

BOARD OF GOVERNORS

Benefit Users Committee

Terms of Reference

- NAME:** This Committee shall be called the Benefit Users Committee
- STATUS:** The Benefit Users Committee is an employee-based committee that reports its decisions to the Human Resource Governance Committee (HRGC)
- MANDATE:** To ensure that the Group Benefits Plans (excluding Pension) maintain their financial viability and cost effectiveness; and make related recommendations to the HRGC.
- MEMBERSHIP:** Membership of the Committee shall consist of the following
- Standing Members (Voting Members)**
- Two representatives of the Faculty Association
 - A representative of the NSGEU
(Nova Scotia Government Employees Union)
 - A representative of the IUOE
(International Union of Operating Engineers)
 - A representative of the MPA
(Management & Professional Association)
 - A representative of Management Forum
- Resources**
- The Director of Human Resources
 - The HR staff responsible for benefits administration
- MEETINGS:** The committee will meet a minimum of four times per year
- QUORUM:** Fifty percent of the total voting membership, including one faculty representative, plus one shall constitute a quorum.
- FUNCTIONS:** It is the function of the Committee to evaluate and oversee the administration of the benefit plans for the University. This includes the monitoring of benefit plan trends externally. The following are functions that fall within this mandate:
1. The Committee shall have representation from every bargaining unit and other distinct employee groups within the University. The number of representatives from each unit or group shall be appropriate to the number of employees in each group.
 2. The Committee shall have access to all current information pertaining to all benefits plans, excluding pension benefits and confidential information.

3. The Committee shall be charged, in conjunction with Interuniversity Services Inc. (ISI), with making periodic evaluations of plans and make recommendations to the Board of Governors on Plan Design.
4. The Committee shall review the program annually and make decisions on rate setting, carrier selection and communications to benefit members.
5. The Committee shall be entitled to a benefits consultant paid through the plan. Services will include but are not limited to annual plan review, rate setting, education, best practices, etc.
6. The Committee shall participate in discussions and make recommendations concerning premiums and Unrestricted Deposit Accounts (UDA's) for employee benefits, including the reinvestment of any cost saving through the improvement of the available benefits.
7. Employee group members on the Committee shall be selected by members of the respective employee group.
8. The Committee's Chair shall be selected from among its members and as such shall have full voting rights. In the Chair's absence, the Director of Human Resources will chair the committee. It is the expectation that Employee representatives will assume the position of Chair during their term.
9. Due to the complexity of the committee research and decisions, members shall serve three-year terms where possible.
10. The BUC will review and approve annually the budget and initiatives for the Wellness Committee.

REPORTING: The Committee shall report periodically to the HRGC and provide recommendations to the HRGC with respect to any changes in benefit plans. Issues arising from the BUC will be addressed by the HRGC and recommendations for their resolution advanced to the Executive Committee.

Revisions Approved by BUC: January 25, 2020

Revisions Approved by HRGC: February 19, 2020