

Article IX.A.6.a. Employee Benefits Services General Responsibilities

- A. The employee benefits services department is responsible for the development and administration of the District's benefits programs, including but not limited to:
 - 1. Employee Health and Accident
 - 2. Employee Life Insurance
 - 3. Worker's Compensation
 - 4. Long and Short Term Disability
 - 5. Flexible Benefit Plans
- B. Information relating to employee insurance programs shall be readily available to all employees through this department. Employees will be informed of changes to the District's programs, options available for selection, and all open-enrollment dates and procedures.
- C. Review of insurance questions and/or problems shall first be handled by this department with approval of the District insurance committee if necessary.
- D. The department shall prepare documentation and manage any proposals for changes in insurance coverage. It shall provide recommendations and assistance in the selection of insurance companies.
- E. Periodic studies concerning costs of benefit programs including the cost of paid time-off, group insurance plans and early retirement programs shall be conducted.
- F. The department will recommend improvements to the District's insurance programs in order to ensure the programs are externally competitive and cost efficient based on analyses of data, knowledge of emerging benefit practices, applicable regulations and pertinent employee demographic data.