AIKEN TECHNICAL COLLEGE
POLICY

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

Approved: Susan Allison — President

Carlos Garcia — 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 3-2-110.1 will be followed.