

**Everett School Employee Benefit Trust
Operations Manual for Trustees**

Table of Contents

100 Administration Policies and Procedures

100	General Administration
100.1P	Trust Administration
100.2P	Adopting Procedures
100.3P	Third Party Administrators, Consultants and Advisors
100.4P	District or Association Action
100.5P	Non Discrimination
110	Trustees
110.1P	Membership
110.2P	Appointments
110.3P	Meetings
110.4P	Trustee Action
110.5P	Agendas, Minutes and Records
110.6P	Signing of Documents
110.7P	Delegation of Duties
110.8P	Reliance on Information
110.9P	Compensation
120	Trust and Plan Terms
130	Administrative Authority

200 Finance Policies and Procedures

200	Financial Policy
200.1P	Financial Management
200.2P	Trust Fund Management
200.3P	Reporting
200.4	Interfund Loans
210	Loyalty and Prudence
211	Conflict of Interest
211P	Conflict of Interest
220	Investment Guidelines and Rules
230	Accounting Period
230P	Accounting Procedure
240	Payment for Travel Expenses
250	Fund Balance and Solvency
250P	Fund Balance and Solvency

**Everett School Employee Benefit Trust
Operations Manual for Trustees**

Table of Contents

300 Communications Policies and Procedures

- 300 Communications
 - 300.1P Communications
 - 300.2P Participant Communications

400 Compliance and Risk Management Policies and Procedures

- 400 Compliance and Risk Management
- 410 Claims and Appeals
 - ~~410~~410.1P Claims Procedure
 - ~~410.2P~~ Claims Audits
- 420 Audits
- 430 Health Insurance Portability and Accountability Act of 1996 (HIPAA) – Privacy and Security
- 440 Reports
- 450 Records Retention and Management
- 460 Family and Medical Leave Act and Continuation of Coverage
- 470 Wellness Program
- 480 COBRA Premium Subsidy Under the ARRA
 - 480P COBRA Premium Subsidy Under the ARRA
- ~~490~~ Fees
- ~~491~~ Open Public Meetings
 - ~~491P~~ Open Public Meetings