

Flexible Benefits Plan

Flexible Benefits Plan

The flexible benefits plan has two components: premium conversion and flexible spending accounts.

Premium Conversion

Premium conversion is effective within the first thirty (30) days of employment. The College provides you with tax sheltered premiums for health, dental, and/or vision insurance plans. This means you will not pay federal, state, FICA, Medicare, county, and city taxes on the portion of your salary that is deducted for these premiums. The fee for the premium conversion portion of the plan is paid by the College.

Flexible Spending Accounts

Medical Reimbursement and Dependent Care Reimbursement are the two types of Flexible Spending Accounts (FSA's) offered. Dependent Care Reimbursement may be elected within the first thirty (30) days of employment or during the annual open enrollment period and enables you to tax-shelter up to \$5,000 for eligible dependent care expenses. The dependent care must be necessary for you (or you and your spouse) to work or for your spouse to attend school full-time. Medical Reimbursement may be elected only during the annual open enrollment period and enables you to tax shelter up to \$2,500 for eligible medical, dental, and vision expenses.

You will not pay federal, state, FICA, Medicare, county, or city taxes on the portion of your salary that is set aside for these expenses. If you work at least 30 hours per week, at least nine months of the year, you are eligible to participate in this plan.

You may elect benefits through FSA's each year during the open enrollment period, with benefits effective on January 1. If you elect to tax-shelter an amount through the plan, the election may be adjusted only if necessitated by a change in status. The fee for your participation in the FSA is paid by the College.

Your FSA election is deducted from your monthly or semi-monthly pay on a tax-sheltered basis. When an eligible expense is incurred, you may submit a copy of the receipt and a voucher to BeneTech, the third party flexible benefits plan administrator. You will then be reimbursed by direct deposit at the end of the month. Or to make the process easier, you may elect to have a debit card to use at the time of your purchase. You may purchase a second card for your dependents for a one time charge of \$5.00. The one time charge will be automatically deducted from your flexible spending account, on a tax free basis.

You must spend the amount of your annual election by the end of the plan year to be reimbursed. If you do not incur expenses up to the amount of the annual election in a plan year, you will forfeit the money paid into the account. However, a rollover provision is provided for you to rollover up to \$500 into the next plan year.