

Policy Title: ___ Non-Traditional Employee Benefits _____ **Policy Number:** ___ 3.1 ___

Responsible University Office: ___ Finance and Administration _____

Responsible Officer: ___ Arosha Jayawickrema _____

Original Issue Date: ___ Nov 2, 2016 _____ **Date Last Reviewed:** ___ N/A _____

Revision History: ___ N/A _____

Policy Statement

This policy applies University-wide. An applicable University department or employee must obtain approval from the Office of the Controller before offering, authorizing or providing to any existing or prospective Employee (defined below) any Non-Traditional Benefit (defined below).

Reasons for the Policy

This policy sets forth requirements intended to ensure that the University complies with applicable tax law, and promotes fair, equitable and consistent compensation and treatment of each University employee. This policy aligns with the University's commitment to shared community values.

Primary Guidance to which this Policy Responds

Applicable IRS and state tax codes.

Who is Governed by this Policy

This policy applies to each Employee (defined below). Changes in University operating procedures or culture that may result from implementation of this policy include centralized oversight and coordination with individual University units in allocating each Non-Traditional Benefit. To implement this policy and comply with applicable regulations, the University must coordinate resources that include the Office of the Controller, Human Resources Development, each applicable supervisor, and the University's enterprise resource planning system.

Definitions

"Benefit" means an item, service or activity whose value to a University employee extends beyond fulfilling the University's objectives.

"Employee" means any individual employed at the University.

"Non-Traditional Benefit" means a University-funded Benefit that is not generally offered to the entire University community, but is necessary for an applicable University employee to perform an assigned University task. Excluded from Non-Traditional Benefit is a Benefit that the employee has paid for (unless this policy states otherwise), and for which that employee has paid fair-market value. Subject to the preceding limitations, a Non-Traditional Benefit can be any Benefit that the University in any manner partially or wholly has funded, purchased or reimbursed for an existing or prospective Employee, including (but not limited to):

- housing in any University-owned house, dormitory, or apartment, or University-funded housing in any facility owned by any other party;

- participation in any University meal plan, or the provision of catering or other food service not meeting the IRS standard for a business-related meal;
- personal use vehicle, including any University owned or leased vehicle used for normal commuting or other personal transportation;
- gym or health club membership;
- country club or social club membership; and
- relocation expense – to the extent taxable under applicable law (*i.e.*, because new residence is less than minimum distance from prior residence to qualify for tax deduction) – or reimbursement for any other personal expenditure.

Contact

Office of the Controller: (860) 768-5691

Related Documents, Forms and Tools

None

Policy Web Address

To be announced

Related Policies:

Staff Employment Manual: http://www.hartford.edu/hrd/staff_employment_manual.aspx
Faculty Policy Manual

Procedures for Implementing this Policy

A University department that is interested in offering a Non-Traditional Benefit to an existing or prospective Employee should contact the Office of the Controller at (860) 768-5691. That unit must forward to the Office of the Controller the applicable job description along with each request for Non-Traditional Benefit approval. The Office of the Controller will evaluate the request based on certain pre-established criteria, and provide a written response to the applicable supervisor or hiring manager, as well as Human Resources Development.

The policy will be implemented or enforced by requiring each University unit to notify the Office of the Controller before offering/providing any Non-Traditional Benefit, and to provide periodic reports to that office to account for each Non-Traditional Benefit expenditure from that unit's annual budget.

Responsibilities

All University departments and colleges are responsible for obtaining pre-approval from the Office of the Controller prior to offering any Non-Traditional Benefit to an existing or prospective Employee.

The Office of the Controller is responsible for evaluating each Non-Traditional Benefit request, communicating its decision, in writing, to the applicable department and notifying the Payroll Department of each approved Non-Traditional Benefit to ensure proper taxation if necessary and/or appropriate.

The Office of the Controller is responsible for evaluating the tax ramifications of each Non-Traditional Benefit, and overseeing compliance with each applicable tax reporting requirement (including retention of appropriate supporting documentation, such as receipts or invoices).

Training and Education

None

Effective Date

The Policy is effective November 2, 2016.