

**Consent Agenda Item E.2.c.(27)  
December 16, 2015 Commission Meeting**

**ITEM:**

Consideration of approving removing the classification of Part Time 30+ employees from policies.

**EXPLANATION:**

CPA has used the classification part time 30+ for non- exempt employees and has provided these employees healthcare as required by the Affordable Care Act. Over the last year we have seen an increase in the amount of hours necessary for these employees to work to fulfill the job responsibilities of the Port.

Currently there are 27 employees classified in this group. This change will allow them to participate in the dental, vision and retirement plans if their job is moved to full-time. Future facilities automation will eliminate some positions through attrition and higher utilization of part time less than 24 hours is also anticipated to balance and/or begin to reduce overall cost within 2016. This change may be subject to bargaining obligations with the TWU.

Staff recommends changing the following policies to remove the Part time 30 + classification:

POL-2014-006-HR0-3	Employee Classification Policy
POL-2014-018-HR0-5	Paid Time Off Policy
POL-2014-019-HRO-5	Employee Benefits
POL-2014-022-HRO-6	Retirement

**Funding Review by Finance (Pat Poston):** There is no anticipated change in the FY16 Operating Budget as a result of this item.

**STAFF RECOMMENDS APPROVAL**

Prepared by Cindy Kane

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