

# **Protocols for Treatment of Changes in Benefits**

Revised April 12, 2012

The adoption of these protocols requires approval by Faculty Council. With adoption by FC, the protocols will be appropriately inserted as an appendix to the Faculty Council Constitution.

1. During the Spring Semester, the VP for the Business Office and the Director of HR (or their representatives) will meet with the FC Compensation Committee to review benefits and to discuss possible changes that may be brought about by the efforts of the Business Office to entertain bids during the summer from new and current providers. Any bids that are then tentatively accepted by the Business Office will be submitted to the review process described below. The purpose of holding this annual discussion in the Spring Semester is to allow the Compensation Committee and the other relevant faculty representatives to accomplish the protocols outlined below, including, if necessary, to prepare a proposal for Faculty consideration early in the ensuing Fall Semester.
2. Before those changes resulting from the annual Spring Semester meeting or any other changes to Faculty fringe benefits are implemented, any proposed change is to be communicated to the Chair of Faculty Council and, if not a result of the annual Spring Semester meeting described in the first plank, to the Chair of the FC Compensation Committee by the VP for Business or other relevant party.
  - a. A change in benefit includes any change to benefits initiated by the University--even a change that has no apparent impact on the "benefits booklet" (as it is labeled in the Faculty Handbook).
  - b. A change in benefit includes even those changes regarded to be an increase in level of benefit.
  - c. A change in benefit includes any change in, or to, "certificate(s) of coverage." However, as it is beyond the knowledge (as well as the control) of the University, it will not include a change in a benefit provider's change in coverage related to whether a prescription medication is treated as preferred or not preferred (or "formulary" or not).
  - d. A change in benefit includes all changes in language--even if intended to be only for clarification--to the benefits booklet.
  - e. A change in benefit includes those that are beyond the control of the

University, including those changes that are the result of a government mandate as well as a change or discontinuation of third-party coverage.

3. Each notification of change received by the Chairs of FC and the Compensation Committee is to be reviewed by them in consultation with the other FC Officers, and the Chair of the Faculty Handbook Committee. They are to include representatives from HR or other relevant University office for clarification of the proposed change and calculations of costs.
  - a. The purpose of this review is to determine whether or not the proposed change falls into a category that obviates the need to seek Faculty approval of the change by putting it to a vote of the Faculty.
  - b. Categories that would obviate need for further consideration by the Faculty:
    - i. The proposed change is merely a change in language to the benefits booklet that clarifies the existing and unchanged nature of a particular benefit.
    - ii. The proposed change is of little or no substantive change to an existing benefit--e.g., a change in dental insurance carrier with no change to coverage.
    - iii. The proposed change results from a change over which the University has little or no control and the proposed change is the University's effort to minimize the impact of the external change, through, for example, a proposal to replace a benefit that is no longer available with an equivalent benefit.
    - iv. The proposed change does not involve the addition of a benefit that would result in an overall increased cost to others who do not opt for that benefit.
    - v. The change clearly does not have any impact on the benefits described in the benefits booklet that would diminish or reduce those benefits.
4. If the proposed change is determined by at least 2/3rds of the three FC Officers, the Chair of the Compensation Committee and the Chair of the Faculty Handbook Committee to fit into one of the categories described above, then the FC Chair will write a brief report detailing the proposed change with an explanation as to why the proposed change did not merit further evaluation and

consideration by the Faculty. (Two thirds of five equals four.) That report shall be announced at the next Faculty Council and Faculty meetings and be made part of the record--e.g., posted by the Secretary on the Reports Page and made part of the minutes for the relevant Faculty Council and Faculty Meetings at which the decision is announced. Unless there is a demand by a majority vote of FC or a majority of faculty in attendance at the next Faculty meeting for the proposed change to be put to a vote of the full Faculty, the proposed change shall then be implemented.

5. If the proposed change is pertinent to an ongoing discussion of benefits or salary, the Chair of the Compensation Committee may, during or as a result of this review, decide to bring the proposed change directly to the consideration of the Compensation Committee so that the proposal might be included as part of the committee's ongoing review or evaluation of a previous proposal for change in benefit or set of benefits. The fact that the proposed change has been taken up by the Compensation Committee is to be announced and made part of the minutes of the next meeting of the FC.
6. If the proposed change is determined by the FC Officers, the Chair of the Compensation Committee and the Chair of the Faculty Handbook Committee to merit further consideration, and it is not relevant to an ongoing review of the Compensation Committee, then the proposed change is to be made an item of consideration at the next FC meeting where it can be referred to the Compensation or other FC committee for study; or, if no further study is deemed necessary by FC, the proposal shall be brought to a meeting of the Faculty for its consideration and, if adopted, by a vote of the full Faculty.
7. Resolutions in support of a proposed change in benefit brought to a vote of the full Faculty as described in plank six (above) shall be considered to be approved by the Faculty if the resolution is supported by a majority of those eligible to vote.