

EMPLOYEE BENEFITS

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| Section/Number: | 4-4 | Total Pages: | 2 |
| Dept. Responsible: | Human Resources | Effective Date: | 09/11/1998 |
| Special Note: | Supersedes all previous policies covering employee benefits | Last Revision Date: | 08/27/2014 |
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| | | Revision No. | 1 |

I. Policy

It is the policy of the Metropolitan Council to provide a broad range of employee benefits to attract and retain quality employees. The Council provides a benefits program which contributes to the wellbeing of employees and their families, which is competitive in the marketplace and provides the greatest value to the employee and the organization. The design of the Council’s benefits program will consider employees’ needs for health services, life and disability income, time away from work, and assistance to resolve personal issues. All benefits programs are to be developed to comply with applicable laws, regulations, policies and labor agreements.

II. Purpose of policy

The Metropolitan Council recognizes the value of benefits programs to the well-being of employees and the importance of employee benefits to a successful employer/employee relationship. The Council is committed to providing competitive benefits programs to attract and retain quality employees and to use financial resources wisely

III. Background and reasons for policy

Consistent policies work to ensure fairness and equity within the organization through the effective, uniform administration of benefits. The Council is obligated to meet state statutes and federal laws associated with benefit and leave programs such as the Family Medical Leave Act (FMLA), Minnesota Parental Leave Act (MPLA) and Consolidated Omnibus Budget Reconciliation Act (COBRA). .

IV. Implementation/Accountability

A. Accountability

1. Human Resources is accountable for collaboratively designing benefit plans which achieve policy and financial objectives, communicating benefit plan provisions and value to employees, educating employees to be wise consumers of health care, administering benefit plans equitably and according to plan documents and regulations, and assessing budgetary and financial impact of benefit plans.
2. The Metropolitan Council is accountable for approving labor agreements, which may include employee benefit specifications. The Council is responsible for identifying the broad parameters for all employee benefits through the approval of labor agreements.
3. Employees are responsible for providing necessary documentation to enroll in benefits and communicating changes affecting their benefits in a timely manner. The Council

encourages all employees to learn about their benefit options and to consume health care wisely.

B. Implementing Procedures:

- 4-4a Vacation/Annual Leave Procedure
- 4-4b Sick Leave/Income Protection Procedure
- 4-4c Leaves of Absence Procedure
- 4-4c-1 Military Leave Procedure
- 4-4d Family Medical Leave Act (FMLA) Procedure
- 4-4e Minnesota Parental Leave Act (MPLA) Procedure
- 4-4g Medical & Dental Insurance Procedure
- 4-4h Medical & Dependent Care Reimbursement Accounts Procedure
- 4-4i Long-term Disability Insurance Procedure
- 4-4j Life Insurance Procedure
- 4-4k Consolidated Omnibus Benefits Reconciliation Act (COBRA) Procedure
- 4-4l Health Insurance Portability & Accountability Procedure
- 4-4m Deferred Compensation Procedure
- 4-4n Pension Plan Procedure
- 4-4o Benefit Transfers
- 4-4p Donated Leave

Revision/Review Tracking

| Date | Revision No. | Review Only – No changes |
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