

MEMORANDUM

TO: Executive Committee  
FROM: Carl J. Stephani, Executive Director  
DATE: December 31, 2013  
FOR AGENDA: January 9, 2014  
SUBJECT: Employee Handbook Amendment - Sick Leave

With the request of New Britain to be moved to CRCOG, and the re-designation by OPM of our Region as part of the CRCOG Region, the future of the CCRPA now involves a greater amount of uncertainty than it has in the past. The Agency's Employee Handbook currently states that: "Employees will not be compensated for any amount of accrued but unused sick days upon termination of employment at any time for any reason." The Board could help diminish the level of anxiety over the changes that are taking place, and minimize the impact of absenteeism, by amending that sentence in the Employee Handbook adding the phrase:

" , except in the case of a layoff due to diminished workload, or dissolution of the Agency, at which time all accrued but unused sick days will be compensated."

The maximum potential budget impact of that change in policy (if every current employee remained with the Agency as long as they could), would be in the range of \$114,000 (out of a total fund reserve of approximately \$283,000, see attachment).

On that basis, it is my

RECOMMENDATION

that your Committee

Recommend that the Agency Board amend the Employee Handbook in relation to sick leave by adding a phrase that would allow compensation for unused sick leave in the case of a layoff resulting from a diminished workload, or the dissolution of the Agency, as noted above.

Attachment: Employees' Projected Sick Time Accrued Bank - Maximum Pay Out

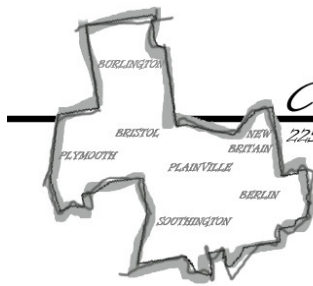
cc: Agency Board

## Employees' Projected Sick Time Accrued Bank- Maximum Pay Out

<u>Employee</u>	<u>Rate</u>	<u>Sick as of 12/31/2014</u>	<u>Payout</u>
Bouchard - Duquette, Cheri	29.5043	320.56	\$9,457.90
Esposito, Elizabeth	23.0769	93.67	\$2,161.61
Hadjstylianos, Kristin	23.0769	90.44	\$2,087.07
Malone, Tim	34.0258	307.91	\$10,476.88
Martin, Greg	24.6857	150.65	\$3,718.90
Pickering, Francis	38.2752	450.7	\$17,250.63
Ryan, Amanda	24.6852	158.27	\$3,906.93
St. Peter, Abby	28.75	287.47	\$8,264.76
Stephani, Carl	58.6231	490	\$28,725.32
Thomas, Kristin	31.0079	69	\$2,139.55
Towle, Mike	23.7362	99.59	\$2,363.89
Zheng, Jason	28.75	261.63	\$7,521.86
			\$98,075.31
Social Security and Medicare 7.65%			\$7,502.76
State Unemployment Taxes (15K at 6.80%)			\$8,062.15
<b>Total Projected Payout</b>			<b>\$113,640.22</b>
<b>Account Reserves</b>			<b>\$283,686.00</b>

Max: 490 for of sick time allowed

This sheet represents a projected payout of accumulated sick time at a maximum based on the employees' awarded time and the allowable maximums. These calculations may change should an employee need to use sick time or should a staff member be released prior to December 31, 2014 due to lack of projects



## MEMORANDUM

TO: Pension Trustees/Executive Committee  
FROM: Cheri Bouchard-Duquette, Office and Financial Administrator  
DATE: December 31, 2013

FOR AGENDA: January 9, 2014

SUBJECT: Employee Money Purchase Plan (Retirement) Amendment - Vesting

CCRPA offers its eligible employees a Money Purchase Retirement (savings) Plan to which an employee contributes 3% of annual salary which the Agency matches with a 4% contribution. Employees own their 3% contribution with the interest earned on it; a vesting schedule is used for the Agency's 4%. The vesting schedule is intended to encourage staff retention, and is based on the number of years an employee is with the Agency as follows:

Years of Service	Vested Percentage
1	20%
2	40%
3	60%
4	80%
5	100%

Six employees currently participate in the plan, three of which are fully vested. The remaining three will not be fully vested (100%) until late 2015 and early 2016.

With the request of New Britain to be moved to CRCOG, and the re-designation by OPM of our Region as part of the CRCOG Region, the future of the CCRPA now involves a greater amount of uncertainty than it has in the past; but it does appear that the three not-fully vested employees will never have the opportunity to become fully vested, and will forfeit a percentage of the Agency's 4% contribution to their savings due to circumstances beyond their control. The Trustees can amend the Plan to allow for full vestiture for all employees enrolled and contributing to the Money Purchase upon a layoff for diminished workload, or dissolution of the Agency. This change in the Plan would have an approximately \$5,500 impact upon the Agency's reserve fund balance of more than \$283,000.

On that basis, it is my

### RECOMMENDATION

that you, acting as the Money Purchase Option Retirement Plan Trustees:  
Amend the CCRPA Money Purchase Option Retirement Plan administered by PASI, LLC, to add the following language, effective immediately: "Notwithstanding any other provision of this Plan, in the case of a layoff due to diminished workload, or the dissolution of the Agency, all amounts then credited to the account of any affected Participant shall become 100% Vested and shall not thereafter be subject to Forfeiture."

Attachment: Potential Pension Forfeiture of Money Purchase Option Plan Funds by Employee

cc: Agency Board

## Potential Pension Forfeiture of Money Pruchase Option Plan Funds by Employee

<u>Employee</u>	<u>DOH</u>	<u>% vested as of 12/31/2014</u>	<u>Amount Forfeited</u>
Bouchard - Duquette, Cheri	02/2007	100%	\$0.00
Malone, Tim	11/2010	80%	\$1,669.00
Pickering, Francis	08/2008	100%	\$0.00
St. Peter, Abby	06/2011	60%	\$2,520.00
Stephani, Carl	01/2000	100%	\$0.00
Thomas, Kristin	11/2010	80%	\$1,258.00
<b>Total Forfeited</b>			<b><u><u>\$5,447.00</u></u></b>

\* Date of hire

6 employees are currently enrolled, 3 of which are 100% vested. The other three will forfeit a portion of the Agency's match which is 4% of salary. These funds have already been paid and are currently being invested for the employees