

TRI-COUNTY SCHOOLS INSURANCE GROUP

EMPLOYEE BENEFITS ADVISORY COMMITTEE

Procedure No. 220P

1. Purpose

The purpose of the Employee Benefits Advisory Committee (Committee) is advisory. The Committee will provide information to the Executive Director for transmittal to the Executive Committee on various aspects of the Employee Benefit Programs. The Committee, from time to time, should study and make recommendations on particular projects/procedures within the Employee Benefits Programs as assigned by the Executive Committee and/or bring subscriber and operational concerns to the Executive Director.

- a. The Executive Director and staff shall be available to support the activities of the Committee as necessary, as well as bring additional resources to the Committee to provide information relative to the study of a particular project/problem as required.

2. Membership on the Committee

The Executive Director shall seek membership from actively employed subscribers in the various TCSIG districts or County Offices of Education (Districts).

- a. Membership shall be open to certificated, classified, confidential and management employees of the district involved.
- b. All members of the Committee must be active employees of TCSIG member districts and be enrolled in a TCSIG medical plan.
- c. Districts are encouraged to promote the participation by staff and grant release time for employee representatives.

3. Executive Committee Representation

- a. The Employee Benefits Advisory Committee will elect two (2) representatives to serve as non-voting members of the Executive Committee.
- b. The representative will be elected for two (2) year terms with the terms commencing on July 1 of the election year. In order to provide continuity the Employee Benefits Advisory Committee at its first election will elect one representative to a one-year term and the second representative to a two-year term, and thereafter, for two-year terms.

- c. The election will be conducted at the first regularly scheduled meeting of the calendar year. Only members of the Employee Benefits Advisory Committee will be eligible to vote and each member district will be limited to one vote per Employee Benefits Advisory Committee member with a maximum of two votes per district. Members must be present to vote. Alternates do not have voting privileges.

4. Meetings

- a. Meetings shall be conducted quarterly or as needed during the school year.
- b. If sub-groups are used within the Committee structure, a meeting of appointed representatives may take place to express views and resolve issues for the entire Committee.

5. Agenda

The Executive Director shall provide an agenda to members indicating dates, time, location of meetings and topics for discussion.

- a. Members may add to the agenda topics by contacting the Executive Director prior to the meeting; or

At the meeting, with approval of the members present.

6. Communications

The Executive Director shall communicate actions of the Executive Committee concerning Committee activities, to the Committee and sub-groups. The Executive Director shall communicate action of the Committee to the Executive Committee on a regular basis for inclusion in the minutes of the appropriately scheduled meeting.