

Benefits Advisory Committee

TERMS OF REFERENCE



Mandate:

The Benefits Advisory Committee will:

1. Ensure current benefit information is available in Human Resources.
2. Ensure information regarding proposed benefits changes is available.
3. Consult with constituent groups with respect to possible changes to benefits.
4. Track and monitor benefit financial reports.
5. Gather information and investigate issues related to employee group benefits including, but not limited to, coverage, carriers, exclusions, experience rating, premiums, and benefit consultants.
6. Make recommendations to the President as necessary.

Mission:

To monitor and make recommendations to the President regarding employee group benefits (i.e. Extended Health Care, Dental, Life Insurance, Accidental Death and Dismemberment, and Long Term Disability) as necessary.

Composition and Decision-Making:

Accountability: *Leadership Team Member Responsible for Human Resources*

Responsibility: *Leadership Team Member Responsible for Human Resources*

Membership: Length of term determined by each constituent group

The Benefits Advisory Committee shall be composed of representatives of each of the following constituent groups:

1. FARDC - 2
2. CUPE - 2
3. SSA - 2
4. Exempt Staff – 1

Non Voting Administrative Support: **HR Administrative Officer - Benefits**

Non Voting Chair: *Leadership Team Member Responsible for Human Resources or delegate*

Process:

A quorum of the Committee shall consist of at least one member from each constituent group for the purpose of making recommendations or decisions.

The Committee shall attempt to reach decisions by consensus. If this is not possible, a vote will be taken and a majority of those voting will determine the Committee's recommendation. On occasion, the Committee may choose to conduct a vote among all College employees, in which case a majority vote will determine the outcome. Committee members may make a minority report to the President of the College. Minority reports may be attached or referred to in the Minutes. If the Minority Report is prepared separately, it will be forwarded to the President, Members of the Committee, and the Human Resources Office.

The Benefits Advisory Committee will meet at least twice annually to consider information from Human Resources and consultants including plan experience, rate changes, and recommendations/education regarding plan usage and alternatives. Agenda items and relevant information will be sent to members at least a week ahead when possible.

Committee members will maintain confidentiality when information is identified as "in camera".

The Minutes of each meeting will be recorded by the Administrative Officer (Benefits), or delegate, and forwarded to each Committee Member and the President of the College.