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**Document Scope:** (applies to Policy & Procedure only)

- X – The requirements herein apply only to the GCBH Central Office and its functions.
  - The requirements herein apply, verbatim, to GCBH and its network providers<sup>2</sup>.
  - The requirements herein apply both to GCBH and its network providers<sup>2</sup>. Additionally, network providers must have internal documents outlining their processes for implementing the requirements, insofar as they relate to actions for which network providers are responsible.
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**PURPOSE:** To establish a standard for calculating benefits cost and coverage for employees of Greater Columbia Behavioral Health (GCBH).


### POLICY

- A. The GCBH Board of Directors attempts to provide full and complete benefits coverage for GCBH employees based on the highest coverage available through the Washington Counties Insurance Fund (WCIF). The benefits package includes medical, dental, vision, Employee Assistance Program, life insurance, and long term disability.

### PROCEDURE

1. As soon as the annual benefits cost change information is available through the WCIF, it is provided to the Personnel Committee for consideration as part of the compensation package.
2. The Personnel Committee discusses the information in light of the GCBH Benefits Policy and then makes recommendations to the Board of Directors regarding any benefits changes for the upcoming coverage year. While the Board of Directors goal is to provide the full cost of the employee's benefits, the Board of Directors may fund benefits at a lower percentage level based on organizational needs.
3. An employee choosing any available plan less than the highest coverage available may use the remaining dollars to help fund dependent coverage on the selected plan or to fund a Voluntary Employees Benefit Association (VEBA).
4. All employees must choose one of the offered plans in order to have medical, dental, vision, long term disability and basic life insurance coverage.

### APPROVAL

  
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Kenneth Roughton, Ph.D  
Director

03/28/12  
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