

RESOLUTION 18-45 - AUTHORIZING AMENDMENTS TO THE DELAWARE RIVER AND BAY AUTHORITY'S PERSONNEL MANUAL – ADDITION OF PEAK PART-TIME EMPLOYEE CLASSIFICATION

WHEREAS, the Delaware River and Bay Authority (the “Authority”) periodically reviews its Personnel Manual for compliance with laws, policy and practices; and

WHEREAS, the Chief Human Resources Officer has presented to the Personnel Committee recommended revisions to the employee classifications section of the Personnel Manual to add the new classification of Peak Part-time; and

WHEREAS the addition of the new classification of Peak Part-time employees will aid in the recruitment process of attracting qualified employees to meet the business objectives of the Authority for less than 12 months of employment as needed; and

WHEREAS this additional part-time classification with limited benefits will be an incentive to those qualified applicants who wish to work less than 12 months in a calendar year and willing to return year after year; and

WHEREAS these revisions have been reviewed by the Personnel Committee and the Personnel Committee supports the addition of the new classification in the employee classifications section of the Personnel Manual.

NOW, THEREFORE, BE IT RESOLVED that the Delaware River and Bay Authority hereby approves the following modifications to the Delaware River and Bay Authority Personnel Manual effective January 1, 2019:

The introductory portion of Section IV of the Personnel Manual will be revised in its entirety to read as follows:

Unless otherwise provided in a particular Section following, for purposes of this Personnel Manual:

“EMPLOYEE” shall mean any person employed on salary or wage by the Authority. An Employee may be classified as “Probationary,” “Permanent Full-time,” “Seasonal,” “Casual”, “Permanent Part-time”, or “Peak Part-time”. For purposes of this Manual, regular employment shall mean permanent full-time or permanent part-time employment.

Section IV F (“Peak Part-time”) of the Personnel Manual will be added as follows:

Peak Part-time Employee is an employee designated as such and is employed on a continuous basis but requires less than a full-time year round work schedule (i.e., 7 to 10 months a year) and on average must not work less than 20 hours per week (1040 hours) nor more than 29 hours per week (1508 hours) and is eligible for limited benefits.

Section IX. HOLIDAYS/HOLIDAY PAY of the Personnel Manual will be revised after the Holiday Schedule as Paragraph 2 in its entirety as follows:

Permanent part-time and peak part-time employees shall be compensated for any of the above holidays if the holidays occur during the employee's active employment.

Section X. EMPLOYEE BENEFITS will be revised to add a new section "Peak Part-time Employees" as follows:

PEAK PART-TIME EMPLOYEES

Peak Part-time employees are not eligible to participate in the regular benefits programs offered to Permanent Full-time and Permanent Part-time employees. The Authority provides the following benefits to all Peak Part-time employees beginning on the first day of the calendar month following 30 days of employment with the Authority (detailed information on all of the Authority's employee benefits and programs may be obtained from the Human Resources Department):

- A. Single Coverage under a **Qualified High Deductible Health Plan** including Prescription is available at no personal cost to all Peak Part-time employees. Coverage for spouses and dependent children under the Qualified High Deductible Health Plan is available for purchase by the employee through pre-tax payroll deductions. Dependent children include children born to you or your legally married spouse, adopted children or children covered by a QMCSO up to the age of 26. Dependent children who are older than age 26 and are incapable of self-support because of physical or mental disability that commenced prior to age 26 may continue their coverage past the age of 26 so long as they remain disabled. As part of the Qualified High Deductible Health Plan, the Delaware River and Bay Authority may make an annual contribution to a Health Savings Account maintained by the employee to help defray out-of-pocket expenses.
- B. Single Coverage under a **Dental Insurance Plan** is available at no personal cost to all Peak Part-time employees. Coverage for spouses and dependent children under the Dental Plan is available for purchase by the employee through pre-tax payroll deductions. Dependent children include unmarried children from age 2 to age 26, unmarried children to age 26 if attending an accredited school, college or university on a full-time basis, or unmarried children age 19 or older who are incapable of self-support because of physical or mental disability that commenced prior to reaching age 26 and who are dependent upon the employee for support.

- C. Single Coverage under a **Vision Care Plan** is available at no personal cost to all Peak Part-time employees. Coverage for spouses and dependent children under the Vision Care Plan is available for purchase by the employee through pre-tax payroll deductions. Dependent children include unmarried children to age 26, unmarried children to age 26 if attending an accredited school, college or university on a full-time basis, or unmarried children age 19 or older who are incapable of self-support because of a physical or mental disability that commenced prior to reaching age 26 and who are dependent on the employee for support.
- D. **Additional Voluntary Plans** for Critical Illness, Hospital Indemnity, Group Accident and Whole Life Insurance are offered for purchase by the employee through post-tax payroll deductions.
- E. All Peak Part-time employees will be eligible to contribute to a **Deferred Compensation 457(b) Plan** through pre-tax or ~~post-tax~~ Roth 457(b) payroll deductions. There shall be no matching contributions made by the Delaware River and Bay Authority to the Deferred Compensation Plan.
- F. Peak Part-time employees shall be granted Forty (40) hours of Paid Time Off per calendar year. Paid Time Off may be taken at the convenience of the employee, subject to approval by the supervisor. Paid Time Off may not be carried into a new calendar year. Any unused Paid Time Off shall be paid out at the end of each calendar year at the regular rate of pay for the position.

Resolution 18-45 Executive Summary Sheet

Resolution: Authorizing amendments to the Delaware River and Bay Authority's Personnel Manual – Addition of Peak Part-time Employee Classification

Committee: Personnel Committee

Committee Date: December 18, 2018

Board Date: December 18, 2018

Purpose of Resolution: To add the new employee classification of Peak Part-time employee with limited benefits.

Background for Resolution: The current Personnel Manual has employee classification definitions that require updating based on the addition of the classification of Peak Part-time employee which will have limited benefits.

This classification of employee is employed on a continuous basis but requires less than a full-time, year round work schedule typically for 7 to 10 months in a calendar year. On average, the peak part-time employee must not work less than 20 hours per week nor more than 29 hours per week.

The Peak Part-time employee will be offered limited benefits as an incentive to return to the Authority following the period in which the Peak Part-time employee does not work.

This classification is not eligible for pension. This classification is not eligible for annual leave or sick leave but will be eligible for 40 hours of Paid Time Off in each calendar year. This classification will receive paid holidays when the holiday occurs while he/she is working.

The Peak Part-time employee will be eligible for a limited voluntary benefits program which may include the following:

- Qualified High Deductible Health Plan which includes prescriptions
- Voluntary Dental Plan
- Voluntary Vision
- Deferred Compensation 457 (b) plan (no match)
- Additional voluntary plans (i.e., whole life insurance, group accident, hospital indemnity, critical illness)