

**CITY OF HAMILTON, OHIO**

No. 334

**ADMINISTRATIVE DIRECTIVE**

Effective Date: 4-28-16

Supersedes: Directive No. 334 Dated 07/01/13

Approved by: Joshua A. Smith,  
City Manager

**SUBJECT:** HEALTH BENEFITS COMMITTEE

**PURPOSE:** The purpose of the Health Benefits Committee is to work with City Administration within the City's budget parameters to review insurance coverage and consider alternate coverage or benefits. The primary function of the Committee is to review medical insurance coverage; though, the Committee may also review other insurance coverage such as dental, vision, disability, and life insurance as so delegated by the City Manager.

**1. Policy.**

- a. Committee Member and Chair Selection.
  - I. Each Director and Municipal Court Judge is responsible for appointing one (1) non-union representative to the Committee and one (1) non-union alternate representative. Each bargaining unit may appoint one (1) representative to the Committee and one (1) alternate representative unless the CBA provides otherwise. Alternate representatives may only participate in official Committee functions and reach consensus or vote on Committee actions if regular Committee representatives are unavailable.
- b. Each Director, the Municipal Court Judge, and each bargaining unit shall have an ongoing obligation to notify the City Manager or his designee of all appointments to the Committee (including alternates).
- c. There shall be two (2) Chairs of the Committee, hereinafter referred to as "Co-Chairs". The City Manager shall designate one Co-Chair and the Union Committee Members shall designate the other. The Co-Chairs shall not direct the City of Hamilton's broker and or carriers to do any tasks unless specifically requested by the City Manager. The City Manager or his/her designee will be the only person to have contact with the broker or carriers.
- d. There shall be one (1) Secretary for the Committee, assigned by the City Manager for the sole purpose of keeping Committee records and notes. The Secretary shall not engage in any other Committee functions.
- e. The City Manager may appoint ex-officio members to the Committee from select Departments and/or positions to provide particular operational and administrative functions and expertise related to the Committee. Ex-officio members shall not reach consensus/vote on Committee matters and recommendations.

**2. General Standards for the Health Benefits Committee and Its Members.**

- a. The City may select an insurance broker or brokerage firm that may assist the Committee in reviewing insurance coverage and alternate coverage or benefits. The insurance broker will report exclusively to City administration/management. The Committee shall have no role in selecting the broker and shall not make any decisions related to the broker.

- b. Periodically Committee members and alternates will be required to attend training on topics relevant to the Committee such as interest-based bargaining and consensus decision-making. Failure to attend such training sessions may result in removal from the Committee by the City Manager or the City Manager's designee.
- c. Typically the Committee will meet on a monthly basis. Committee members are expected to attend all Committee meetings, but Committee members must attend at least 75% of the meetings in the calendar year to be eligible to reach consensus/vote on Committee matters and recommendations. The Committee Secretary will be responsible for tracking meeting attendance.
- d. By July 15<sup>th</sup> of each year, the City Manager will submit to the Committee the Manager's budget parameters relative to health insurance. The Committee will use the provided budget parameters in making recommendations to the City Manager related to insurance coverage and alternate coverage by October 31<sup>st</sup> of each year.
- e. The Committee will make recommendations by reaching unanimous consensus consistent with the City Manager's budget parameters. Unanimous consensus is defined as an acceptable resolution that can be supported even if it is not the favorite resolution of each individual. In the event that consensus cannot be reached, the Committee can make recommendations by majority vote.
- f. Participation in the Committee is voluntary. Committee representatives or alternates will not be paid overtime for attending Committee meetings or functions. Committee representatives and members are eligible for hour-to-hour compensatory time accrual for time spent over a normal work day on Committee functions, pursuant to approval of the applicable Appointing Authority and subject to applicable City policy and/or collective bargaining agreement provisions.