

# Employee Benefits Committee

## Action Plan

### Purpose:

The Employee Benefits Committee is responsible for reviewing the Employee Manual and employee benefits on an annual basis. The committee will assess the effectiveness, relevance, and competitiveness of current employee benefits programs.

### Duties:

- To review the Employee Manual and employee benefits and to report and make recommendations, if any, to the Board of Trustees at least once each calendar year.

### Composition:

The Employee Benefits Committee shall be composed of:

- Three voting members consisting of the Vice-President as Chairperson, the Treasurer, and one member or alternate member of the Board of Trustees appointed by the President.
- The Executive Director shall serve as an ex officio member of the committee without the right to vote.

Time Commitment: The committee meets at least once per year, but is subject to the call of the chairperson or any of its members.

### Participation Expectations:

**Terms:** The term of office shall be (1) year, which shall not be subject to term limitations.

**Attendance:** Regular attendance at committee meetings is expected, and failure to attend at least 75% of the scheduled meetings annually may result in consideration for dismissal from the committee.

**Engagement:** As a member of the Employee Benefits Committee, you are integral to shaping the future of our organization's employee benefits offerings. Your expertise, insights, and commitment will help ensure that our policies remain competitive, fair, and

aligned with the needs of our workforce. We rely on your active participation, collaboration, and thoughtful analysis to guide the committee's recommendations to the Board of Trustees. Together, we will create a work environment that supports the well-being and satisfaction of all employees while maintaining the organization's long-term goals. Your engagement in this process is key to our collective success.

**Conduct:** The Association is committed to the principle that all individuals should be treated with dignity and respect. The Association strongly disapproves of any action or conduct by members or employees which constitutes harassment of an individual on account of race, sex, sexual orientation, disability, age, religion, national origin or any other characteristic protected by law.

Resources:

**Chair:** Dr. Andrew Dietz

Phone number: 856-547-8664

Email: [drdietz@comcast.net](mailto:drdietz@comcast.net)

**Staff Liaison:** Reva Brennan

Phone number: 732-422-2733

Email: [rbrennan@njda.org](mailto:rbrennan@njda.org)

**General Inquires:**

NJDA Office number: 732-821-9400

Email: [info@njda.org](mailto:info@njda.org)