

## **ADMINISTRATION**

### **General Administration**

The goal of the Administration Policy is to enable the Trustees for the Everett School Employee Benefit Trust (“Trustees”) to administer the Everett School Employee Benefit Trust (“Trust”) in accordance with the terms of the Trust document, benefit document(s), Title 48, Chapter 62 RCW, if the Trust self-insures any Trust benefits, District policies and procedures, and procedures adopted by the Trustees. The Trust is sponsored by the Everett School District (“District”) and the Everett Education Association (“Association”).

### **Responsibilities**

The Trustee’s key administrative responsibilities are grouped by type of responsibility and are generally described below. The following is not intended to be a comprehensive listing of all responsibilities. From time to time, the Trustees shall review updates on typical administrative committee practices and may revise the following administrative responsibilities by Trustees action. The Trustees will develop appropriate procedures to address these responsibilities:

- Select, appoint and monitor any external third-party administrator, Trust fund investment advisor or manager, consultant or other advisor.
- Interpret Trust document and benefit document terms.
- Establish claims and appeals procedures that comply with the Trust agreement and applicable law.
- Select insurance carriers for benefits funded through insurance purchased by the Trust. Such insurance carriers must be licensed or authorized by the State of Washington to transact insurance in the State of Washington.
- Provide benefit statements.
- Ensure only appropriate expenses are paid with Trust funds.

The Trustees may adopt such additional rules and procedures as it deems desirable for the conduct of its affairs, managing and controlling the Trust and administration of the benefits funded by the Trust, provided that any such rules and procedures shall be consistent with the provisions of the Trust document, other District policies and procedures, [RCW 48.62](#) and its implementing regulations, if the Trust self-insures any Trust benefits, and other applicable law.

The Trustees will develop and adopt procedures for carrying out this policy.

Adopted: August 29, 2005  
Revised: January 24, 2011  
Revised: October 16, 2013  
Revised: June 14, 2017