The College shall make available a comprehensive benefit package to all full-time employees (see Policy 3.1.3 – Employment Classifications and Working Hours) or other employees as required by law. Where appropriate, the College may extend benefits to employees to reflect the policies of the North Carolina Office of State Human Resources.

The College reserves the right to amend or terminate any benefit plan at any time, or require or alter the amount of employee premium contributions. Group Plan documents will be maintained by the Benefits Administrator. In the event of a contradiction of information in communications such as memorandum, brochures, or summary plan documents, the contract or master plan document shall govern.

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**REFERENCES**

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| **Statutory References** | N.C.G.S. § 115D-20 |
| **Regulatory References** | 1C SBCCC 300.1, 1C SBCCC 300.2, 1C SBCCC 300.5 |
| **Relevant Guidance** | None |
| **Policy Manual Cross-References** | Referencing:<br>● Policy 3.1.3 - Employment Classifications and Working Hours |

**POLICY HISTORY**

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|---|---|
| **January 1, 2025** | Adopted. |