KELLER ISD	Key Strategic Priority: 4
ADMINISTRATIVE REGULATION	Workforce
Employee Benefits Communication Team	CRD (LOCAL) (R1) CRD(LEGAL) (R1)

Expectations:

The team will meet throughout the year to:

- Discuss how the plan is working
- Review claims experience
- Share feedback with the benefits administrator

Team:

- The team is advisory. The team may request information, gather input, feedback, questions and concerns and make recommendations.
- The team will meet once each semester; but may meet more frequently during benefit periods such as open enrollment or during the RFP process.
- Meetings will be held during normal work hours at a district facility. If a meeting is called outside of normal work hours, team members will be compensated in accordance with the District Compensation Plan
- Team members will be a voice for employees

Members:

- Each team member will be knowledgeable of the district's benefits. Each team member will share that knowledge at the campus or in the department
- One representative from each campus/facility, to be named by principal/cabinet member.
- Due to HIPAA privacy laws, which protects the privacy of individually identifiable health information, the expectation is that team members will not discuss, request or provide any personal/specific employee health issues

The Director of Benefits will organize and lead the team. Specific responsibilities include making sure that:

- The meetings are scheduled and participants notified
- There is an agenda for the meeting that outlines the purpose, goals, expectations and ground rules
- There is good participation by all team members
- The team surfaces problems and questions and gets them resolved
- The team uses appropriate outside resources

Team Members must commit to:

- Maintain absolute confidentiality *Confidentiality Statement*
- Each member will serve until they resign from the district
- Treat all people with respect
- Exercise professional judgment in conversations with employees and administration
- Refrain from using the position to obtain special privileges or gain benefits
- Interpret policy and procedure in a fair and equitable manner, balancing the needs of the District and employee
- Act responsibly in the management of all resources consistent with District policies and procedures

- Helping the Director of Benefits achieve the meeting and task management responsibilities listed above
- Participating actively in the meetings and tasks of the team
- Speak candidly and with respect for other team members