

**EXPLANATION OF CONSENT AGENDA ITEM E.2.c.(11c) – February 22, 2017**

**ITEM:**

Consideration of approving Policy POL-2014-019-HRO-5, Rev 1, Employee Benefits.

**EXPLANATION:**

The purpose of the Employee Benefits Policy is to outline the benefits extended to employees by Canaveral Port Authority.

Minor revisions were made to the policy format for consistency with other HR policies. The only major change to the policy was the removal of the Part Time 40<30 category as this employee class no longer exists.

The policy has been reviewed and approved by the Port's Employment Attorney and General Counsel.

The financial impact to the FY 2017 operating budget is negligible.

**Staff Recommends Approval  
Prepared by Amanda Brailsford-Urbina**

<p><b>POLICY</b> Number: POL-2014-019-HRO-5</p>	 <p><b>PORT CANAVERAL</b></p>	<p><b>Effective:</b> <u>February 22, 2017</u><del>October 1,</del> 2014</p>
<p><b>Section:</b> Thriving With Us</p>	<p><b>Employee Benefits</b></p>	<p>Revision <u>10</u>, supersedes all previous documents</p>

**I. PURPOSE**

To describe the CPA's Canaveral Port Authority's Benefits and Insurance

**II. POLICY**

- A. CPA Canaveral Port Authority will offer its employees an employee benefit program which, in concert with social programs, strives to offer financial protection against the risks of death, disability, significant illness or injury, and provides the opportunity to accumulate resources for retirement.
- B. All information regarding benefits is located in the Employee Benefits Guide Benefits at a Glance (BAG).
- C. This information will be covered at orientation and updates will be made available to all employees in a timely manner.
- D. Open Enrollment
  - 1. CPA Canaveral Port Authority holds annual open enrollment for insurance benefits elections for the following year. During the annual open enrollment, eligible employees may elect ~~coverage~~, change elections, or cancel coverage for the following year.
- E. Employee Benefit Changes
  - 1. Changes to benefit elections must be made during open enrollment unless the employee has a qualifying event change in status that could affect his or her insurance coverage. Questions concerning changes should be directed to Human Resources.
- F. The following charts depict Insurance, Retirement, Other and Paid Time Off Benefits eligibility by employee classification.

Active Employees

1. Insurance Benefits

<b>Insurance Benefits</b>	<b><u>Full Time</u> 40</b>	<b><u>Part Time</u> Less than 30 Hours</b>	<b><u>Temporary</u></b>	<b><u>Intern</u></b>	<b>CPA Contributes</b>
<b>Medical Insurance</b>	Employee and dependents	Not Eligible	<u>Determined based on the number of hours worked per week</u> Not Eligible	<u>Determined based on the number of hours worked per week</u> Not Eligible	Yes
<b>Dental Insurance</b>	Employee and dependents	Not Eligible	Not Eligible	Not Eligible	Yes
<b>Vision Insurance</b>	Employee and dependents	Not Eligible	Not Eligible	Not Eligible	Yes
<b>Short Term Disability</b>	Employee Only	Not Eligible	Not Eligible	Not Eligible	Yes
<b>Long Term Disability</b>	Employee Only	Not Eligible	Not Eligible	Not Eligible	Yes
<b>Group and Supplemental Life Insurance</b>	Employee Only	Not Eligible	Not Eligible	Not Eligible	Yes
<b>COBRA</b>	Employee and dependents	Not Eligible	<u>Eligible if medical benefits elected</u> Not Eligible	<u>Eligible if medical benefits elected</u> Not Eligible	No
<b>Flexible Spending Account</b>	Employee and dependents	Not Eligible	Not Eligible	Not Eligible	No

2. Retirement Plans Benefits

<b>Retirement Benefits</b>	<b><u>Full Time</u> 40</b>	<b><u>Part Time less than 30</u></b>	<b><u>Temporary</u></b>	<b><u>Intern</u></b>	<b>CPA Contributes</b>
----------------------------	--------------------------------	--------------------------------------	-------------------------	----------------------	------------------------

		<u>hours PT</u> <u>&lt;30</u>			
<b>401 (a)</b>	Employee Only	<u>Not Eligible</u> <u>Eligible</u> <u>(Non-Union)</u>	Not Eligible	Not Eligible	Yes
<b>457 Retirement Plan</b>	Employee Only	Not Eligible	Not Eligible	Not Eligible	No
<b>Roth IRA</b>	Employee Only	Not Eligible	Not Eligible	Not Eligible	No

3. Other Benefits

<b>Other Benefits</b>	<u>Full Time</u> <b>40</b>	<u>Part Time</u> <u>Less Than</u> <b>30</b> <u>HoursPT</u> <u>&lt;</u> <b>30</b>	<u>Temporary</u>	<u>Intern</u>	<b>CPA Contributes</b>
<b>Employee Assistance Program (EAP)</b>	Employee and dependents	Employee and dependents	Not Eligible	Not Eligible	Yes
<b>Educational Assistance</b>	Employee only	Not Eligible	Not Eligible	Not Eligible	Yes

4. Paid Time Off Benefits

<b>Paid Time Off Benefits</b>	<u>Full Time</u> <b>40</b>	<u>Part Time</u> <u>Less Than</u> <b>30</b> <u>HoursPT</u> <u>&lt;</u> <b>30</b>	<u>Temporary</u>	<u>Intern</u>	<b>CPA Contributes</b>

<b>Birthdays</b>	Yes	Yes	Not Eligible	Not Eligible	Yes
<b>Holidays</b>	Yes	Yes, <u>if scheduled to work on the observed holiday</u>	Not Eligible	Not Eligible	Yes
<b>Sick Leave</b>	Yes	Not Eligible	Not Eligible	Not Eligible	Yes
<b>Vacation</b>	Yes	Yes	Not Eligible	Not Eligible	Yes

**LEGEND**

<b>Employee and Dependents</b>	Includes qualified dependents, including qualified domestic partners.
<b><u>Full Time FT-40</u></b>	Full Time Employee working 40 hours work week
<b><u>PT-30+</u></b>	<del>Part Time Employee working more than 30 and less than 40 hours per week</del>
<b><u>Part Time Less Than 30 Hours PT &lt; 30</u></b>	Part Time Employee working less than 30 hours per week.
<b><u>Temporary</u></b>	Temporary Employee hired for an assignment during of less than 12 months
<b><u>Intern</u></b>	Temporary assignment held by a student or trainee working at a trade or occupation in order to gain work experience
<b><u>CPA Contributes</u></b>	Canaveral Port Authority makes some level of financial contribution for this benefit on behalf of the employee.

**G. Continuation of benefits:**

1. While Canaveral Port Authority may elect to continue these benefits indefinitely, Canaveral Port Authority reserves the absolute right to revise or discontinue entirely any or all of the plans under which these benefits are provided or the benefits themselves at any time with or without advance notice to the full extent permitted by law.
2. All benefits are subject to the provisions of the applicable plan documents. No statement in or omission from this policy (or any other policy or communication to employees) shall modify or affect the summary plan documents which control. And one shall accrue any rights because of any statements in, or omissions from this policy (or by anyone purporting to act for Canaveral Port Authority).

III. **APPLICABILITY:** This policy applies to all Canaveral Port Authority employees, except as maybe otherwise specifically established by a written agreement signed by ~~the CPA's Canaveral Port Authority~~ Port Director and Chief Executive Officer applicable to the employee.

IV. **REFERENCES**

1. Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA)
2. Employee Benefits Guide~~Benefits At A Glance~~

V. **EXCEPTIONS:** Exceptions to this policy require the prior approval of ~~the Deputy Executive Director,~~ Human Resources and the Port Director and Chief Executive Officer or his/her designee.

**RESPONSIBILITY:** Human Resources has the responsibility for maintaining and updating this

\*Approval Page

<u>Name</u>	<u>Title</u>	<u>Signature</u>	<u>Date</u>
<u>Amanda Brailsford-Urbina</u> <del>Vacant</del>	<u>VP, Human Resources (Document Creator)</u>	<u>N/A</u>	<u>N/A</u>
<u>Craig Langley</u>	<u>General Counsel</u>		
<u>George P. Kistner III</u>	<u>Records Manager</u>		
<u>Capt. John Murray</u>	<u>Canaveral Port Authority Director/CEO</u>		
<u>Jerry W. Allender</u>	<u>Canaveral Port Authority Commission Chairman</u>		

\*If Document Creator and/or Functional Area Director are also a part of the normal review process, a second signature is not required

<sup>A</sup> The TWU~~Union~~ Collective Bargaining Agreement takes precedence over personnel rules and regulations to an extent a conflict may appear.

Changes in present rules affecting wage, hours or working conditions shall not become effective until they have been posted seven calendar days and a copy sent directly to TWU office by mail, email or fax. The Union may promptly demand an opportunity to bargain regarding any proposed changes.

With this in mind, all policies that directly affect the welfare of represented employees, members of the TWUC, should be submitted to the Union Steward for review at least seven days prior to being placed on agenda for formal approval. This can be done through the VP,~~senior director of~~ Human Resources. (If this is the case, the ~~VP~~Senior Director, Human Resources must sign off on policy.)

<sup>B</sup> In cases where policy will have employee implications, the ~~VP~~Senior Director, Human Resources must sign-off on policy.

## Revision History Page

<u>Revision</u>	<u>Effective Date</u>	<u>Changes Made</u> (initial release, *minor amendment, revision, policy review w/change, **policy review w/o change)	<u>Briefly explain the purpose/reason for revision</u>
<u>0</u>	<u>October 1, 2014</u>	<u>Initial Release</u>	<u>Creation Of Document</u>
<u>1</u>	<u>February 15, 2017</u>	<u>Revision</u>	<u>Minor revisions. Removal of PT&gt;30 category for clarification</u>

\* If change is minor amendment, then only the Records Manager is required to review and sign.  
Minor Amendment: Any change to an existing document that is limited to a clerical or grammatical change or correction that does not change the intent, scope, application or meaning of the document.

\*\*If no change to policy, Records Manager is required to verify and sign.

<u>Records Manager</u>	<u>Date</u>

VI. ~~policy.~~



~~Created, Submitted and Recommended By:~~

~~Donna Greenslade  
Manager Human Resources  
Canaveral Port Authority~~

~~Recommended by:~~

~~Brenda Morrish  
Deputy Executive Director,  
Human Resources  
Canaveral Port Authority~~

Recommended by:

John Walsh  
Port Director and Chief Executive Officer  
Canaveral Port Authority

Approved by:

Thomas W. Weinberg  
Chairman  
Canaveral Port Authority

<p><b>POLICY</b> Number: POL-2014-019-HRO-5</p>		<p><b>Effective:</b> February 22, 2017</p>
<p><b>Section:</b> Thriving With Us</p>	<p><b>Employee Benefits</b></p>	<p>Revision 1, supersedes all previous documents</p>

**I. PURPOSE**

To describe the CPA's Benefits and Insurance

**II. POLICY**

- A. CPA will offer its employees an employee benefit program which, in concert with social programs, strives to offer financial protection against the risks of death, disability, significant illness or injury and provides the opportunity to accumulate resources for retirement.
- B. All information regarding benefits is located in the Employee Benefits Guide.
- C. This information will be covered at orientation and updates will be made available to all employees in a timely manner.
- D. Open Enrollment
  - 1. CPA holds annual open enrollment for insurance benefits elections for the following year. During the annual open enrollment, eligible employees may elect, change or cancel coverage for the following year.
- E. Employee Benefit Changes
  - 1. Changes to benefit elections must be made during open enrollment unless the employee has a qualifying event that could affect his or her insurance coverage. Questions concerning changes should be directed to Human Resources.
- F. The following charts depict Insurance, Retirement Other and Paid Time Off Benefits eligibility by employee classification.

Active Employees

1. Insurance Benefits

<b>Insurance Benefits</b>	<b>Full Time</b>	<b>Part Time Less than 30 Hours</b>	<b>Temporary</b>	<b>Intern</b>	<b>CPA Contributes</b>
<b>Medical Insurance</b>	Employee and dependents	Not Eligible	Determined based on the number of hours worked per week	Determined based on the number of hours worked per week	Yes
<b>Dental Insurance</b>	Employee and dependents	Not Eligible	Not Eligible	Not Eligible	Yes
<b>Vision Insurance</b>	Employee and dependents	Not Eligible	Not Eligible	Not Eligible	Yes
<b>Short Term Disability</b>	Employee Only	Not Eligible	Not Eligible	Not Eligible	Yes
<b>Long Term Disability</b>	Employee Only	Not Eligible	Not Eligible	Not Eligible	Yes
<b>Group and Supplemental Life Insurance</b>	Employee Only	Not Eligible	Not Eligible	Not Eligible	Yes
<b>COBRA</b>	Employee and dependents	Not Eligible	Eligible if medical benefits elected	Eligible if medical benefits elected	No
<b>Flexible Spending Account</b>	Employee and dependents	Not Eligible	Not Eligible	Not Eligible	No

2. Retirement Plans

<b>Retirement Benefits</b>	<b>Full Time</b>	<b>Part Time less than 30 hours</b>	<b>Temporary</b>	<b>Intern</b>	<b>CPA Contributes</b>
<b>401 (a)</b>	Employee Only	Not Eligible	Not Eligible	Not Eligible	Yes
<b>457 Retirement Plan</b>	Employee Only	Not Eligible	Not Eligible	Not Eligible	No
<b>Roth IRA</b>	Employee Only	Not Eligible	Not Eligible	Not Eligible	No

3. Other Benefits

Other Benefits	Full Time	Part Time Less Than 30 Hours	Temporary	Intern	CPA Contributes
Employee Assistance Program (EAP)	Employee and dependents	Employee and dependents	Not Eligible	Not Eligible	Yes
Educational Assistance	Employee only	Not Eligible	Not Eligible	Not Eligible	Yes

4. Paid Time Off Benefits

Paid Time Off Benefits	Full Time	Part Time Less Than 30 Hours	Temporary	Intern	CPA Contributes
Birthdays	Yes	Yes	Not Eligible	Not Eligible	Yes
Holidays	Yes	Yes, if scheduled to work on the observed holiday	Not Eligible	Not Eligible	Yes
Sick Leave	Yes	Not Eligible	Not Eligible	Not Eligible	Yes
Vacation	Yes	Yes	Not Eligible	Not Eligible	Yes

LEGEND

<b>Employee and Dependents</b>	Includes qualified dependents, including qualified domestic partners.
<b>Full Time</b>	Full Time Employee working 40 hours work week
<b>Part Time Less Than 30 Hours</b>	Part Time Employee working less than 30 hours per week.
<b>Temporary</b>	Temporary Employee hired for an assignment during of less than 12 months
<b>Intern</b>	Temporary assignment held by a student or trainee working at a trade or occupation in order to gain work experience
<b>CPA Contributes</b>	Canaveral Port Authority makes some level of financial contribution for this benefit on behalf of the employee.

**G. Continuation of benefits:**

1. While Canaveral Port Authority may elect to continue these benefits indefinitely, Canaveral Port Authority reserves the absolute right to revise or discontinue entirely any or all of the plans under which these benefits are provided or the benefits themselves at any time with or without advance notice to the full extent permitted by law.
2. All benefits are subject to the provisions of the applicable plan documents. No statement in or omission from this policy (or any other policy or communication to employees) shall modify or affect the summary plan documents which control. And one shall accrue any rights because of any statements in, or omissions from this policy (or by anyone purporting to act for Canaveral Port Authority).

III. **APPLICABILITY:** This policy applies to all Canaveral Port Authority employees, except as maybe otherwise specifically established by a written agreement signed by CPA's Port Director and Chief Executive Officer applicable to the employee.

IV. **REFERENCES**

1. Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA)
2. Employee Benefits Guide

V. **EXCEPTIONS:** Exceptions to this policy require the prior approval of Human Resources and the Port Director and Chief Executive Officer or his/her designee.

**RESPONSIBILITY:** Human Resources has the responsibility for maintaining and updating this

## \*Approval Page

Name	Title	Signature	Date
Amanda Brailsford-Urbina	VP, Human Resources (Document Creator)		
Craig Langley	General Counsel		
George P. Kistner III	Records Manager		
Capt. John Murray	Canaveral Port Authority Director/CEO		
Jerry W. Allender	Canaveral Port Authority Commission Chairman		

\*If Document Creator and/or Functional Area Director are also a part of the normal review process, a second signature is not required

<sup>A</sup> The TWU Collective Bargaining Agreement takes precedence over personnel rules and regulations to an extent a conflict may appear.

Changes in present rules affecting wage, hours or working conditions shall not become effective until they have been posted seven calendar days and a copy sent directly to TWU office by mail, email or fax. The Union may promptly demand an opportunity to bargain regarding any proposed changes.

With this in mind, all policies that directly affect the welfare of represented employees, members of the TWU, should be submitted to the Union Steward for review at least seven days prior to being placed on agenda for formal approval. This can be done through the VP, Human Resources.

(If this is the case, the VP, Human Resources must sign off on policy.)

<sup>B</sup> In cases where policy will have employee implications, the VP, Human Resources must sign-off on policy.

## Revision History Page

Revision	Effective Date	Changes Made (initial release, *minor amendment, revision, policy review w/change, **policy review w/o change)	Briefly explain the purpose/reason for revision
0	October 1, 2014	Initial Release	Creation Of Document
1	February 15, 2017	Revision	Minor revisions. Removal of PT>30 category for clarification

\* If change is minor amendment, then only the Records Manager is required to review and sign.  
**Minor Amendment: Any change to an existing document that is limited to a clerical or grammatical change or correction that does not change the intent, scope, application or meaning of the document.**

\*\*If no change to policy, Records Manager is required to verify and sign.

Records Manager	Date