

BUSINESS
EMPLOYEE BENEFITS ELIGIBILITY
CHAPTER 2
POLICY 4.01

Institutional Council Approval: 09/09/1987

Date of Last Cabinet Review: 09/13/2016

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I. POLICY

To establish policies for College employee benefits eligibility and procedures for enrollment.

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I. REFERENCES

- A. SLCC Policy Chapter 2, Section 2.02, "Personnel Hiring"
- B. SLCC Policy Chapter 2, Section 4.03, "Tuition Benefits"
- C. SLCC Policy Chapter 2, Section 3.03, "Conflict of Interest, External Employment, & Consultation"
- D. Utah State Retirement and Insurance Benefit Act, Utah Code, Title 49
- E. The Patient Protection and Affordable Care Act (PPACA)
- F. Utah State Board of Regents' Policy No. R851
- G. SLCC Policy Chapter 2, Section 4.02, "Early Retirement Plan"
- H. College Retirement Programs (TIAA-CREF, Fidelity Investment, or Utah Retirement System)
- I. SLCC Policy Chapter 2, Section 3.16, "Ethical Conduct"

II. DEFINITIONS

See personnel definitions procedures.

III. PROCEDURES

- A. Active Full Time Employees: For a list of benefits offered to full time employees, please refer to the Human Resources website. www.slcc.edu/hr

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1. Full Time employees should contact the Human Resources Benefits Office to enroll in appropriate benefits. Employees have 30 days from their effective date to enroll in benefits.
2. Retirement Enrollment Guidelines: Full time faculty, exempt and non-exempt staff are eligible to participate in TIAA and or Fidelity Investments retirement program. Faculty and Staff who have been previously enrolled in the Utah Retirement System (URS) have the option of remaining in the URS system. An employee who is enrolled in Utah Retirement System and whose employment is later changed to a position eligible for TIAA or Fidelity Investments may elect to remain in the Utah Retirement System or enroll in the TIAA and or Fidelity Investments retirement program.

B. Active Part time employees/Adjunct Faculty

1. Adjunct faculty and Part-time Variable Hour Employees (no more than 125 hours a month) are eligible for the following benefits: For a list of benefits please refer to the Human Resources website. www.slcc.edu/hr
2. Adjunct Faculty and Part Time Variable Hour employees should contact the Human Resources Benefits Office to enroll in appropriate benefits.
3. If it is determined that at the end of the Initial or Standard Measurement Period an Adjunct Faculty or Part Time Variable hour employee qualifies for medical coverage the employee will be notified by Human Resources and will be offered medical coverage.

C. Retiree/Emeritus Benefits

1. These benefits may vary from time to time and are subject to current College programs and rules.
2. A retired employee or an employee with Emeritus status and with less than ten years of full-time service will be eligible for the following: For a list of benefits offered to retirees, please refer to the Human Resources website. www.slcc.edu/hr