**AIKEN TECHNICAL COLLEGE**  
**PROCEDURE**  

<table>
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<th>Procedure Title:</th>
<th>EMPLOYEE NEW BENEFIT AUTHORIZATION</th>
<th>Procedure Number:</th>
<th>3-2-110.1</th>
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<tr>
<td>Institutional Authority:</td>
<td>Chief Human Resources Officer</td>
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<td>Associated SBTCE Policy/Procedure:</td>
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<td>Governing ATC Policy:</td>
<td>3-2-110</td>
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Approved:  
[Signature]  
President  
[Signature]  
Chief Human Resources Officer

Date Adopted: 07/01/2004  
Date Revised: 01/18/2019

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**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 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 review the request with the Chief Business Officer (CBO).

4. To become an approved College benefit vendor, at least 10% of the permanent employees must be enrolled before the College authorizes the use of the new benefit vendor.

5. After review 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.