

# Port of Port Angeles

*Port Angeles, Washington*

## Commissioners' Resolution No. 21-1234

### RESOLUTION OF THE PORT OF PORT ANGELES AUTHORIZING EMPLOYEE BENEFITS FOR NON-REPRESENTED PART-TIME AND NON-REPRESENTED TEMPORARY EMPLOYEES.

WHEREAS, the Port Commission of the Port of Port Angeles ("Port") has authority pursuant to RCW 53.08.170 to create and fill positions, establish wages and salaries and establish other benefits of employment including retirement, insurance and similar benefits; and

WHEREAS, the Port has determined it is beneficial to provide employee benefits to attract and retain highly qualified and talented employees; and

WHEREAS, the Port desires to extend benefits to non-represented part-time employees and non-represented temporary employees that meet certain criteria; and

NOW, THEREFORE BE IT RESOLVED, BY THE PORT COMMISSION OF THE PORT OF PORT ANGELES AS FOLLOWS:

The Port will provide health care, retirement, paid time-off, and other benefits to eligible non-represented regularly scheduled part-time employees and eligible non-represented temporary employees.

#### **Eligibility Criteria:**

1. Regularly Scheduled Part-Time – An employee who is regularly scheduled to work at least 20 hours (half-time) or more per week will be generally eligible for benefits.
2. Temporary Employee – An employee who is in a full-time or regularly scheduled half-time position or more that is expected to last at least six months will be generally eligible for benefits.
3. Plan Eligibility – The Port will provide benefits based on the eligibility criteria of the Port's current Health Care and Retirement benefit plans even if they are more generous than the general criteria for benefits. For example:
  - a. PEBB Health Care Benefits: 80 hours/month for more than six consecutive months, which is .46 FTE at 18.5 hours/week. (FTE is full-time equivalent.)
  - b. Retirement Benefits: 70 hours/month in any 5 months in a 12-month period for two consecutive years, which is .40 FTE at 16.2 hours/week.

#### **Benefits:**

2. Health Care Benefits – The Port participates in the Public Employee Benefits Board (PEBB) program under the Health Care Authority

(HCA). The Port is grandfathered in at a composite rate structure that is lower than today's tiered rates.

- a. At this time the Port is willing to pass on savings of the composite rate structure to employees by not requiring an employee cost share for the employee or family members.
  - b. The Commission can change the cost share structure for employee and family premiums at any time by adopting a new resolution.
3. Retirement Benefits – The Port participates in the Public Employee Retirement System (PERS) under Department of Retirement Systems (DRS). The employer and employee contribution is set by DRS.
- a. Deferred Compensation – The Port administers this program on behalf of employees that are eligible under PERS. This allows employees to withhold a portion of their salary which is invested for payment at a later date. Employees may elect pre-tax and/or post-tax deferrals.
4. Paid Time-Off Benefits – The Port provides several types of paid time-off benefits.
- a. These benefits will be pro-rated based on a full-time equivalent (FTE).
  - b. For example, an employee that regularly works 20 hours per week would be .5 FTE and would receive 50% of the paid time-off benefits. Paid time-off benefits include: vacation, holidays, floating holidays, sick, bereavement, jury duty, witness duty.
5. Additional Life Insurance – The Port provides additional coverage in the amount of one times the employee's base salary unless otherwise limited by the plan document.
6. Long-Term Disability Insurance – The Port provides additional coverage in the amount of 60% of the employee's salary unless otherwise limited by the plan document.
7. VEBA (Voluntary Employees Beneficiary Association) Plan – The Port administers a VEBA plan on behalf of employees. The Port does not contribute to this plan. VEBA is a tax-free health reimbursement account. The plan reimburses eligible out-of-pocket health care costs incurred by eligible participants. This program is separate from the Port's health plan program.

**Other:**

1. Effective Date – The effective date for benefits is to start immediately, unless otherwise provided for in the particular benefit plan.
  - a. For health care and retirement benefits it is typically the first calendar day of the month, following an employee's date of hire. If an employee starts on the 1st of the month then benefits start that day.

- b. For paid time off benefits, the employee will start accruing benefits immediately. For floating holidays, it is prorated based on the number of months anticipated to be worked in the year and is available immediately.
2. Termination Date – The termination date for benefits is the date the employee terminates employment, unless otherwise provided for in the benefits plan document. Health care benefits typically continue through the end of the month.
3. Plan Changes – The Executive Director is authorized to amend benefits as necessary to comply with plan changes which may be mandated by state or federal law.. The Executive Director will notify the Commission of such changes.
4. Statutory Changes – The Executive Director is authorized to amend benefits as necessary to comply with any changes in statutory requirements. The Executive Director will notify the Commission of such changes.

FURTHER, BE IT RESOLVED, that to the extent that prior resolutions or the approval of the Employee Handbook conflict with the policy adopted by this resolution, they shall be superseded.

ADOPTED by the Port Commission of the Port of Port Angeles at a special meeting thereof held this \_\_\_\_ day of April 2021.

PORT OF PORT ANGELES  
BOARD OF COMMISSIONERS



Steve D. Burke, President



Colleen M. McAleer, Vice President



Connie L. Beauvais, Secretary