

<b>Employment Benefits Policy</b>	Policy Number	6.4
	Effective Date	April 2, 2014

**1.0 POLICY & PURPOSE**



It is the policy of the Board of Trustees of Laramie County Community College (LCCC) to provide employee benefits in a fiscally responsible manner, as established or approved by the State of Wyoming and/or the Board of Trustees, in full compliance with state and federal law. Eligibility for benefits will be determined based on the Summary Plan Documents (SPDs) and/or specific procedures established for each type of benefit. In addition LCCC will ensure compliance with the Health Insurance Portability and Accountability Act (HIPAA) as well as any other applicable statute and/or regulation. Procedures for benefits shall be determined by the College President or designee.

**2.0 REVISION HISTORY**

Adopted on: 4/2/14

**3.0 PERSONS AFFECTED**

Benefit Eligibility shall be determined in accordance with Employment Benefits Procedure 6.4 and the eligibility requirements of all third-party benefit providers.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Peggie Kresl-Hotz, Human Resources Executive Director Debb Roden, Legal Counsel	1/14/14
Ratified by College Council	Kari Brown-Herbst, College Council Co-chair	3/17/14
Recommended by President (Signature)		4/2/14
Approval by Trustees (Signature)		4/2/14