Policy Change Cover Sheet

This form must be completed for each policy presented. All areas in red including the header must be filled in or it will be sent back to you for completion. Gender-inclusive language should be used in revised and new policies submitted to SCC.

*If the revisions you are requesting include housekeeping changes, please submit the housekeeping changes first. The SCC Secretary will notify you once the housekeeping changes have been made and you can submit the Policy Change Cover Sheet at that time. Please submit housekeeping changes to ndsu.scc@ndsu.edu.

Refer to the NDSU Senate Coordinating Council process for more information about housekeeping changes.

Policy Number and Name: **Policy 136 Flexible Spending Accounts Program**

Effect of policy addition or change: Explain the important changes in the policy or effect of this policy. Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s):

Information in 136.2 is not accurate. The enrollment dates may change, so it will be updated on the Human Resources website instead of in the policy.

The plan name has changed from Discovery Benefits to ASIFLEX.

Is this a federal or state mandate: ☐ Yes  ☒ No

This policy applies to (check all that apply): ☐ Students  ☒ Staff  ☒ Faculty  ☐ Other (please describe):

Individual/Department/Committee or Organization submitting the policy change:
**Mark Genkinger, Director of Human Resources**

Date Submitted to SCC Secretary: **September 23, 2022**

Email address of the person who should be contacted if revisions are requested:
**mark.genkinger@ndsu.edu**
### NDSU’s Strategic Plan Inclusivity and Diversity Goal Checklist*

Create and maintain an open and collegial environment to promote inclusivity and diversity as a cornerstone of education, research, and outreach. Sub-Goal: Design and implement additional programming, curriculum, outreach opportunities, and policies that uphold inclusivity, diversity, respect, and connection. **Please address each item in the checklist below:**

<table>
<thead>
<tr>
<th>Checklist items</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>The social impact on students, staff, faculty, others was considered (e.g. encourages a positive sense of community through an ethic of care, compassion, collaboration and/or belonging).</td>
<td></td>
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<td>NA</td>
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<td>The economic impact on students, staff, faculty, others was considered.</td>
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<td>NA</td>
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<td>The physical health impact on students, staff, faculty, others was considered (e.g. facilitates healthy lifestyle choices, meeting of basic human needs, and/or a safe physical environment).</td>
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<td>NA</td>
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<tr>
<td>The mental health impact on students, staff, faculty, others was considered (e.g. supports skills and habits to manage stress, strengthen resilience, reduce substance abuse, and promote help seeking).</td>
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<td>NA</td>
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<tr>
<td>Inclusive language is used (i.e. gender pronouns are not used or are inclusive, race/ethnicity, religion, etc.).</td>
<td>Yes</td>
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<td>Input from the key stakeholders (students, staff, faculty, other) was sought and included during the development/revision of the policy</td>
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<td>NA</td>
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<td>Input was sought from on-and off-campus offices, departments, and organizations to ensure the policy is responsive to community needs.</td>
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<td>NA</td>
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<td>This policy contributes to creating an environment that is safe and conducive to living, learning, working, and recreating.</td>
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<td></td>
<td>NA</td>
<td></td>
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<tr>
<td>The policy addresses evaluation, including a person/office/entity responsible for tracking outcomes that ensure changes are positive.</td>
<td></td>
<td></td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>This policy, as written, can be enforced/implemented/applied in a sustainable manner (e.g. human resources, financial resources needed, etc.)</td>
<td>Yes</td>
<td></td>
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</tbody>
</table>

The SCC Secretary will keep record of all actions taken on this policy change request on the SCC policy tracking spreadsheet. You will be notified once the policy has been approved and updated or if further revisions are requested.

* The President’s Council for Campus Wellbeing is committed to integrating a “Health in All Policies” approach when current policies are revised and new policies are developed. Why a “Health in All Policies” approach? Policies have health effects—positive and negative—on the communities and the people they affect. In fact, the World Health Organization estimates that the social, economic and environmental factors of a community influence up to 55% of a person’s wellbeing. Health in All Policies (HiAP) is an approach that integrates health into decisions and policy-making.
SECTION 136
FLEXIBLE SPENDING ACCOUNTS PROGRAM

SOURCE: NDSU President

1. The "FSA" Program is available to all regular employees in an approved, budgeted position who are also entitled to all other fringe benefits. The program offers the employee an opportunity to deduct from gross income certain federally approved expenses in the following areas:

   - Insurance premiums
   - Medical expense reimbursements
   - Dependent care expenses

2. The Plan year runs from January 1 through December 31 and enrollment will be held each year. Information will be provided by Human Resources regarding annual enrollment in November. Enrollment deadline is the last working day of November.

3. New employees, if they chose to participate, must enroll within 30 days of employment.

4. Enrollment and reimbursement information is available from Discovery Benefits, Inc ASIFLEX.

HISTORY:
New February 1, 1989
Amended April 1996
Amended November 2005
Amended October 2007
Housekeeping September 2009