



Deschutes County Administrative Policy No. GA-6
Effective Date: April 28, 2008

DUTIES AND RESPONSIBILITIES OF EMPLOYEE BENEFITS ADVISORY POLICY

STATEMENT OF POLICY

It is the policy of the Board of County Commissioners to provide a quality health and welfare insurance benefit program on a consistent basis to all regular County employees and to involve employees in making recommendations regarding such a benefit program by appointing an Employee Benefits Advisory Committee (EBAC).

APPLICABILITY

This policy applies to all regular county employees.

POLICY AND PROCEDURES

The primary responsibility of the EBAC will be to meet with Personnel staff, the agent of record, and insurance representatives, in order to review/evaluate all possible options with regard to employee benefits. The EBAC will make recommendations to the Board of County Commissioners regarding Health and Welfare benefits.

The EBAC will also be a source of advice for the Personnel Department concerning benefit administration.

EBAC MEMBERSHIP

The EBAC will be comprised of the following voting membership:

- 4 Representatives from AFSCME
- 2 Representatives from DCSA
- 1 Representative from 701
- 1 Representative from 9-1-1
- 1 Representative from FOPPO
- 1 Representative from DCDA
- 1 Personnel Services Manager
- 1 Risk Manager
- 5 Department Heads, Managers, and/or Elected Officials
- 1 Representative from COIC (Central Oregon Intergovernmental Council)
- 1 Retiree who is a plan participant

The County Administrator will be a non-voting member of the committee. Additional non-voting members may be appointed at the discretion of the committee.

A Chair and Vice Chair will be selected annually by the committee, with one position to be filled by a manager or elected official, and the other will be a non-management representative.

