

SECTION: Human Resources

NUMBER: A-001-04-0004

AREA: Benefits

DATE: 06/01/2018

SUBJECT: Flexible Benefit Program

REVIEWED 12/14/2022

I. PURPOSE

Rocky Mountain College has adopted a flexible benefits plan to provide benefits not covered in its other health and welfare programs. This plan meets the requirements of Internal Revenue Code Section 125 and related regulations.

II. POLICY

A. Qualified benefits under IRC Sec. 125 may include payment of your expenses for:

- a. Medical, dental, vision related or disability insurance premiums
- b. Out-of-pocket medical, dental or vision services
- c. Dependent care necessary for employment or education

B. Eligibility

- a. All regular employees, as defined under Employee Definition Policy, are eligible for enrollment in the flexible benefit plan.

C. Enrollment

- a. Enrollment in this program must be made within 30 days of the official hire date.
- b. Employees enrolled in the flexible benefit plan must enroll EVERY fiscal year to retain these benefits.
- c. Claim forms and a Summary Plan Description are available in the Human Resource Department.

D. The summary plan document will prevail should any questions arise.

III. REVIEW AND RESPONSIBILITIES

Responsible Parties: Human Resource Department

Review: As deemed as appropriate

IV. APPROVAL

Approved: _____ Date: _____
President

Approved: _____ Date: _____
Chair / Board of Trustees