

**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	NEW EMPLOYEE BENEFIT AUTHORIZATION	Procedure Number:	3-2-110.1
Institutional Authority:	Vice President of Administrative Services		
Associated SBTCE Policy/Procedure:			
Governing ATC Policy:	3-2-110		

Approved:  President
 Vice President of Administrative Services

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.

The following procedure will be used to determine the authorization of a new employee benefit:

1. All requests are to be written and submitted through the Human Resources Office. The Human Resources Office will determine if the benefit vendor is an approved SBTCE vendor.
2. If not an approved SBTCE vendor, the Human Resources Office will notify the vendor that they are not authorized as an approved SBTCE vendor.
3. If the vendor is an approved SBTCE vendor, the Human Resources Office will present to the Vice President of Administrative Services for review.
4. The Vice President of Administrative Services will submit the written request to the Executive Staff and President for concurrence.
5. The Human Resources Office is notified of the concurrence.
6. If the vendor does not have concurrence, the Human Resources Office will notify the benefit vendor.

7. The Human Resources Office will schedule a place and a time for the benefit vendor to meet with employees during the month of September. The annual benefits fair may be used as a meeting place.
8. The Human Resources Office will notify employees of the place and time using e-mail.
9. To become an approved College benefit vendor, at least 10% of the permanent employees, or two hundred employees, whichever shall be the lesser, must be enrolled before the College authorizes the use of the new benefit vendor. If 10% of the permanent employees or two hundred employees do not enroll, all enrollment forms will be returned to the employee and no payroll deductions will occur.
10. The enrolled employee will complete all necessary benefit enrollment forms to be given to the benefit vendor and the Payroll Office.
11. Payroll deductions will start January 1.