



**EMPLOYEES EMPLOYMENT MANUAL**

**Title: 5.0 Benefits**

**Chapter: 5.14 Adoption Assistance**

**Issuance Status and Effective Date: July 2011**

---

**1. General**

The University offers adoption assistance for biological and non-biological parents. This policy provides all regular full-time employees with reimbursement to help defray the costs associated with legal adoption.

The University reserves the right to change the Adoption Assistance Policy as it deems necessary.

**2. Benefit Available**

The University of Hartford will reimburse eligible employees for qualifying legal adoption related expenses up to a maximum of \$5,000 per adopted child. There is a lifetime maximum benefit of \$10,000 per employee. Qualified expenses directly related to a legal adoption, including agency and placement fees, legal fees and court costs, medical expenses of the birth mother, medical expenses of the child not covered by insurance, temporary foster care costs, immigration, immunization and translation fees, and transportation and lodging relating to travel necessary for the adoption, are reimbursable. Qualified expenses can be reimbursed prior to the finalization of the adoption.

The amount of reimbursement incurred under this policy is not currently subject to income tax withholding. However, these amounts are subject to Social Security, Medicare and applicable taxes. Income limitations may apply. Employees should consult their personal tax advisors for clarification.

**3. Policy**

Regular full-time employees are eligible for adoption assistance benefits immediately upon hire. If an employee and his/her spouse or same-sex partner both work at the University of Hartford, only one spouse or same-sex partner can utilize this benefit.

Adoption assistance is available only at the time of adoption. To be considered for adoption assistance, a legally adopted child must be under 18 years of age or have special needs (as defined in IRC Section 137). The adopted child may be biologically related to either parent.

To file for reimbursement, an Adoption Assistance Claim Form can be found on the HRD website at [www.hartford.edu/hrd](http://www.hartford.edu/hrd). Itemized receipts for expenses must be attached to the claim form to ensure timely processing. Claim forms should be submitted within one year of adoption.

Questions regarding this policy should be directed to HRD.