prior to the meeting.

