

Greater Albany SD 8J
Administrative Regulation

Code: **DBEA-AR**
Adopted: 1/7/97
Revised/Readopted: 3/12/01
Orig. Code(s): AR 7100

District Insurance Committee

The district insurance committee shall be made up of representatives of the four employee groups in the district. The licensed, classified and administrative groups shall have two representatives on the committee and the confidential staff shall have one representative. The representatives will be appointed by the association representing their respective group. The presidents of the various employee groups, the association consultant and the agent of record/consultant shall also be invited to attend the meetings.

The director of business will be the convener for the insurance committee. He/She will provide communication between the district and the committee and will make arrangements for presentation of the recommendations of the committee to the Board. He/She will make arrangements for meetings and create meeting agendas. Communications to the committee members from the agent of record will be facilitated by the convener. Meetings of the committee will be scheduled as needed. Any committee member may contact the convener of the committee and ask for a meeting to be called.

The goal of the committee is to recommend the best insurance program possible within the budgetary limitations for all of the staff of the district. The committee recognizes that cooperation between the groups is necessary to best achieve this goal. It is also recognized that written agreements that have been created through the negotiation or confer and consult process play a part in the determination of insurance benefits. Finally, it is recognized that the Board has to authorize the spending of district funds for the employee insurance program.

The insurance committee will serve as a representative council for the employees and employee groups in the district in insurance matters. It will make recommendations to the Board and/or employee groups regarding the district agent of record/consultant, plan options, carriers, changes in coverage, cost containment and organization of the employee benefits plan. It will serve as a liaison between the insurance companies, the employee groups and the insurance consultant company and will also monitor district experience and make recommendations concerning plan design.

The committee will also serve as one avenue for concerns from staff members about the administration and application of the benefits programs. The committee will not make decisions on appeals which would require a waiver of the contract, since the contract is between the insurance companies and the Board. Appeals for contract waiver must be made to the Board.

The committee shall not make recommendations to the Board that violate Board policy or the provisions of the negotiated agreements in the district. All of the financial data pertinent to insurance shall be provided to the committee by the district in a timely manner and reasonable manner.