

**AIKEN TECHNICAL COLLEGE  
POLICY**

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

Approved:   
President

  
Commission Chairperson

Date  
Adopted: 07/01/2004  
Date  
Revised: 08/08/2022

**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.**

It is the policy of Aiken Technical College that no benefit payroll deductions shall be authorized by the College, unless at least ten percent of the permanent employees have made a written authorization to deduct premiums to an eligible SBTCE and College vendor.