

What is a Flexible Spending Account?

4.6.6 FLEXIBLE SPENDING ACCOUNTS

Atlanta Metropolitan College administers flexible spending accounts for both dependent care and medical expenses. Under the Dependent Care Flexible Spending Account, employees who have regular dependent care expenses, such as baby sitting and day care, contribute pretax dollars to a special account from which they are reimbursed for such expenses. Depending upon the particular situation, employees may contribute up to \$5,000 per year.

Under the Medical Flexible Spending Account, employees who have certain types of medical expenses contribute pretax dollars to a special account from which they are reimbursed for such expenses. Under this plan, employees may contribute up to \$1,200 per year. Contributions to the spending accounts are made before taxes are withheld from the employee's pay, which results in reduced federal, state and Social Security taxes. These spending account plans are available to benefits-eligible employees and participants have until March of the following year to request reimbursement for eligible expenses.

7.6 ETHICS AND REPORTING HOTLINE

The College strives to maintain the highest standards of personal and business ethics and professional conduct. As an employee, you are required to do the same. Your daily activities on behalf of the College should always be carried out in an ethical and legal manner and conflicts of interest should be avoided.

Additionally, Atlanta Metropolitan College recognizes that an ethical, efficient, and effective work environment is essential to our continuing to successfully accomplish our mission. As a result, we have always placed a high priority on ensuring that each member of our college community has the opportunity and means to convey any matter that could compromise that environment. Reporting through your supervisory chain frequently produces the most thorough and timely resolution of a matter and is encouraged. However, other reporting avenues, such as the Campus Police and Human Resources, have been and continue to be readily available. In keeping with our efforts to expand alternatives for reporting matters of significance, the college also offers an Ethics and Reporting Hotline which is available 24 hours a day, 7 days a week, and allows employees to voice concerns while remaining anonymous if preferred.

Any employee who witnesses or has knowledge of unethical or illegal behavior the employee may report the concerns anonymously by dialing 1-877-516-3418