



MEMORANDUM

TO: Board of Trustees

FROM: Mark T. Brainard, President

DATE: October 20, 2022

RE: Request to Amend the Personnel Policy Manual Regarding the Flexible Benefit Plan

The College currently provides all full-time employees with \$130 per month to offset the cost of vision, dental and life insurance offered by the College. Employees must choose two of the three coverages to be eligible for the stipend, and may apply any balance remaining to offset the cost of state health insurance benefits.

In furtherance of our ongoing efforts to attract and retain high quality faculty and staff, I am requesting your approval to expand the College's Flexible Benefits Policy by allowing the President to authorize the payment of additional amounts to full-time employees as stipends to offset costs of employment that are unique to a campus or class of employees (i.e., Wilmington City wage tax).

Therefore, I am requesting to revise Section 9.06 of the College's Personnel Policy manual as follows (new language is in red):

9.06 Flexible Benefits Plan

The College provides a flat dollar amount for regular, full-time employees to spend on flexible benefit programs with coverage to become effective after three (3) full consecutive months of employment. To meet participation requirements of the companies offering these programs, eligible employees are required to enroll in a minimum number of the programs unless the cost for individual coverage is exhausted with less than the minimum requirement.

Request by an employee for exemption from this minimum enrollment requirement will be granted upon proof, satisfactory to the Human Resources and Legal Affairs Department in the Office of the President, being furnished by the employee of 100% coverage in any two or more of these programs through a non-College plan(s).

The College's flexible benefits programs include:

- Life/Accidental Death and Dismemberment Insurance
- Dental Insurance
- Vision Insurance

The monthly balance of the College share remaining after coverage selection may be applied towards the portion of State of Delaware Group Health Insurance premium currently paid

by the employees; however, any remaining balances not applied to the employee's share of State Group Health Insurance will be forfeited.

The President may authorize the payment of additional amounts as stipends for regular, full-time employees to offset recurring costs of employment that are unique to a campus or class of employees. The three-month elimination period will not apply to stipends authorized by the President under this section. The stipend may be paid in regular intervals or in an annual lump sum. The amount of the stipend may differ among eligible employees based on the actual costs incurred.

Further details on the Flexible Benefits Plan, including specific coverages, can be obtained from Plan information provided to employees or the Campus Human Resources Office. (Amended Board of Trustees, 6/15/1999)

Thank you for your consideration of this request.