


**AIKEN TECHNICAL COLLEGE
POLICY**

Policy Title:	NEW EMPLOYEE BENEFIT AUTHORIZATION	Policy Number:	3-2-106
Institutional Authority:	Vice President of Administrative Services		
Associated SBTCE Policy:			
Associated ATC Procedure:	3-2-106.1		

Approved: 
President


Commission Chairperson

Date Adopted:	07/01/2004
Date Revised:	

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

It is the policy of Aiken Technical College that no benefit payroll deductions shall be authorized by the College, unless at least 10 percent of the permanent employees or two hundred employees, whichever shall be the lesser, have made a written authorization to deduct premiums to an eligible SBTCE and College vendor. When a request is made for a new benefit, procedure 3-2-106.1 will be followed.

Policy Review		
Review Date	Reviewed By	Date Completed
07/01/2007		
02/11/2013		