



**COMMISSION  
AGENDA MEMORANDUM**

**Item No.**

6c

**ACTION ITEM**

**Date of Meeting**

April 10, 2018

**DATE:** March 22, 2018

**TO:** Executive Director Stephen P. Metruck

**FROM:** Kim DesMarais, Interim Senior Director Human Resources

Tammy Woodard, Director Human Resources, Total Rewards

**SUBJECT:** Contract to provide leave administration for Port of Seattle employees (Short Form)

**ACTION REQUESTED**

Request Commission authorization for the Executive Director to execute a contract for the administration of the Port's Family Medical Leave Act (FMLA), Paid Parental Leave, and any other paid leave program that the Port may sponsor or participate in during the duration of this contract. The contract will be for three years with five possible one-year options and will not exceed \$750,000 for eight years.

**SUMMARY**

The Port contracts with a vendor to review documentation and approve, as appropriate, Federal FMLA and Port specific Paid Parental Leave requests from employees. Contracting with a vendor provides multiple advantages for the Port including:

- having subject matter experts review medical information to ensure compliance with complex federal FMLA regulations, and
- processing employee requests for FMLA and Paid Parental Leave in a timely manner, and protecting employees' privacy and confidentiality by having their medical information maintained separately from the Port.

This contract will be structured so that it can potentially assist the Port with administration of the Washington State Paid Family and Medical Leave that will become effective for all employees in 2020. The contract will also be structured so that the selected vendor can, if appropriate, administer any other paid leave programs requiring an approval process that Port employees may become eligible for while the contract is in effect.

The current contract expires September 30, 2018. Costs associated with this contract for 2018 were approved as a part of the 2018 Human Resources department budget, and costs in subsequent years will also be included in the Human Resources department budget.

There are no attachments to this memo.