



Thursday, August 2, 2018, 9:00 AM  
4902 Eisenhower Blvd., Ste. 250, Tampa, FL

## Finance Committee Agenda

- I. **Welcome and Introductions** ..... Incoming Chair, Sophia West
  
- II. **Action/Discussion Items**
  - 1. Approval of Minutes – April 26, 2018 Finance Committee Meeting..... Page 2
  - 2. 2018 – 2019 Budget Modification No. 1 ..... Page 4
  - 3. Paid Time Off (PTO) Policy ..... Page 8
  - 4. 401(k) Plan Non-Elective Contribution..... Page 16
  
- III. **Other Administrative Matters**  
*(Items of urgency not meeting the seven-day guideline for review)*
  
- IV. **Information Items**
  - 1. Section 125 Wrap Plan document
  - 2. Expenditures Report for Period Ended June 30, 2018 ..... Page 17
  
- V. **Public Comments**
  
- VI. **Adjournment**

Next Finance Committee Meeting – October 25, 2018



**CareerSource Tampa Bay  
Finance Committee Meeting**

**Date:** April 26, 2018, 8:30 a.m.

**Location:** Via Teleconference

**Call to Order**

In the absence of Committee Chair Veneri, Dick Peck called the meeting to order at 8:30 A.M. There was a quorum present with the following Finance Committee members participating.

**Committee Members in Attendance**

Shannon Evans, Randall King, Dick Peck, Jennifer Kuhn

**Committee Members Not in Attendance**

Darren Veneri

**Staff Present**

Juditte Dorcy, Mai Russell

**Guest**

Kenneth Jones

**Action/Discussion Items**

**Action Item 1 – Approval of Minutes of Finance Committee Meeting**

The minutes of February 1, 2018 Finance Committee Meeting were presented for approval.

Motion: Randall King

Second: Shannon Evans

*The minutes were approved as presented.*

*The motion carried.*

**Action Item 2 – 2017 – 2018 Budget Modification No. 5**

Total budgeted revenue has increased from \$23,447,872 to \$23,547,462 for an overall increase of \$99,590. This is due to the following:

**Workforce Innovation & Opportunity Act Programs:**

Increase in WIOA Hurricane Maria Outreach of \$71,507

Increase in WIOA Community Training Construction of \$28,083

Additionally, there was an increase in expenditures of \$129,959.

Motion: Randall King

Second: Shannon Evans

*The Finance Committee recommended approval of the adjustments to the revenue budgets and the resultant modifications to the expenditures budgets.*

*The motion carried.*

**Action Item 3 – 2018 – 2019 Planning Budget**

Total budgeted revenues increase from \$20,390,000 to a projected budget of \$20,749,522 for an overall increase of \$359,522.

Carry-forward amounts are estimates and will be adjusted after the fiscal year end close in July.

Motion: Randall King  
Second: Shannon Evans

*The Finance Committee recommended approval of the planning budget to have in place for July 1, 2018 and provide to the Hillsborough BOCC for their approval and submission to the State Workforce Board for review.*

*The motion carried.*

**Other Administrative Matters**

No items were brought forward for action.

**Information Item: Expenditures Report for Period Ended March 31, 2018**

The Grant Award to Actual Expenditures report was provided in the meeting packet. CareerSource Tampa Bay has expended 55.21% of its 2017 - 2018 budgets.

**Public Comments**

There was none.

**Adjournment**

The meeting was adjourned at approximately 8:40 A.M.



## **PY 2018-2019 Budget Modification No. 1**

### **Information:**

Total budgeted revenue has increased from \$20,749,522 to \$22,520,737 for an overall increase of \$1,771,215. This is due to the following:

### **Workforce Innovation & Opportunity Act Programs:**

Decrease in WIOA Adult of \$3,095

Increase in WIOA Youth of \$118,739

Increase in WIOA Dislocated Worker of \$515,445

Increase in WIOA Community Based Sector Strategies of \$26,587

Increase in WIOA Community Based Training Construction of \$11,994

Increase in WIOA Sector Strategies IT Training of \$72,827

Increase in WIOA Sector Strategies Career Ready of \$107,864

New award for WIOA Apprenticeship for \$100,000

Increase in WIOA Hurricane Maria Outreach of \$7,782

New award for WIOA Supplemental of \$251,171

### **Employment Services:**

Increase in Wagner Peyser of \$141,079

Increase in Veterans Programs of \$34,433

Decrease in SNAP of \$19,987

Decrease in Unemployment Services of \$4,073

Increase in Trade Adjustment Act of \$1,270

**Next ►**

**Direct Grants and Special Projects:**

Increase in Reemployment & Eligibility Assessment of \$122,481

New Award for NEG – Hurricane Maria Evacuees of \$280,500

Decrease in USDOL Tech Hire of \$81,542

Increase in Tampa Housing of \$1,621

Increase in City Foundation of \$86,119

Additionally, there was an increase in expenditures of \$1,804,279.

**Recommendation**

Approval of the adjustment to the revenue budget and resultant modification to the expenditure budget.

CareerSource Tampa Bay  
 PY 2018-2019 Budget  
 Modification #1

	Approved Budget	Modification No. 1	Modified Budget
WIOA Adult	4,144,140	(3,095)	4,141,045
WIOA Youth	3,234,912	118,739	3,353,651
WIOA Dislocated Worker	3,875,930	515,445	4,391,375
WIOA Community Based Sector Strategies	75,000	26,587	101,587
WIOA Community Based Training Construction	40,000	11,994	51,994
WIOA Sector Strategies IT Training	196,495	72,827	269,322
WIOA Sector Strategies Career Ready	191,545	107,864	299,409
WIOA Apprenticeship	-	100,000	100,000
WIOA Hurricane Maria Outreach	60,000	7,782	67,782
WIOA Supplemental	-	251,171	251,171
<b>Subtotal WIOA</b>	<b>11,818,022</b>	<b>1,209,314</b>	<b>13,027,336</b>
Wagner Peyser	1,196,273	141,079	1,337,352
Veterans Programs	250,000	34,433	284,433
SNAP	787,227	(19,987)	767,240
Unemployment Svcs.	93,000	(4,073)	88,927
Trade Adjustment Act	190,000	1,270	191,270
Military Spouse	95,000	-	95,000
<b>Subtotal Employment Services</b>	<b>2,611,500</b>	<b>152,722</b>	<b>2,764,222</b>
Welfare Transition Program	4,300,000	-	4,300,000
<b>Subtotal WTP</b>	<b>4,300,000</b>	<b>-</b>	<b>4,300,000</b>
Reemployment & Eligibility Assessment (RESEA)	450,000	122,481	572,481
NEG - Hurricane Maria Evacuees	-	280,500	280,500
USDOL Tech Hire	1,376,268	(81,542)	1,294,726
Tampa Housing	93,732	1,621	95,353
Citi Foundation	100,000	86,119	186,119
<b>Subtotal Grants and Special Projects</b>	<b>2,020,000</b>	<b>409,179</b>	<b>2,429,179</b>
<b>Total Combined</b>	<b>20,749,522</b>	<b>1,771,215</b>	<b>22,520,737</b>

CareerSource Tampa Bay  
CSTB Budget  
PY 2018 (July 2018-June 2019)

	Workforce Innovation Opp Act Programs	Employment Services Programs	Welfare Transition Programs	Direct Grants and Special Projects	Adjusted CSTB PY 17-18	Modification No. 1	Prior CSTB Budget
<b>REVENUE</b>							
Program Year 2018 Awards	6,793,020	2,286,834	4,300,000	2,066,198	15,446,052	(480,448)	15,926,500
Prior Year Award Carryforward	6,234,316	477,388	-	362,981	7,074,685	2,251,663	4,823,022
<b>TOTAL REVENUE</b>	<b>13,027,336</b>	<b>2,764,222</b>	<b>4,300,000</b>	<b>2,429,179</b>	<b>22,520,737</b>	<b>1,771,215</b>	<b>20,749,522</b>
<b>EXPENDITURES</b>							
<b>Indirect Cost Rate - Admin (7%)</b>	<b>911,914</b>	<b>274,973</b>	<b>301,000</b>	<b>170,043</b>	<b>1,657,930</b>	<b>205,463</b>	<b>1,452,467</b>
<b>PROGRAM SERVICES:</b>							
Business Services	2,447,096	-	764,912	687,992	3,900,000	52,436	3,847,564
Case Management	2,280,000	906,000	1,350,000	375,000	4,911,000	37,088	4,873,912
Participant	3,330,000	170,000	860,000	350,000	4,710,000	1,072,165	3,637,835
<b>SERVICE PROVIDER CONTRACTS:</b>							
Service Provider Contracts	-	-	-	350,000	350,000	(245,179)	595,179
Junior Achievement	-	-	300,000	-	300,000	50,000	250,000
<b>SUB TOTAL PROGRAM SVC</b>	<b>8,057,096</b>	<b>1,076,000</b>	<b>3,274,912</b>	<b>1,762,992</b>	<b>14,171,000</b>	<b>966,510</b>	<b>13,204,490</b>
<b>CSTB SUPPORT SERVICES</b>							
Indirect Cost Rate Program (3%)	390,820	117,846	129,000	72,875	710,541	27,883	682,658
Program Staff Direct	596,000	-	-	145,000	741,000	741,000	-
DEO Staff Travel	-	35,000	-	-	35,000	20,000	15,000
One Stop Center Operating	488,924	784,030	138,598	193,448	1,605,000	147,327	1,457,673
Technology	178,159	83,014	184,385	54,442	500,000	87,643	412,357
Community Outreach	3,271	319,455	5,274	-	328,000	(198,367)	526,367
Employed Worker Training	450,000	-	-	-	450,000	(99,040)	549,040
Subsidized Employment	1,900,000	-	250,000	12,000	2,162,000	(77,081)	2,239,081
One Stop Staff Training	16,275	6,577	7,384	4,764	35,000	(17,059)	52,059
<b>SUB TOTAL CSTB SUPPORT SVCS</b>	<b>4,023,449</b>	<b>1,345,922</b>	<b>714,641</b>	<b>482,529</b>	<b>6,566,541</b>	<b>632,306</b>	<b>5,934,235</b>
<b>TOTAL DIRECT CLIENT</b>	<b>12,080,545</b>	<b>2,421,922</b>	<b>3,989,553</b>	<b>2,245,521</b>	<b>20,737,541</b>	<b>1,598,816</b>	<b>19,138,725</b>
<b>Balance</b>	<b>34,877</b>	<b>67,327</b>	<b>9,447</b>	<b>13,615</b>	<b>125,266</b>	<b>(33,064)</b>	<b>158,330</b>
<b>SUMMARY</b>							
Total Available	13,027,336	2,764,222	4,300,000	2,429,179	22,520,737	1,771,215	20,749,522
Total Direct Client	12,080,545	2,421,922	3,989,553	2,245,521	20,737,541	1,598,816	19,138,725
Total Administrative	911,914	274,973	301,000	170,043	1,657,930	205,463	1,452,467
Total Budgeted Cost	12,992,459	2,696,895	4,290,553	2,415,564	22,395,471	1,804,279	20,591,192
Balance	34,877	67,327	9,447	13,615	125,266	(33,064)	158,330



## **Action Item**

### **Paid Time Off (PTO)**

#### **Information**

At the July 19, 2018, Board of Directors meeting, staff was directed to bring information on FMLA and short term disability to the Finance Committee in order to determine the maximum hours allowable on accumulated PTO hours and bring its recommendation to the Board of Directors.

#### **Attachments:**

1. Proposed changes to the PTO Policy
2. Disability Benefits
3. USDOL FMLA Fact Sheet

#### **Recommendation**

Approve the PTO Policy.



## Proposed Changes to PTO Policy

### Personal Paid Time Off (PTO)

The Board of Directors of ~~WorkNet Pinellas, Inc.~~ **CareerSource Tampa Bay** recognizes the need to provide employees time off with pay in order to maintain employee health, morale and efficiency. Therefore, the Board hereby establishes Paid Time Off (PTO), which includes time off for vacations, sick leave and personal reasons. Such combined leave will provide employees maximum flexibility in planning for and taking time off.

Paid Time Off hours shall be accrued according to the number of hours paid each pay period (to a maximum of 80).

The accrual schedule is as follows:

Length of Service	Maximum Annual Accrual of Hours	Hours Accrued per 80 Hours Worked
Year 1 – 2	136 hours	5.23 hours
Years 3 – 4	160 hours	6.15 hours
Years 5 – 6	184 hours	7.07 hours
Years 7+	208 hours	8.00 hours

### Guidelines for Use of Personal Time Off (PTO)

- a) Employees may use PTO for unscheduled absences due to illness, illness in the family, personal business, and other necessary causes for absences from work.
- b) Employees may accumulate PTO hours for use or payout in the future. However, accumulation of PTO hours may not exceed a total of ~~800~~ **480** hours. If an employee exceeds ~~800~~ **480** hours of accrued PTO, the excess over ~~800~~ **480** hours may be lost to the employee at the end of the calendar year.
- c) It shall be the policy of ~~WorkNet Pinellas, Inc.~~ **CareerSource Tampa Bay** to encourage employees to take some of their PTO each year for vacation purposes.
  - i. Requested time off for vacations will be approved only when arrangements can be made to assure required staff coverage, and time off for vacation must be requested in accordance with departmental procedures. The employee's supervisor must approve other scheduled absences at least 24 hours in advance.
  - ii. Employees are not eligible to use PTO for vacation during the first three **(3)** months of their employment.
  - iii. Vacation time may be taken at any time as long as the employee's supervisor approves. When there is a conflict, scheduling will be at the supervisor's discretion. Preference in scheduling will normally be given to the employee who requested the time off first.
- d) Employees may use PTO hours down to a zero balance. Employees may not take PTO that has not yet been earned; that is, employees may not "borrow" against future accruals of PTO in order to take paid time off.
- e) PTO will be charged (that is, the employee's accrued PTO balance will be reduced) according to the actual number of hours used by the employee for the days that the employee would normally work.

- f) PTO hours used during a pay period shall not be counted as hours worked for the purpose of computing overtime.
- g) At the end of each calendar year, if funds are available and the President & CEO approves, ~~WorkNet Pinellas, Inc.~~ **CareerSource Tampa Bay** may allow employees to request a payout of unused PTO hours with the following restrictions:
- The employee PTO balance must exceed 160 hours, and the employee must retain an 80 hour balance after the election of a payout.
  - Subject to the above, the employee must request a payout of 80 hours or more.
  - PTO hours selected for payout will be paid at the employee's compensation rate in effect on December 31 of the year the election is made.
  - Payouts to employees will be made in the first pay period in February.
- h) PTO shall be paid at the employee's current hourly rate plus differentials and other premiums if applicable, at the time that it is taken.
- i) Accrued but unused PTO ~~may~~ **will** be paid to terminating employees that have completed their initial probationary period. **The maximum PTO payout is two (2) times the maximum annual accrual hours based on length of service.**
- j) Records of PTO accumulation and use will be based upon and maintained in accordance with the ~~WorkNet Pinellas, Inc.~~ **Career Source Tampa Bay** financial policy. No PTO shall be granted except on the basis of these records.

*Employees are accountable and responsible for managing their own PTO hours to allow for adequate reserves if there is a need to cover vacation, illness, or disability, appointments, emergencies or other needs that require time off from work.*

~~*Except for employees eligible for leave under the Americans with Disabilities Act, the Family and Medical Leave Act or other applicable law, employees who have An employee who has exhausted PTO and employees in their probationary period have no right to take unpaid leave and are not entitled or allowed to miss work. An employee who does so will be subject to discipline up to and including termination. and is not eligible for leave under the Americans with Disabilities Act, the Family and Medical Leave Act or other applicable law has no right to take unpaid leave and is not entitled or allowed to miss work. An employee who does so will be subject to discipline up to and including termination.*~~

~~*Employees may request unpaid leave with approval from the President & CEO.*~~

This policy addresses absences for PTO leave. It does not cover other absences, such as absences for personal leave, family and medical leave, military service leave, military family leave, short- or long-term disability leave, workers' compensation leave, bereavement leave, jury duty leave, voting leave, or other types of leave addressed in the employee handbook.

## Disability Benefits

### Short Term Disability (STD) Benefits

Short Term Disability coverage is available through Cigna. STD coverage protects your income should you become injured or ill and are unable to work. For a qualified disability the benefit is 60% of your weekly salary up to a maximum of \$1,000 per week. Benefits will begin on the 1st day of a disability due to an accident and on the 8th day of a disability due to an illness. Benefits will last up to 13 weeks as long as you remain disabled. Benefits for a work related illness or injury is excluded. Consult the Cigna summaries for additional details.

Policy does include a pre-existing condition limitation. See the plan summary for details.

The cost is \$.47 per \$10 of weekly benefit, per month.

To determine your cost per pay period divide your annual income by 52 to determine your Covered Weekly Earnings (CWE). Use the lesser of your CWE or \$1,667, and multiply by the rate. Multiply this amount by .60 and divide that amount by 10. The amount equals your monthly rate. Divide the monthly rate by two to determine your per pay period (24x) cost.

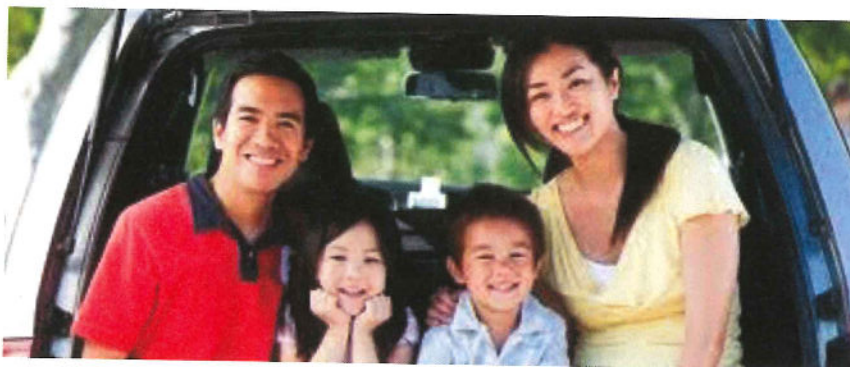
Example : Becky's earnings are \$48,000 per year. Becky's STD benefit is based on  $\$48,000/52$  or earnings of \$923 per week. Becky's monthly cost is  $(\$923 \times \$.47 \times .60) \div 10 = \$26.03$ . Per pay period (24x) = \$13.02.

### Long Term Disability (LTD) Benefits\*

Long Term Disability coverage is also available through Cigna. This coverage protects your income should you remain disabled over a period of 90 days and is payable until you reach normal retirement age, as defined by the Social Security Administration, as long as you remain disabled. The benefit is equal to 60% of your salary up to a maximum of \$5,000 per month.

Divide your annual income by 12 to determine your Covered Monthly Earnings (CME). Use the lesser of your CME or \$8,333, and multiply by the rate below. Divide this amount by 100. The amount equals your monthly cost.

Example : Becky's earnings are \$48,000 per year. Becky's LTD benefit is based on  $\$48,000/12$  or earnings of \$4,000 per month. Becky's monthly cost is  $(\$4,000 \times \$.43) / 100 = \$17.20$ . Per pay period (24x) = \$8.60.



## Fact Sheet #28: The Family and Medical Leave Act

The Family and Medical Leave Act (FMLA) entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons. This fact sheet provides general information about which employers are covered by the FMLA, when employees are eligible and entitled to take FMLA leave, and what rules apply when employees take FMLA leave.

### COVERED EMPLOYERS

The FMLA only applies to employers that meet certain criteria. A **covered employer** is a:

- Private-sector employer, with 50 or more employees in 20 or more workweeks in the current or preceding calendar year, including a joint employer or successor in interest to a covered employer;
- Public agency, including a local, state, or Federal government agency, regardless of the number of employees it employs; or
- Public or private elementary or secondary school, regardless of the number of employees it employs.

### ELIGIBLE EMPLOYEES

Only eligible employees are entitled to take FMLA leave. An **eligible employee** is one who:

- Works for a *covered employer*;
- Has worked for the employer for at least *12 months*;
- Has at least *1,250 hours* of service for the employer during the 12 month period immediately preceding the leave\*; and
- Works at a location where the employer has at least *50 employees within 75 miles*.

\* Special hours of service eligibility requirements apply to airline flight crew employees. See Fact Sheet 28J: Special Rules for Airline Flight Crew Employees under the Family and Medical Leave Act.

The 12 months of employment do not have to be consecutive. That means any time previously worked for the same employer (including seasonal work) could, in most cases, be used to meet the 12-month requirement. If the employee has a break in service that lasted seven years or more, the time worked prior to the break will not count *unless* the break is due to service covered by the Uniformed Services Employment and Reemployment Rights Act (USERRA), or there is a written agreement, including a collective bargaining agreement, outlining the employer's intention to rehire the employee after the break in service. See "FMLA Special Rules for Returning Reservists".

### LEAVE ENTITLEMENT

Eligible employees may take up to **12 workweeks** of leave in a 12-month period for one or more of the following reasons:

- The birth of a son or daughter or placement of a son or daughter with the employee for adoption or foster care;
- To care for a spouse, son, daughter, or parent who has a serious health condition;
- For a serious health condition that makes the employee unable to perform the essential functions of his or her job; or
- For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active duty status.

An eligible employee may also take up to **26 workweeks** of leave during a "single 12-month period" to care for a covered servicemember with a serious injury or illness, when the employee is the spouse, son, daughter, parent, or next of kin of the servicemember. The "single 12-month period" for military caregiver leave is different from the 12-month period used for other FMLA leave reasons. *See Fact Sheets 28F: Qualifying Reasons under the FMLA and 28M: The Military Family Leave Provisions under the FMLA.*

Under some circumstances, employees may take FMLA leave on an intermittent or reduced schedule basis. That means an employee may take leave in separate blocks of time or by reducing the time he or she works each day or week for a single qualifying reason. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the employer's operations. If FMLA leave is for the birth, adoption, or foster placement of a child, use of intermittent or reduced schedule leave requires the employer's approval.

Under certain conditions, employees may choose, or employers may require employees, to "substitute" (run concurrently) accrued paid leave, such as sick or vacation leave, to cover some or all of the FMLA leave period. An employee's ability to substitute accrued paid leave is determined by the terms and conditions of the employer's normal leave policy.

## NOTICE

Employees must comply with their employer's usual and customary requirements for requesting leave and provide enough information for their employer to reasonably determine whether the FMLA may apply to the leave request. Employees generally must request leave 30 days in advance when the need for leave is foreseeable. When the need for leave is foreseeable less than 30 days in advance or is unforeseeable, employees must provide notice as soon as possible and practicable under the circumstances.

When an employee seeks leave for a FMLA-qualifying reason for the first time, the employee need not expressly assert FMLA rights or even mention the FMLA. If an employee later requests additional leave for the same qualifying condition, the employee must specifically reference either the qualifying reason for leave or the need for FMLA leave. *See Fact Sheet 28E: Employee Notice Requirements under the FMLA .*

Covered employers must:

- (1) Post a notice explaining rights and responsibilities under the FMLA. Covered employers may be subject to a civil money penalty for willful failure to post. For current penalty amounts, see [www.dol.gov/whd/fmla/applicable\\_laws.htm](http://www.dol.gov/whd/fmla/applicable_laws.htm);
- (2) Include information about the FMLA in their employee handbooks or provide information to new employees upon hire;

- (3) When an employee requests FMLA leave or the employer acquires knowledge that leave may be for a FMLA-qualifying reason, provide the employee with notice concerning his or her eligibility for FMLA leave and his or her rights and responsibilities under the FMLA; and
- (4) Notify employees whether leave is designated as FMLA leave and the amount of leave that will be deducted from the employee's FMLA entitlement.

See Fact Sheet 28D: Employer Notice Requirements under the FMLA.

## **CERTIFICATION**

When an employee requests FMLA leave due to his or her own serious health condition or a covered family member's serious health condition, the employer may require certification in support of the leave from a health care provider. An employer may also require second or third medical opinions (at the employer's expense) and periodic recertification of a serious health condition. See Fact Sheet 28G: Certification of a Serious Health Condition under the FMLA. For information on certification requirements for military family leave, See Fact Sheet 28M(c): Qualifying Exigency Leave under the FMLA; Fact Sheet 28M(a): Military Caregiver Leave for a Current Servicemember under the FMLA; and Fact Sheet 28M(b): Military Caregiver Leave for a Veteran under the FMLA.

## **JOB RESTORATION AND HEALTH BENEFITS**

Upon return from FMLA leave, an employee must be restored to his or her original job or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. An employee's use of FMLA leave cannot be counted against the employee under a "no-fault" attendance policy. Employers are also required to continue group health insurance coverage for an employee on FMLA leave under the same terms and conditions as if the employee had not taken leave. See Fact Sheet 28A: Employee Protections under the Family and Medical Leave Act .

## **OTHER PROVISIONS**

Special rules apply to employees of local education agencies. Generally, these rules apply to intermittent or reduced schedule FMLA leave or the taking of FMLA leave near the end of a school term.

Salaried executive, administrative, and professional employees of covered employers who meet the Fair Labor Standards Act (FLSA) criteria for exemption from minimum wage and overtime under the FLSA regulations, 29 CFR Part 541, do not lose their FLSA-exempt status by using any unpaid FMLA leave. This special exception to the "salary basis" requirements for FLSA's exemption extends only to an eligible employee's use of FMLA leave.

## **ENFORCEMENT**

It is unlawful for any employer to interfere with, restrain, or deny the exercise of or the attempt to exercise any right provided by the FMLA. It is also unlawful for an employer to discharge or discriminate against any individual for opposing any practice, or because of involvement in any

proceeding, related to the FMLA. *See* [Fact Sheet 77B](#): Protections for Individuals under the FMLA . The Wage and Hour Division is responsible for administering and enforcing the FMLA for most employees. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress. If you believe that your rights under the FMLA have been violated, you may file a complaint with the Wage and Hour Division or file a private lawsuit against your employer in court.

**For additional information, visit our Wage and Hour Division Website:**

**<http://www.wagehour.dol.gov> and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4-USWAGE (1-866-487-9243).**

This publication is for general information and is not to be considered in the same light as official statements of position contained in the regulations.

**U.S. Department of Labor**  
Frances Perkins Building  
200 Constitution Avenue, NW  
Washington, DC 20210

**1-866-4-USWAGE**  
TTY: 1-866-487-9243  
**[Contact Us](#)**



## **Action Item**

### **401(k) Plan Non-Elective Contribution**

#### **Information**

The Tampa Bay WorkForce Alliance, Inc. 401(k) Plan provides a non-elective contributions (NEC). These employer contributions are provided to eligible employees regardless of whether the employee makes a salary deferral contribution. Currently, the NEC is allocated at the end of each payroll period within the Plan year to those eligible employees. The NEC percentage equals to 5% of an employee's eligible earnings.

#### **Recommendation**

Approve NEC of 5% of an employee's eligible earnings to be allocated as of the end of each payroll period within the Plan.



**CareerSource Tampa Bay**  
**Grant Award to Actual Expenditures**  
**FY 2017-2018**  
**For Period Ending 06/30/2018**

Description	Begin Date	Grant End	FY17-18 Award	Current Year Expenditures	Expenditure Rate	Remaining Dollars
<b>Workforce Innovation Opportunity Act</b>						
Adult PY2016	7/1/16	6/30/18	1,738,462	1,738,462	100.00%	-
Adult PY2017	7/1/17	6/30/19	2,404,645	459,313	19.10%	1,945,332
ISYouth PY2016	4/1/16	6/30/18	9,427	9,427	100.00%	-
ISYouth PY2017	4/1/17	6/30/19	271,199	90,804	33.48%	180,395
OSYouth PY2016	4/1/16	6/30/18	886,117	886,117	100.00%	-
OSYouth PY2017	4/1/17	6/30/19	2,454,663	1,711,268	69.71%	743,395
Dislocated Worker PY2016	7/1/16	6/30/18	1,755,664	1,755,664	100.00%	-
Dislocated Worker PY2017	7/1/17	6/30/19	2,769,985	644,886	23.28%	2,125,099
Community Based Sec Str	4/1/17	9/30/18	197,476	95,889	48.56%	101,587
Community Based Training - Construction	7/1/17	12/31/18	98,083	95,131	96.99%	2,952
Sector Strategies - IT Training	7/1/17	12/31/18	196,495	127,173	64.72%	69,322
Sector Strategies - Career READY	9/1/17	2/28/19	191,545	92,136	48.10%	99,409
WIOA - Hurricane Maria Outreach	1/1/17	12/31/18	71,507	3,725	5.21%	67,782
Performance Incentives (Youth,AD,DW)	7/1/16	12/31/17	134,584	134,584	100.00%	-
Supplemental WIOA State Level	7/1/17	12/31/18	329,315	329,315	100.00%	-
<b>Total Workforce Innovation Opportunity Act</b>			<b>13,509,167</b>	<b>8,173,894</b>	<b>60.51%</b>	<b>5,335,273</b>
<b>Employment Services</b>						
Wagner Peyser PY2016	7/1/16	9/30/17	69,595	69,595	100.00%	-
Wagner Peyser PY2017	7/1/17	9/30/18	1,196,766	1,102,748	92.14%	94,018
WP - Cooperative Outreach Program	7/1/17	6/30/18	42,282	40,997	41.80%	1,285
DVOP PY17 July-Sept	7/1/17	9/30/17	53,005	53,005	100.00%	-
DVOP PY17 Oct-Sept	10/1/17	9/30/18	206,126	169,111	82.04%	37,015
LVER PY17 July-Sept	7/1/17	9/30/17	12,945	12,945	100.00%	-
LVER PY17 Oct-Sept	10/1/17	9/30/18	49,860	38,692	77.60%	11,168
Supplemental Nutrition Assistance Program PY17 July-Sept	7/1/17	9/30/17	218,223	218,223	100.00%	-
Supplemental Nutrition Assistance Program PY17 Oct-Sept	10/1/17	9/30/18	587,357	582,617	99.19%	4,740
SNAP ERS	2/1/17	9/30/17	20,000	6,341	31.71%	13,659
Unemployment Compensation PY17 July-Sept	7/1/17	9/30/17	18,677	18,677	100.00%	-
Unemployment Compensation PY17 Oct-Sept	10/1/17	9/30/18	74,700	55,523	74.33%	19,177
TAA Administration PY2016	10/1/16	9/30/17	20,878	1,183	5.67%	19,695
TAA Administration PY2017	7/1/17	9/30/18	19,695	12,617	64.06%	7,078
TAA Training PY2017	7/1/17	9/30/18	100,105	64,393	64.33%	35,712
TAA Case Management PY2016	10/1/16	9/30/17	29,234	1,718	5.88%	27,516
TAA Case Management PY2017	7/1/17	9/30/18	27,516	9,036	32.84%	18,480
Military Family	7/1/17	6/30/18	98,434	98,434	100.00%	-
<b>Total Employment Services</b>			<b>2,845,398</b>	<b>2,555,855</b>	<b>89.82%</b>	<b>289,543</b>
<b>Welfare Transition</b>						
Welfare Transition Program PY17 July-Sept	7/1/17	9/30/17	1,107,683	1,107,683	100.00%	-
Welfare Transition Program PY17 Oct-June	10/1/17	6/30/18	3,025,860	3,025,860	100.00%	-
<b>Total Welfare Transition</b>			<b>4,133,543</b>	<b>4,133,543</b>	<b>100.00%</b>	<b>-</b>
<b>Direct Services</b>						
RESEA Transition PY2017	1/1/17	12/31/17	419,516	419,516	100.00%	-
RESEA Transition PY2018	1/1/18	12/31/18	180,484	178,158	98.71%	2,326
Sector Partnership NEG	7/1/15	6/30/18	186,938	136,415	72.97%	50,523
USDOL Tech Hire	7/1/16	6/30/20	1,888,596	1,133,871	60.04%	754,725
Tampa Housing	5/15/17	3/31/21	49,066	7,444	15.17%	41,622
Citi Foundation	9/18/17	9/17/18	125,000	63,881	51.10%	61,119
<b>Total Direct Services</b>			<b>2,849,600</b>	<b>1,939,285</b>	<b>68.05%</b>	<b>910,315</b>
<b>Grand Total</b>			<b>\$ 23,337,708</b>	<b>16,802,577</b>	<b>72.00%</b>	<b>6,535,131</b>