

Metrorail Safety Commission  
March 27, 2018

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**Agenda Item # 5 – Information**

**Briefing of Draft Employee Benefit Package**

Background	The FTA certification process requires a Workload Assessment and staffing plan in order to obtain certification of the Metrorail Safety Commission as the region's State Safety Oversight Agency. In order to move forward on recruiting and retaining staff, a comprehensive benefits package will need to be reviewed and adopted by the MSC Board of Commissioners.
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Issues	None
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Staff Recommendation	Receive briefing.
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## Metrorail Safety Commission Employee Benefits Update

March 9, 2018

### Paid Time Off (PTO) Benefits

Propose a match to federal holiday schedule of 10 holidays, plus Inauguration Day

Propose paid time off at 5 weeks of combined sick and vacation time granted upon January 1 (or prorated) with up to a week to be carried over each year and a total allowable bank at 6 weeks with no payout at termination.

### Employee Benefits Quotes Under Review

*As this is intended as an overview, no rates or coverage details are included, but are available upon request.*

MSC is pursuing a Professional Employer Organization (PEO) to be able to offer the full suite of employee benefits and meet payroll requirements most expeditiously while ensuring costs are contained. Because the benefits package may be provided through the PEO, please note that the PEOs reviewed include those that specialize in government entities. The finalists are: Adams Keegan, Alcott HR and Emplicity.

### Voluntary Benefits

Solicited quotes from AFLAC, there are also several voluntary benefits offerings embedded in the PEO packages. These include employee paid options like supplemental life, cancer care and more. These will require no employer contribution and offer mostly after tax premium payments.

### Medical Plans

Up to three options: Enroll in the PEO offering if there is one, enroll in the DC Health Link or insure through MWCOG's Health Care Coalition. This can be finalized when the Executive Director is hired.

The Health Care Coalition - There are 2 plans, both with United Healthcare. There are premiums and a fee to join the coalition. The plans are currently with United Health Care are *the Choice Plan and the Choice Plus Plan*.

DC Health Link and the PEO health plans available are too numerous to list here, there is much opportunity to tailor the plans to MSC's needs once the Executive Director is hired.

### Welfare Plans

Dental and Vision Plans, Section 125 Plan, including Medical and Dependent Care FSAs and Commuter benefits. Where not a part of the normal suite of PEO offerings, MSC must add the transit benefit. Not only is it required for DC based employers, *it's MSC's business*.

MSC sponsored basic life insurance, short and long term disability programs.

### Retirement Plans

Defined contribution options under consideration include 403b, 457 and 401k options; most PEOs offer a 401k. Safe harbor designs are under serious consideration to ensure compliance and reduce administrative expense. Budgeting for recommended employer contributions for all health, welfare and retirement plan benefits is underway in order to propose alongside the recommended plan selections.

### Additional Efforts in Progress:

Development of an employment application

Development of the employee handbook

Proposal of property casualty insurance package

Proposal of employment screening vendor and processes