



**COMMUNICATIONS PERSONNEL
POLICY/PROCEDURE**

Policy No. 2002 Date Issued: October 9, 2003

Section: 2000 – Personnel Procedures Date Revised: June 14, 2023

SUBJECT: BENEFIT ADMINISTRATION

APPROVED: <signed copy on file>

General Manager

- 1.0 The Office Supervisor assigned to the Business Division is primarily responsible for administration of employee benefits in accordance with the Memorandum of Understanding and Policy No. 1300 (Employee Benefits).
- 2.0 The Office Supervisor will facilitate enrollment in the various benefit programs for new employees.
- 3.0 The Office Supervisor will coordinate changes in benefits for existing employees.
- 4.0 The Office Supervisor will provide departing employees a statement of the status of their benefits and retirement. This statement shall be provided in writing.
- 5.0 Employees should direct questions about their benefit programs to the Office Supervisor.