

## Commission on Personnel Report to Convention, 2018

Members of the Commission: Linda Bruen, St. Margaret, Bellevue, lay professional representative; Leanne Damborg; the Rev. Jennifer King Daugherty, St. Mark's Cathedral; the Rev. Sabeth Fitzgibbons, St. Hilda-St. Patrick, Edmonds; Anita Gross, Christ Church, Seattle; Robin Peterson, St. Hilda-St. Patrick, Edmonds; Canon Dede Moore, Canon for Governance & Human Resources; the Rev. Canon Dr. Marda Steedman Sanborn, Canon to the Ordinary.

The focus for the Commission in 2018 was to update the diocesan staff personnel manual, and then to turn that manual into a Personnel Manual Template for congregations. This work is expected to be complete by the end of 2018, with the roll out of the template in early 2019. It is the expectation that with this manual, every congregation – parish and mission – will have or create an up-to-date Personnel Manual for its employees.

### Other actions:

- Added a new rate to supply clergy rates for “one liturgy without preaching.” Rate for 2018 was set at \$143.41. Supply clergy rates are adjusted each year by the approved COLA.
- Responding to a question, clarified that “parity” in our health insurance coverage policy refers to both medical and dental insurance. A note on this has been added to the updated Policy on Health Insurance Coverage (included below).
- Forwarded a resolution to this convention recommending the 2019 COLA (Cost of Living Adjustment) to the clergy salary scale be 3.3%. This is based on the CPI (Consumer Price Index) June to June for the Seattle-Tacoma-Bellevue area.
- Identified the 2019 medical insurance base plan as the Anthem BCBS BlueCard PPO 80.

## Policy on Health Insurance Coverage

### Introduction

It is the goal of the Diocese of Olympia to provide health insurance coverage (medical & dental) for all eligible employees through the Episcopal Church Medical Trust (ECMT) as required by the Denominational Health Plan (DHP).

1. **Eligibility:** Health insurance must be provided to all employees who work 1500 or more hours annually, or .75 FTE (3/4 time) of actual full time hours. Part time employees between 1000-1500, or .50-.75 FTE may self-fund coverage. An employer is not required to contribute any amount toward premiums for part time employees, but may do so if desired and economically feasible.
2. **Level of Coverage:** The minimum standard for employer contribution to healthcare premiums for eligible lay and clergy employees will be identified by the Personnel Commission each year; if the standards change, such changes will be submitted to the

convention for approval. Prior to open enrollment each fall, the Commission will also identify the base plan from among those currently being offered by the ECMT.

3. **2019 minimum standard:** The current minimum standard employer contribution will be 100% of the base plan for employee and 75% of the base plan for dependents of the employee. An employee may buy up to a more expensive plan than the base plan, assuming personal responsibility for payment of the difference in premium.
4. **2019 base plan:** The Anthem BCBS BlueCard PPO 80 has been identified by the Personnel Commission as the base plan for 2019.
5. **CDHP/HSA Plan:** If an employee selects a Consumer Directed Health Plan (CDHP) (formerly High Deductible Health Plan), the employer is required to contribute the monthly rate difference between the CDHP plan and the designated base plan (see #4) to the employees' Health Savings Account (HSA). For 2019, the monthly difference is \$163 for Single coverage, \$293 for Plus 1 coverage, and \$456 for family coverage. Contributions should be made at least quarterly, with the first quarter deposited no later than the beginning of February.
6. **Parity:** Minimums and premium-sharing for both medical and dental insurance must be the same for all eligible lay and clergy employees.
7. **Providing more than the minimum mandated coverage:** Diocesan congregations and the Office of the Bishop are encouraged to exceed the minimum standards of health insurance coverage set forth above for all employees, maintaining parity between lay and clergy employees.
8. **Opting out:** The ECMT allows eligible employees to opt out of the mandated DHP coverage in a few specific instances: the employee receives insurance through their spouse; employee has coverage through the military; employee is covered by Medicare insurance. *Congregations may NOT opt out – only individual employees.*

Submitted on behalf of the Commission by Dede Moore, Canon for Governance & Human Resources.