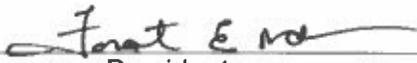


**AIKEN TECHNICAL COLLEGE  
PROCEDURE**

Procedure Title:	EMPLOYEE NEW BENEFIT AUTHORIZATION	Procedure Number:	3-2-110.1
Institutional Authority:	Chief Human Resources Officer		
Associated SBTCE Policy/Procedure:			
Governing ATC Policy:	3-2-110		

Approved:

  
President

  
Chief Human Resources Officer

Date

Adopted: 07/01/2004

Date

Revised: 07/11/2022

**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 benefit for employees:

1. All requests must be written and submitted through the Human Resources Office. The Human Resources Office will determine if the benefit vendor is an approved State Board for Technical and Comprehensive Education (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 review the request with the Chief Business Officer (CBO).
4. To become an approved College benefit vendor, at least ten percent of the permanent employees must be enrolled before the College authorizes the use of the new benefit vendor.
5. After reviewing with the CBO, the Chief Human Resources Officer will submit the written request to the Executive Staff and President for concurrence.

6. The Human Resources Office will notify the benefit vendor of the request status.
7. If approved, the Human Resources Office will coordinate a meeting between the benefit vendor and employees.
8. The enrolled employee will complete all necessary benefit enrollment forms in coordination with the benefit vendor and the Human Resources Office.