



Name: Flexible Benefits Plan  
Category: Administrative Policies  
Subject: Elimination of Three-Month Waiting Period  
Owner: Human Resources  
Related Procedures: N/A  
Related Forms: N/A

### **I. SCOPE**

This policy change applies to all full-time, benefit eligible employees employed on or after January 1, 2024.

### **II. POLICY STATEMENT**

The purpose of this policy amendment is to align the College's flexible benefit policy with the recently enacted state law that eliminated the 3-month waiting period for the state to pay its share of an employee's premium or subscription charges for health care coverage effective January 1, 2024.

### **III. POLICY**

The following will be substituted in lieu of the existing Section 9.05:

#### **Section 9.05 Flexible Benefits Plan**

The College provides a flat dollar amount for regular, full-time employees to spend on flexible benefit programs with coverage commencing on the first of the month following the benefit-eligible employee's date of hire. If the employee is hired on the first of the month, coverage will begin on the first of the following month. 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, fulltime 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.

#### **IV. EFFECTIVE DATE(S)**

This policy is effective January 1, 2024

#### **V. FREQUENCY OF REVIEW AND UPDATE**

This policy will be reviewed and updated upon the passage of subsequent legislative measures of a similar nature.

#### **VI. SIGNATURE AND DATE OF APPROVAL**

Approved in accordance with Article IX, Section 2 of the Delaware Technical Community College By-laws.

  
Dr. Mark T. Brainard, President

  
Date