

ARE YOU RETIREMENT READY?



**DELAWARE RIVER
PORT AUTHORITY**



STEWARDSHIP. SERVICE. COMMUNITY.

The DRPA is an Equal Employment Opportunity Employer.

Information Provided by:

The Office of the Chief Administrative Officer

Benefits Administration

Human Resource Services



Dear Authority Employee,

Retirement. A time for reflection, rest (maybe), and enjoyment. It's the opportunity to start a new journey—or at least it should be.

Retirement does not just “happen.” It is something for which we should plan and prepare. Recognizing the importance of preparation and knowing that your growth and development are important at every stage of your career, we have developed a toolkit titled, “**Are You Retirement Ready?**” to help you plan for that special day.

For purposes of this toolkit, a “retirement eligible” employee is defined as an employee who will be eligible to receive DRPA or PATCO health care benefits as defined in Authority Policy #126, “**Benefits for Employees Who Retire Due to Age and/or Term of Service**” and the **Retirement Grid**, both of which can be found in this toolkit. In addition to being eligible to receive retirement health benefits, a “retirement eligible” employee is also eligible for a retirement pension, through Pennsylvania SERS, New Jersey PERS, or the Teamsters.

While we recognize the decision to retire can be emotional, preparing to retire requires thoughtful planning. To that end, we have developed a step-by-step checklist to help you ask the right questions and make the right decisions regarding your health and financial well-being.

In addition to planning for your health and financial well-being, planning for the **personal professional legacy** you want to leave behind is also important. Your legacy will ensure that critical institutional knowledge is retained and transferred from one generation of employees to the next. This will help us to meet our responsibilities as world-class stewards of public assets and to further our mission to provide safe and efficient services for the public we serve.

To ensure a seamless transition for you and the DRPA/PATCO, we created a comprehensive and multi-faceted toolkit which includes a 12-month timeline to assist you as you plan for your retirement. We encourage you to start the planning process early. Whether you start planning at 12-months, nine (9) months, six (6) months or three (3) months, this toolkit meets you where you are with helpful information and resources.

We hope you find this toolkit useful. In the near future, we plan to hold retirement workshops during which we will discuss the toolkit and answer any questions you may have.

Sincerely,

Toni P. Brown

Toni P. Brown
Chief Administrative Officer

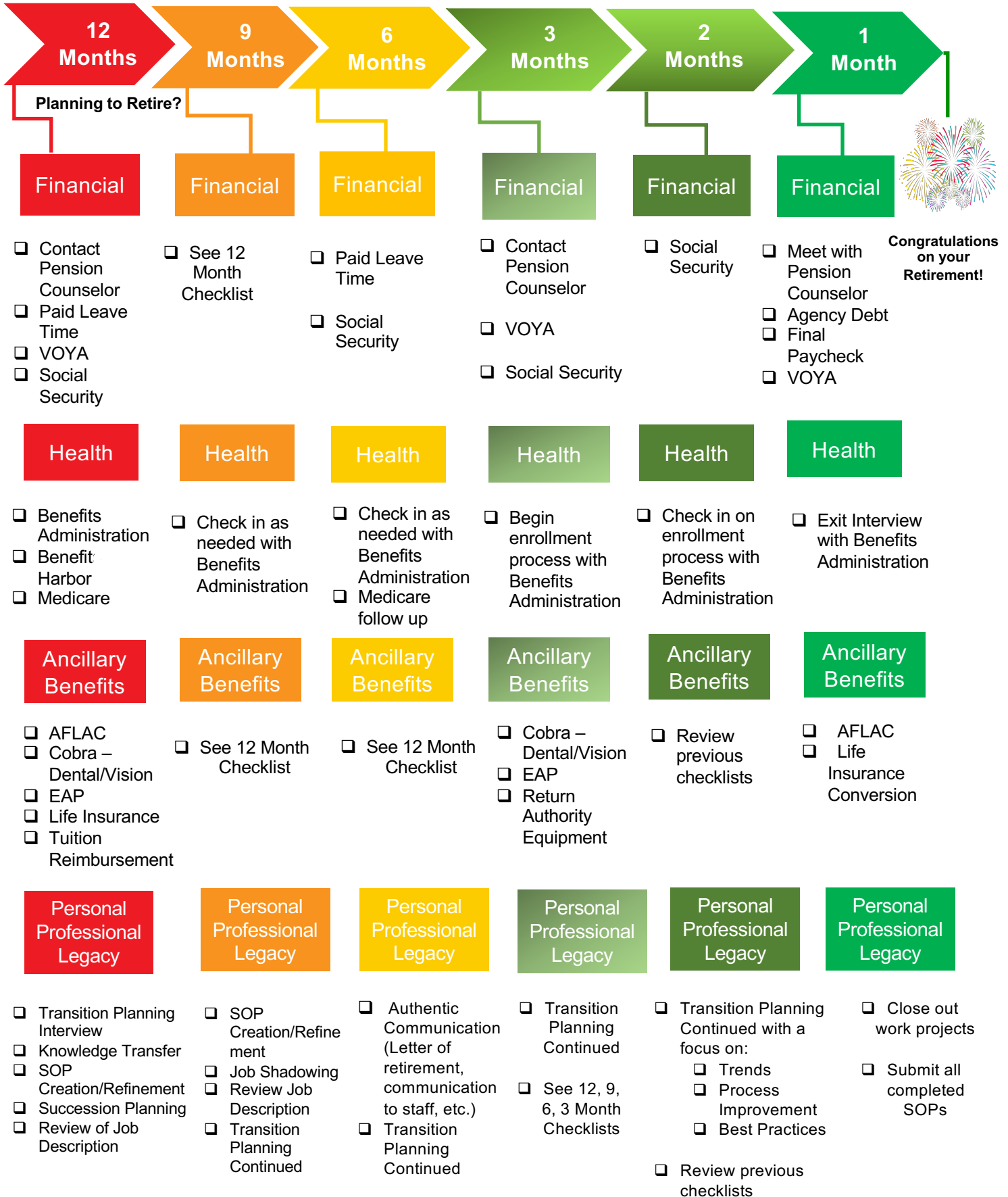
Kelly L Forbes

Kelly Forbes
Director, HRS

Selina Thompkins

Selina Thompkins
Benefits Administration

Retirement Planning Timeline



ARE YOU RETIREMENT READY?



12 Months

12 MONTH CHECKLIST

FINANCIAL

1. Have you contacted your pension counselor?
 - Employees of the State Employees' Retirement System (SERS) will be advised by the SERS regarding their pension. Philadelphia Regional Counseling Center of the Pennsylvania State Employees' Retirement System. The Counseling Center is located in Suite 420, Greenwood Square, Building II, 3331 Street Road, Bensalem, PA 19020. Telephone (215) 244-6592
 - New Jersey Public Employees Retirement System: (PERS) Employees who are members of the NJ Public Employees Retirement System will be advised by the NJ PERS representative regarding their pension. New Jersey Public Employees Retirement System. The office is located at 50 West State Street, P.O. Box 295, Trenton, NJ 08625-0295. Telephone (609) 292-7524
 - TEAMSTERS: Employees who qualify for retirement under the Teamster's Health and Welfare Fund will be advised by a representative regarding their pension. Teamsters Health and Welfare Pension Fund, located at 6981 N. Park Drive, Suite 400, Pennsauken, NJ 08109. Telephone: (856) 382-2400
2. Are your forms up to date?
 - Statement of Assignment-see Benefits Administration (Appendix C)
 - Beneficiary Forms- speak with your pension representative
3. Do you have a 457 Contribution Plan?
 - Do You Need To Make Any Adjustments to Your Contributions?
 - Beneficiary Forms - speak with the VOYA Counselor
 - Contact VOYA Counselor - (610) 374-9201
4. Have You Contacted Social Security Administration Retirement Counselor?
 - Call and talk about plan to retire and requirements for same.
 - Social Security Administration: 1-800-772-1213 or www.ssa.gov
5. Have You Contacted Human Resource Services (856) 968-2223 Regarding Your Paid Leave Banks?
 - Do you have 1993/1996 Sick Leave Hours? See Policy #130 , Appendix A
 - Confirm your Vacation Leave Bank. See Policy #119, Appendix A
 - Confirm your Floating Holidays and OT Booked with Human Resource Services.

All benefits are subject to amendment, change or elimination at the sole discretion of the Board. This document is not intended to imply any guarantee for future coverage of any benefits. Instead, it is intended to serve only as a summary of the options presently available to you as they exist at this time.



HEALTH

- 1. Call Benefits Administration: (856) 968-2211 [email: BenefitsAdministration@drpa.org](mailto:BenefitsAdministration@drpa.org)
 - Are you eligible to receive retiree health benefits based on your date of hire? See Retirement Grid Appendix B
 - If you are eligible, did you discuss with Benefits Administration the premium contribution of the plan that would be applicable to you?
 - Did you notify Benefit Harbor of your impending retirement? Benefit Harbor at 1-877-724-4540
- 2. Medicare: 800-633-4227, 866-486-2048 (TTY) or www.medicare.gov
 - If age 65 and over, did you obtain your Medicare Part B enrollment form from your local Social Security office?
 - If you are a Teamsters employee and 65 or over, did you obtain your enrollment form from your local Social Security Office?

ANCILLARY BENEFITS

- 1. AFLAC
 - Have you contacted your AFLAC representative at (856) 299-5908 to begin discussions about when to stop premium payments?
- 2. Supplemental Life
 - Have you contacted Benefit Harbor at (877-724-4540) or a Symetra representative at (877) 823-5807 to begin discussions about the conversion of your life insurance policy?
- 3. Education Reimbursement
 - Have you contacted HRS at (856) 968-2223 to discuss any outstanding tuition reimbursement issues See Tuition Reimbursement Policy #123 Appendix A.

PERSONAL PROFESSIONAL LEGACY

- 1. Transfer Planning Interview
 - Did you notify your supervisor/director/chief of your retirement date?
- 2. Knowledge Transfer
- 3. Did you create/revise your Standard Operating Procedures (SOPs) for your job duties?
- 4. Succession Planning Considerations
 - Is there someone who should be considered for your position? Discuss with your supervisor.
- 5. Review of Job Description
 - Have you begun to review your job description to see if any updates can be suggested to your supervisor?

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ARE YOU RETIREMENT READY?



9 Months

FINANCIAL

- See 12 Month Checklist for more information.

HEALTH

- See 12 Month Checklist for more information.

ANCILLARY BENEFITS

- See 12 Month Checklist for more information.

PERSONAL PROFESSIONAL LEGACY

- SOP Creation/Refinement
- Job Shadowing
 - Discuss with your supervisor the possibility of job shadowing in order to allow other employees the opportunity to learn the skills/duties associated with your position.
- Review Job Description
 - Review any suggested changes you have with your supervisor.
- Transition Planning Continued

ARE YOU RETIREMENT READY?



FINANCIAL

- Paid Leave Banks (vacation, sick leave, etc.)
- See 12 Month Checklist

HEALTH

- Check in as needed with Benefits Administration (see 12 month checklist for specifics)
- Medicare follow up: 800-633-4227, 866-486-2048 (TTY) or www.medicare.gov

ANCILLARY BENEFITS

- See checklist at 12 months for additional information.

PERSONAL PROFESSIONAL LEGACY

- Authentic Communication
 - Have you submitted a written notice of your retirement to your supervisor and HRS?
- Transition Planning Continued

ARE YOU RETIREMENT READY?



3 MONTHS

3...

FINANCIAL

- Did you follow-up/update your information with the pension counselor(s)?
- Did you follow-up/update your information with your VOYA Counselor?
- Did you follow-up/update your information with the Social Security Office?

HEALTH

- Begin the retiree enrollment process with Benefits Administration.

ANCILLARY BENEFITS

- Review Eligibility for Cobra Dental/Vision Benefits with Benefits Administration.
- Employee Assistance Program terminates the last day employee is on the payroll. Coverage through COBRA is offered on a self-pay basis not to exceed 18 months.
- Have you begun to clear out your workstation, preparing to return Authority-issued equipment?

PERSONAL PROFESSIONAL LEGACY

- Transition Planning Continued
- See checklists at 12, 9, 6 and 3 months.

ARE YOU RETIREMENT READY?



2 MONTHS

2...

FINANCIAL

- If age 65 and over, did you obtain your Medicare Part B enrollment form from your local Social Security office?
- Review previous checklists.

HEALTH

- Check in on the enrollment process with Benefits Administration.
- Review previous checklists.

ANCILLARY BENEFITS

- Review previous checklists.

PERSONAL PROFESSIONAL LEGACY

- Transition Planning Continued with a focus on:
 - Trends
 - Process Improvement
 - Best Practices
- Review previous checklists.

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ARE YOU RETIREMENT READY?



I...

FINANCIAL

- Meet with Pension Counselor.
- Consult with HRS to determine if there is an outstanding Agency Debt.
- Contact Human Resource Services to discuss leave payout allocation for final pay.
- Contact Voya to discuss how to manage your funds, and whether you want to contribute any of your final payout to your Voya account from your final paycheck.

HEALTH

- Attend Exit Interview with HRS and Benefits Administration. You will be contacted by HRS or Benefits Administration.

ANCILLARY BENEFITS

- Make sure all Authority-issued equipment and uniforms are ready to be returned.

PERSONAL PROFESSIONAL LEGACY

- Close out any work projects you are working on and provide status reports to your supervisor.
- Submit all completed SOPs to your supervisor.

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CONGRATULATIONS!!!

You Reached Your Goal!!



Retirement

**Retirement is time to consider with pride
the achievements you've worked for and earned,
To realize all of the ways you have grown
and to treasure the lessons you've learned.**

**Retirement is time to remember so fondly
the good times you've had in the past,
A time to appreciate people you've known
and feel certain those friendships will last.**

**Retirement is time to be fully aware
of the promise that life brings your way,
To believe in your dreams, to follow your rainbow,
to celebrate every new day.**

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APPENDIX A

Policies

- **Policy # 119** VACATION LEAVE, NON-REPRESENTED EMPLOYEES
- **Policy #120** LIFE INSURANCE
- **Policy #123** EDUCATION REIMBURSEMENT
- **Policy #125** BENEFITS UPON SEPARATION OF EMPLOYMENT
- **Policy #125a** SEPARATION FROM EMPLOYMENT
- **Policy #126** BENEFITS FOR EMPLOYEES WHO RETIRE DUE TO AGE AND/OR TERM OF SERVICE
- **Policy #128** RETIREMENT PAYMENT REQUEST
- **Policy #130** SICK LEAVE - NON - REPRESENTED EMPLOYEES
- **Policy #159** SEPARATION PROCEDURE



DELAWARE RIVER PORT AUTHORITY
PORT AUTHORITY TRANSIT CORPORATION

POLICIES &
PROCEDURES MANUAL

SERIES NO. **119**

SUBJECT: **VACATION LEAVE, NON-REPRESENTED EMPLOYEES**

DATE ISSUED: December 20, 2004

NEW

REVISED

X

June 30, 2016

REPLACES

Series #119, dated August 7, 1997

SCOPE

Defines Delaware River Port Authority (“DRPA”) and Port Authority Transit Corporation (“PATCO”) (collectively the “Authority”) policy and procedure regarding accumulation and use of Vacation Leave and reimbursement for unused leave upon separation.

ELIGIBILITY

Temporary with benefits and full-time employees are eligible to earn Vacation Leave based on the following policy.

Summer and temporary employees are specifically excluded from earning Vacation Leave.

Represented employees will be governed by their individual contracts.

POLICY

Vacation Leave may be requested and granted at any time during a calendar year to the extent that the employee would have accumulated such leave as projected through December 31st of that calendar year.

Employees of the Authority are provided the opportunity to take Vacation Leave, consistent with operational requirements. Vacation Leave is authorized by Chiefs/Directors/Department Heads or by those to whom such responsibility has been further delegated by the Chief/Director/Department Heads in writing. The Chief Executive Officer/President approves Vacation Leave schedules for excepted employees.

ENTITLEMENT

The Vacation Leave allotment will be based on the following schedules and calculated from the employees’ Adjusted Service Date.

Full-time employees:

From 0 to, but not including, 5 years of service	80 hours
From 5 to, but not including, 15 years of service	120 hours
From 15 to, but not including, 25 years of service	160 hours
25 and over years of service	200 hours



ENTITLEMENT
(Cont'd.)

**Directors/Department Heads
(appointed to position January 1, 1998 or after):**

From 0 to, but not including, 15 years of service	120 hours
From 15 to, but not including, 25 years of service	160 hours
25 and over years of service	200 hours

**Directors/Department Heads
(appointed to position prior to January 1, 1998):**

From 0 to, but not including, 25 years of service	160 hours
25 and over years of service	200 hours

Excepted employees:

From 0 to, but not including, 25 years of service	160 hours
25 and over years of service	200 hours

Crediting of Vacation Leave Upon Hiring:

When an employee is hired he/she will be credited with a prorated amount of Vacation time based on the number of full months remaining in the calendar year. This proration will be based on 80 Vacation hours per calendar year for temporary with benefits, full-time employees, 120 or 160 Vacation hours per calendar year for Directors, and 160 Vacation hours per calendar year for Excepted employees, and will be rounded to the nearest hour.

Crediting of Vacation Leave at the Beginning of a Calendar Year:

On January 1 of each calendar year employees who were receiving their normal pay (Regular pay, Vacation pay, Sick Leave pay, Administrative Leave pay, or Injured pay) for any reason within thirty (30) days prior to the year's end will receive the new year's Vacation Leave allotment. Employees who exhausted all paid leave prior to thirty (30) days before the end of any year will not receive the new year's Vacation Leave allotment until they return to work on a full-time basis in the new year.



ENTITLEMENT
(Cont'd.)

Crediting of Vacation Leave to Employees who Separate With Less Than One Year of Service:

When an employee with less than one year of service based on the Adjusted Service Date separates from Authority employment the **only** Vacation Leave credited will be at the rate of 80 hours per calendar year for Temporary-with-benefits and Full-Time employees, 120 or 160 hours per calendar year for Directors and at the rate of 160 days per calendar year for Excepted employees, per month worked or portion thereof, rounded to the nearest hour, up to the effective date of termination.

Crediting of Vacation Leave to Employees who Separate With One Year or More of Service:

When an employee with one year or more of service based on the Adjusted Service Date separates from Authority employment, full Vacation Leave allowance for the calendar year of separation will be granted to the extent not taken.


Reimbursement of Vacation Leave Upon Separation:

Upon separation from Authority service, reimbursement for unused accumulated Vacation Leave will be made in money at the employee's current rate of pay.

In case of the death of an employee eligible for reimbursement, all money will be paid to his/her beneficiary as previously designated by the employee on the Authority "Statement of Assignment."

Carryover of Vacation Leave:

Unused vacation leave as of December 31st of each year may be accumulated to a maximum of 30 days (240 hours) and carried over from year to year until separation from Authority service. Vacation leave in excess of the 30 days maximum must be used during the year in which it is accumulated, except upon written approval of the Chief Executive Officer/President. Any such vacation leave which is

 PORT AUTHORITY TRANSIT CORPORATION	POLICIES & PROCEDURES MANUAL	SERIES NO. 120
SUBJECT: LIFE INSURANCE		
DATE ISSUED: August 7, 1997	NEW	REVISED

SCOPE

Describes the process for enrolling in, and making changes to, Basic Term Life Insurance (including Accidental Death and Dismemberment Benefits), Supplemental Life and Dependent Life Insurance benefits provided under the PATCO group life insurance policy for eligible PATCO employees.

PURPOSE

This policy outlines the procedure for enrollment, changes in coverage and beneficiary changes only. Employees should refer to the PATCO Employees' Group Benefits Plan handbook and any applicable collective bargaining agreements for information regarding their rights to coverage, costs, and any other terms, limitations and conditions.

PROCEDURE

Unless otherwise specified in a collective bargaining agreement or by an official memorandum the following process and coverage will apply. All questions regarding coverage should be directed to the Supervisor & Compensation or any other designated person(s) in the Human Resource Services office.

1. **BASIC COVERAGE:** Basic Term Life Coverage, which includes Accidental Death and Dismemberment Benefits, is provided to all **regular full-time** and **temporary-with-benefits** employees. The cost of Basic Term Life Insurance coverage is paid by the PATCO.
2. **ENROLLMENT:** During new hire orientation all eligible employees will be required to complete an enrollment form for basic life and AD&D coverage. During that time a beneficiary (ies) will be designated. Also employees, if eligible, will be provided the option to purchase either/both Supplemental Life coverage and/or Dependent Life coverage.

At each **open enrollment** or within 30 days after a **change in life** status, such as birth of a new child or marriage, or change of job classification which into a **new eligibility group**, eligible employees will be permitted to increase or add any of the optional coverages.



Coverage can be terminated at any time and will be done after a request to do so is made in writing and submitted to the Human Resource Services Department. Change in beneficiary (ies) can be made at anytime and as often as an employee desires.

PROCEDURE
(cont'd.)

3. **CHANGES IN COVERAGE:** Changes in coverage, additions to coverage and changes in beneficiaries will be official only if such changes are made during an official enrollment or change in life status period and such changes are made on the applicable forms provided by the insurance carrier and the completed form is returned to the Human Resource Services office within the prescribed time frame. Enrollment and change forms can be obtained in the Human Resource Services office.
4. **OPTIONAL COVERAGE:** If an employee is eligible for and elects either Supplemental Life and/or Dependent Life optional coverage, he/she will be entitled to the prevailing PATCO group rate for such coverage and the full cost for coverage will be paid by the employee through payroll deduction during the first pay period of each month. Employees should refer to their collective bargaining agreements and/or the Group Benefits Plan handbook to determine if they are eligible for either supplemental or dependent coverage.
5. **PAYMENT METHOD WHILE ABSENT:** If an employee being marked absent without pay while out of work on an approved medical leave or any other leave of absence resulting in insufficient payroll during the first pay period of a given month to cover their deductions for any optional coverage, it will be the responsibility of the employee to make payment for coverage directly to the PATCO and submit such payments to the Finance Department no later than the first day of the each month while out on absent status. Failure to pay for optional coverage within 30 days of the aforementioned due date will result in termination of optional coverage. If your insurance terminates for failure to pay the required premium, you will be unable to reinstate that coverage until the next open enrollment or qualifying change in life status event.



6. **EMPLOYMENT TERMINATION:** In the event that employment ends either voluntarily or involuntarily for reasons other than retirement due to age or service, **all** life insurance coverage shall immediately terminate effective the last day of employment. Please check with Group Benefits Plan handbook for your rights to convert your coverage to a personal policy and continue coverage outside of the PATCO Group Life contract. Employees are provided an exit interview with the Human Resource Services Department. Information regarding continuation of coverage can be obtained at that time. Also refer to series no. 125 of this policy manual to obtain more information regarding your rights to convert life coverages.

7. **RETIREMENT:** If employment terminates as a result of retirement due to age or service, the retiree is provided with a permanent Basic Term Life, **excluding AD&D coverage**, in an amount no less than 40% of the base annual salary adjusted the higher multiple of \$1,000.00 if not already a multiple thereof (see the Group Benefits Plan handbook for the definition of base annual salary). At the time of retirement a 12% reduction will be taken from the amount you were insured on the last day you were actively employed. An additional 12% will be taken each year for the next four years thereafter on the anniversary date of the individuals retirement. At no time will the minimum level of coverage Basic Life coverage fall below 40% of the individuals pre-retirement Basic Life coverage. Please check with Group Benefits Plan handbook for your rights to convert your coverage to a personal policy and continue coverage outside of the PATCO Group Life contract. Employees are provided an exit interview with the Human Resource Services Department before retirement. Information regarding continuation of coverage can be obtained at that time. Also refer to series no. 125 of this policy manual to obtain more information regarding your rights to convert life coverages.

8. **SUBMITTING A CLAIM:** When a claim is made, the Human Resource Services Department should be notified immediately. The Human Resource Services Department complete the proper forms and secure the necessary paperwork from the estate and coordinate the processing of the claim with the insurance carrier.

PROCEDURE
(cont'd.)

9. **BENEFICIARY OF RECORD:** Benefits will be paid to the last beneficiary (ies) of record in the employee benefits file located and maintained in Human Resource Services office.

10. **DUAL EMPLOYMENT:** If both husband and wife are employed by the PATCO and/or PATCO, only one may purchase dependent life coverage and spousal life insurance is not available.

11. The Group Insurance Plan has been described in a general manner in this policy. The benefits are described more fully in the individual certificates/handbooks given to insured employees. The extent of the insurance for each individual, the terms, limitations and restrictions are governed at all times by the complete terms of the Master Group Insurance policy or policies issued by the Group Life insurance carrier.



DELAWARE RIVER PORT AUTHORITY
PORT AUTHORITY TRANSIT CORPORATION

POLICIES &
PROCEDURES MANUAL

SERIES NO. **123**

SUBJECT: **EDUCATION REIMBURSEMENT PROGRAM**

DATE ISSUED: October 15, 2009

NEW

REVISED

X

REPLACES

Series #123, dated January 9, 2006

SCOPE

Describes the Delaware River Port Authority (DRPA) and Port Authority Transit Corporation (PATCO) (collectively, the Authority) policy on educational assistance to employees and authorization procedure for reimbursement of tuition and other approved costs.

POLICY

The Authority sponsors an Education Reimbursement Program for approved off-duty education courses for its regular full-time employees within the limits of available funds. Eligible employees must be on the active payroll for at least one year prior to the time he/she commences a course. Employees who have successfully completed the prescribed orientation period are eligible to apply for consideration of education refund authorization.

- **Effective January 1, 2010, reimbursements for both Undergraduate and Graduate degree courses will have a limit of Five Thousand Dollars (\$5,000.00) per calendar year, with a grade of C or above or Pass of Pass/Fail.** Until then, reimbursements are limited to two thousand five hundred dollars (\$2,500.00) per calendar year

Eligible employees will be reimbursed only for courses of study related to the employee's job, either present or prospective. **The Human Resource Services Department will review school selection for reasonable cost.** Tuition reimbursement in specialized professional degrees will be approved only with written authorization from the CEO/President.

The Authority's Education Reimbursement Program provides financial assistance to eligible employees after successfully completing courses for which prior approval of management has been received. To be eligible, courses or programs must be offered by accredited institutions of learning. No reimbursement will be made for a course not completed. In addition, where applicable, a copy of diploma or certification must be turned into Human Resource Services for inclusion in the employee's personnel file. The Authority will reimburse 100% of the cost of registration and



POLICY
(cont'd)

tuition as long as it does not exceed the \$2,500.00 (effective 1/1/2010 - \$5,000.00) annual limit. **Courses to prepare employees for the taking of entrance exams (e.g. SAT, GMAT) review courses and preparatory courses needed to enter a degree program are not covered by the Education Reimbursement Program.** If the employee receives reimbursement under any other educational assistance program (e.g. scholarship, grants, Veteran's Administration allowance, etc.) the Education Reimbursement Program will cover remaining approved expenses after the other assistance has been applied. All reimbursements may be subject to tax withholdings in accordance to applicable laws.

Except for Authority – authorized attendance at the Police Academy, educational courses shall be pursued on personal time. School assignments shall not be worked on during work hours.

In order to be eligible for reimbursement upon completion of the course(s), an employee must be on the active payroll, or on an approved leave of absence (not to exceed sixty (60) days) or laid off. Employees who receive education assistance pursuant to this policy must agree in writing to repay the Authority the cost associated with said course(s). Employees who voluntarily leave the Authority, or are terminated for cause prior to completing an approved course, will not be reimbursed for associated expenses.

Any employee who voluntarily leaves the Authority, or who is terminated for cause within three (3) years of a reimbursed course, shall repay the funds in the following manner:

- a) Payment in full will be due prior to the date of the employee's separation of employment at the Authority.
- b) Amounts owed will be charged against employee's remaining accrued leave balance owed to employee at the time of separation. If the employee's leave balance is inadequate to repay tuition, the remaining amount owed shall be immediately paid in full by the employee in a manner and timeframe that is acceptable to the Authority.



POLICY
(cont'd)

- c) In the event that the employee is not able to satisfy the debt at the time s/he separates his/her employment, the Authority shall exercise all of the rights it may have under the law, including but not limited to pursuing a lien against the employee's personal assets or placing an agency lien against the employee's pension, among other legal options.

Any Public Safety employee/recruit who the Authority has sponsored to attend a Police Academy, and who separates from Authority service or who is terminated for cause within three (3) years of completion of the Police Academy, must repay the Authority for all costs incurred by the Authority for the employee's attendance at the Police Academy. This includes all cost of tuition, fees, books, and uniforms (that are not returned in condition satisfactory to the Authority). Police recruits are required to agree to this, in writing, prior to being sponsored by the Authority to attend any Police Academy. The form of agreement is attached to this policy.

The Human Resource Services Department will be responsible for the overall administration and interpretation of the Authority's Education Reimbursement Program.

APPROVAL
PROCEDURE

Prior to registration, the employee must complete all of the following steps:

1. Retrieve and complete the Request for Education Reimbursement Program application (029) from the I-form directory or directly from Human Resource Services. The application will be completed and signed by the employee and forwarded to the responsible Chief/Director/Department Head for review and approval.
2. The Chief/Director/Department Head will assess the merit of the requested course(s) for educational assistance funds and recommend approval or disapproval before submittal of the application to Human Resource Services. If a graduate degree is being pursued, written justification and approval must be submitted by the employee's Director and Chief. Written approval of the CEO/President also must be obtained



for graduate degree course work.

APPROVAL
PROCEDURE
(cont'd)

3. Final approval or disapproval of the request for reimbursement of educational expenses will be made by the Human Resource Services Department. A copy of the approved or disapproved application will be returned to the employee.

REIMBURSEMENT
PROCEDURE

Upon satisfactory completion of the approved course(s) the employee must submit to the Human Resource Services Department a certified transcript or statement from the education institution of their grade(s) and an itemized receipt for approved expenses. In addition, the statement must indicate that no claimed costs are being borne in whole or in part by any other agency or fund. Human Resource Services will then forward this information to the Finance Division which will make reimbursement through the payroll process, less any applicable taxes directly to the employee concerned.



DELAWARE RIVER PORT AUTHORITY
PORT AUTHORITY TRANSIT CORPORATION

POLICIES &
PROCEDURES MANUAL

SERIES NO. **125**

SUBJECT: **BENEFITS UPON SEPARATION OF EMPLOYMENT**

DATE ISSUED:

NEW

REVISED

X

January 14, 2011

REPLACES

Series #125, dated February 26, 2007

SCOPE

Defines policy and procedure for the termination of Delaware River Port Authority and Port Authority Transit Corporation (collectively, the "Authority") provided insurance benefits, both contributory and non-contributory, upon separation of employment of an eligible employee in the event of retirement, termination, resignation or death. Also defines the process for applying for continuation of such coverage on a self-paid basis and the issuance of certification of prior health care coverage.

POLICY

All Authority provided Group Health, Prescription, Dental, Vision, Life and other related insurance coverage, whether the coverage is contributory or non-contributory, available to a benefits eligible employee shall cease at the end of the month in which the separation occurs. Individuals who separate from employment may be eligible for benefits upon retirement under the policies of DRPA and/or PATCO as they may exist as of the date of retirement and from year to year. All benefits are subject to amendment, change or evaluation at the sole discretion of the Board at any time. These policies do not intend or imply any guarantee for future coverage of any benefits, premium contribution or co-pays.

EXIT INTERVIEW

Upon separation of employment, employees will be offered a confidential exit interview with the Program Administrator. At this meeting employees will complete an Employment Termination form and any other necessary paperwork. Employees will be counseled as to their entitlement, **if any**, to continuation of benefits coverage under any of the Authority group insurance plans for which they were eligible while an active employee of the Authority. **Retirement eligible employees who are terminated for "cause" do not qualify for Authority retirement benefits (i.e., life insurance, medical and prescription coverage).** Retiring employees should also refer to policy number 126 in this manual for a detailed explanation of the benefits available to employees who retire from employment due to age and/or service. If an employee is unable to personally attend an exit interview, the necessary paperwork and information will be forwarded by mail. Delay or failure to attend or



arrange an exit interview will not extend insurance coverage beyond an employee's last day of active employment on the payroll.

CONTINUATION OF BENEFITS

Some of the Authority's Group Health, Life and other employee benefit plans provide an option for individuals separating from employment to convert existing coverage to a personal policy. Converted coverage is provided on a self pay basis at a non-group rate. Also the Consolidated Omnibus Budget Reconciliation Act ("COBRA") requires an employer to offer employees the continuation of those benefits for which COBRA continuation coverage is offered; and those benefits which permit continuation at the employee's expense outside of COBRA and/or conversion to a private individual policy of coverage. Coverage under COBRA is provided on a self pay basis but at the Authority group rate, plus any applicable administrative charges. Coverage under COBRA is provided for a definite time period which depends on the qualifying event. At the exit interview employees will be provided a detailed explanation of what benefits they are entitled to convert/continue and the terms and conditions for which they may do so. The Program Administrator will provide the necessary forms for a conversion/continuation of coverage and where required, provide assistance in the application process. In accordance with the Health Insurance Portability and Accountability Act (HIPAA), employees who request will receive a Certificate of Group Health Coverage. This certificate enables an individual who has separated from employment to establish prior health insurance coverage in the Authority group health benefits plan thereby reducing or eliminating any pre-existing condition clauses in their subsequent group health insurance coverage. Detailed information regarding COBRA and HIPAA are provided at the time of the exit interview.

PENSION ELIGIBILITY

The Authority does not provide counseling regarding pension related matters. Therefore, employees are encouraged to arrange for a consultation with a representative of the State Employees Retirement System (SERS), Public Employees Retirement System (PERS) or if represented by Teamsters, the applicable Teamsters retirement representative to determine their rights to any pension benefits or employee paid contributions, if any, as soon as they learn/believe that they may be separating from employment.

NOTIFICATION OF DISCHARGE

A copy of the written Notification of Discharge will be forwarded by the originating party to Human Resource Services no later than the effective date of discharge. Upon receipt of the written Notification of Discharge, Human Resource Services will remove the discharged

NOTIFICATION



OF DISCHARGE
(cont.'d)

employee from eligibility status for all Authority-provided benefits coverage (excepting vested pension rights, when applicable) on the appropriate date.

Written notification of termination of benefits will be forwarded by Human Resource Services to the following:

1. Insurance Carrier and/or Third Party Insurance Administrator.
2. DRPA/PATCO Payroll Systems.
3. Benefits Section File.



DELAWARE RIVER PORT AUTHORITY
PORT AUTHORITY TRANSIT CORPORATION

POLICIES &
PROCEDURES
MANUAL

SERIES NO. **125a**

SUBJECT: **SEPARATION FROM EMPLOYMENT**

DATE ISSUED: **September 1, 2018**

NEW

X

REVISED

SCOPE

This Policy applies to all DRPA and PATCO employees.

POLICY

Employees who voluntarily separate from employment are considered to have resigned their employment at the Authority. A voluntary separation occurs when an employee separates from Authority employment due to resignation, retirement or job abandonment

PROCEDURES

1. Notice of Resignation or Retirement

In all cases of voluntary resignation (one initiated by the employee), an employee should provide a written notice to his/her supervisor and to Human Resource Services (HRS) at least ten (10) working days in advance of his/her last day of work. However, the Authority will accept verbal notices also. The ten (10) days must be actual working days.

Employees who provide the requested amount of notice will be considered to have resigned in good standing and generally will be eligible for rehire. If an employee provides less notice time than requested, the Authority may deem the individual to be ineligible for rehire depending on the circumstances regarding the notice given.

2. Confirmation of Notice

The Authority will send the employee a confirmation of its receipt of the notice of resignation/retirement letter within five (5) business days.

3. Payment in lieu of resignation notice

On occasion, an employee who quits may be asked to stop working immediately instead of remaining until the end of the notice period. If this happens, the employee will receive his/her payment for the entire notice period.



PROCEDURES

(cont'd)

4. Requests to rescind a notice of resignation or retirement

Employees are encouraged to discuss concerns about their continued employment before making a final decision to resign or retire.

The Authority will decide whether or not to grant a request to rescind a notice of resignation/retirement on a case-by-case basis. The Authority will notify the employee of its decision within five (5) business days.

5. Job Abandonment

Job abandonment, which is failure to show up for work for three (3) consecutive work days without giving any notice, is also considered a resignation (or voluntary termination). Employees who abandon their jobs will not be granted the right to rescind their voluntary termination.

6. Exit Meeting

Resigning or retiring employees will be scheduled for an exit meeting to ensure that all tools and equipment are returned and to provide an opportunity to discuss any questions or concerns related to employment with the Authority. Employees who fail to return all Authority property, including keys, credit cards, tools, uniforms, cellular phones, laptops and other equipment, may be subject to legal proceedings by the Authority.

7. Rehire

Employees who leave on good terms are eligible for rehiring. Once rehired, they may or may not be considered new employees depending on how much time has passed since they were last employed by the Authority. If they're considered new employees, they may not be given benefits related to their length of employment and seniority.



DELAWARE RIVER PORT AUTHORITY
PORT AUTHORITY TRANSIT CORPORATION

POLICIES &
PROCEDURES MANUAL

SERIES NO. **125a**
CONTINUED

Other applicable policies

See also Series No. 125, Benefits upon Separation of Employment.

PROCEDURES

(cont'd)



DELAWARE RIVER PORT AUTHORITY
PORT AUTHORITY TRANSIT CORPORATION

POLICIES &
PROCEDURES MANUAL

SERIES NO. **126**

SUBJECT: **BENEFITS FOR EMPLOYEES WHO RETIRE DUE TO
AGE AND/OR TERM OF SERVICE**

DATE ISSUED: August 7, 1997

NEW

REVISED

X

January 14, 2011

REPLACES

Series #126, dated January 27, 2010

SCOPE

Outlines the policy and procedure for retirement of regular full-time employees of the Delaware River Port Authority (“DRPA”) and Port Authority Transit Corporation (“PATCO”) who are eligible for benefits upon retirement under the policies of the DRPA and PATCO as they may exist as of the date of retirement, and from year to year. **All employees must understand that the provisions of this policy, as well as those of other policies at the DRPA and PATCO, are subject to amendment, change or elimination and any time at the direction and within the sole discretion of the DRPA or PATCO Board.**

Please note that with the exception of the new provisions herein pertaining to geographic coverage and benefits eligibility for those hired on or after January 1, 2007, the intent of this policy is to clarify the Authority’s long-standing policies and procedures regarding a regular full-time employee’s eligibility for benefits upon retirement under the policies of the Authority as they may exist as of the date of retirement.

The benefits covered by this Series126 are: (1) Medical Benefits in Retirement for retirees who are under the age of 65; (2) Medical Benefits for Retirees who are 65 years of age or older; (3) Prescription coverage for retirees under the age of 65; (4) prescription coverage for retirees who are 65 years of age or older; (5) life insurance coverage; (6) the employee newsletter;

Note that the DRPA and PATCO do not provide vision or dental coverage to retirees.

All benefits are subject to amendment, change or elimination at the sole discretion of the Board at any time. This policy is not intended to imply any guarantee for future coverage of any benefits, premium contributions, or co-pays.



ELIGIBILITY

Regular Full Time Employees of the DRPA and PATCO are eligible for certain retirement benefits as set forth below and with the geographic restrictions stated below. DRPA/PATCO employees considering retirement should contact the Benefits Administration Department to discuss Authority sponsored benefits for which they may be eligible at the time of retirement.

All regular full-time employees of the :

DRPA

hired before 01/01/1998
10 years of continuous service for medical coverage
55 years old for prescription

hired on or after 01/01/1998
10 years of continuous service plus
55 years old for medical & prescription coverage

hired on or after 01/01/2004
20 years of continuous service plus
55 years old for medical & prescription coverage

hired on or after 01/01/2007
no medical or prescription coverage regardless of years
of service
no opt- out benefit is available

PATCO

hired before 01/01/2004
10 years of continuous service plus
55 years old for medical & prescription

hired on or after 01/01/2004
20 years of continuous service plus
55 years old for medical & prescription coverage

hired on or after 01/01/2007
no medical or prescription coverage regardless of years
of service
no opt- out benefit is available



ELIGIBILITY
(cont'd)

All plans are subject to amendment or change at the sole discretion of the Board at any time. This policy is not intended to imply any guarantee for future coverage of any specific benefits plans.

GEOGRAPHIC COVERAGE:

Medical and Prescription plans for DRPA and PATCO retirees may provide for benefits only within a defined "coverage area" as specified in the agreement between DRPA and or PATCO and its insurer. Retiree eligibility remains the sole discretion of the Board of Commissioners. If DRPA or PATCO elects in its sole discretion to self insure any medical or prescription benefit, then DRPA and or PATCO may also provide coverage only within a defined geographic coverage area. Because such provisions may change from time to time, retirees and employees considering retirement should contact the DRPA/ PATCO Benefits Administrator to obtain this information.

POLICY

Effective January 1, 1987, the Age Discrimination in Employment Act Amendments of 1986 prohibit the mandatory or involuntary retirement of most employees merely because of their age. Therefore, with limited exceptions, DRPA employees who wish to continue working past age sixty-five may do so provided their job performance is satisfactory.

The Age Discrimination in Employment Act Amendments allow the compulsory retirement of a 65-year old employee who, for the two year period immediately before retirement, is employed in a bona fide executive or a high policy-making position, if such employee is entitled to an immediate nonforfeitable annual retirement benefit from a pension, profit-sharing, savings or deferred compensation plan, or any combination of such plans, of the employer of such employee, which equals in the aggregate at least \$44,000. If the foregoing criteria are met, the DRPA may set a mandatory retirement age of 65, or above, on its top management positions.

BENEFITS

Employees who qualify for retirement under the Teamster's Health and Welfare Fund will be advised by a representative regarding their pension. Employees of the State Employees' Retirement System (SERS) will be advised by the SERS regarding their pension. Employees who are members of the NJ Public Employees Retirement System will be advised by the NJPERS representative regarding their



BENEFITS
(cont'd)

pension. Eligible retirees will receive medical, prescription and life insurance benefits in accordance with the Authority's existing benefit plans, which are subject to amendment or change at the sole discretion of the Board at any time.

The spouse of a deceased retiree who participated in State Employees Retirement System may be eligible to continue medical benefit coverage (at his or her expense) under the provisions of Pennsylvania Act 183 provided the election is made within the time prescribed by law. The spouse and any dependents of the deceased employee/retiree will receive notification from the third party administrator concerning continuation of benefits of which they may be entitled.

The spouse of a deceased retiree who participated in New Jersey Public Employees Retirement System may be eligible to continue medical benefit coverage (at his or her expense) under the provisions of the New Jersey State Health Benefits Program, provided the election is made within the time prescribed by law. The spouse and any dependents of the deceased employee/retiree will receive notification from the third party administrator concerning continuation of benefits of which they may be entitled.

Health care coverage (medical and prescription) for children of employees/retirees shall cease upon the death of the employee/retiree. Medical and prescription coverage shall cease on the last calendar day of the month of the employee/retiree's death. The participant may elect to continue the medical and prescription benefits (at his or her own expense) under COBRA for a period not to exceed 36 months.

Retired employees will continue to receive:

DRPA - the employee newsletter

PATCO - the employee newsletter

If a former Authority employee has retired and that former employee was, at the time of their retirement, qualified for "retiree benefits" as set forth in this policy, above, and if thereafter that former employee/retiree subsequently returns to service at the DRPA or PATCO as a full time employee, he or she shall retain or "freeze" all retiree benefits to which

RETIREES WHO
RETURN TO WORK
WITH THE AUTHORITY



RETIREES WHO
RETURN TO WORK
WITH THE AUTHORITY
(cont'd)

he or she was entitled at the time of his or her original retirement and as described above for the length of the employment with DRPA or PATCO.
NOTE: The retiree would be advised to consult with SERS or PERS to determine what if any impact returning to full time duty would have on their pension benefits.

Upon being rehired, the former retiree shall be considered a “new employee” and will be entitled to such benefits as are offered to individuals hired during the period in which the former retiree was rehired, including but not limited to employee life insurance benefits. When the former employee who has returned to the employ of DRPA or PATCO decides to terminate his or her employment with the DRPA or PATCO, that employee shall be permitted to resume his or her former status as a “retiree”, with all of the benefits attached thereto, subject to any changes in those benefits that may have been approved by the DRPA Board with application to all retirees in the same classification.

If the former retiree remains in the employ of the DRPA or PATCO for at least one consecutive year, then his or her Current Hire Date shall be adjusted to include any previous service as a Temporary with benefits, graded, ungraded, excepted, IBEW, FOP, SOA, Teamster or IUOE employee and will be credited to create a new “Adjusted Service Date” as defined by Series #115 of the Authority Policies and Procedures Manual. Thereafter, during the term of employment, the Adjusted Service Date shall be used for calculating vacation allotment only (unless otherwise provided for in an employee’s union contract). The Adjusted Service Date shall not be used to qualify an employee who is not otherwise eligible to receive retiree benefits.

A retired employee who was re-hired before January 1, 2007 by the second agency (i.e., DRPA or PATCO), and thus is eligible to obtain retiree benefits from the second agency, would only receive one set of retiree benefits (i.e., medical, prescription and retiree life insurance) upon retiring from the second agency.

A retired employee who returns to work as an active employee will have his or her retiree life insurance benefit frozen during the period of re-employment and instead will receive the life insurance benefit as an active employee as per DRPA/PATCO Policy, “Life Insurance” (Series 120). If the employee dies during active service, he or she will be eligible to receive only the active life insurance benefit. Upon separation from



RETIREES WHO
RETURN TO WORK
WITH THE AUTHORITY
(cont'd)

employment, the employee's retiree life insurance benefit will be reinstated at the benefit amount as of the time of re-employment, and if the benefit has not been reduced by the full 60% reduction at the time of reinstatement to retiree status, said reduction will continue from the point of reinstatement until said 60% is reached pursuant to Policy Series #120 as hereinabove referenced.

As stated previously, all benefits are subject to amendment change or elimination at the sole discretion of the Board. This document is not intended to imply any guarantee for future coverage of any benefits. Instead, it is intended to serve only as a summary of the options presently available to you as they exist at this time.

PROCEDURE

Employees considering retirement may obtain pension-related information and counseling from the:

- Teamsters Health and Welfare Pension Fund, located at 6981 N. Park Drive, Suite 400, Pennsauken, NJ 08109. Telephone: (856) 382-2400
- Philadelphia Regional Counseling Center of the Pennsylvania State Employees' Retirement System. The Counseling Center is located in Suite 420, Greenwood Square, Building II, 3331 Street Road, Bensalem, PA 19020. Telephone (215)215-244-6592
- New Jersey Public Employees Retirement System. The office is located at 50 West State Street, P.O. Box 295, Trenton, NJ 08625-0295. Telephone (609) 292-7524

Employees who are considering retirement should contact the Human Resource Services Department to schedule an appointment to discuss retirement benefits and issues.

As individual cases may differ depending on various factors (ie, date of hire, collective bargaining unit at the time of retirement, age at the time of retirement, etc.) DRPA/PATCO employees considering retirement should contact the Benefits Administration Department to discuss Authority sponsored benefits for which they may be eligible at the time of retirement. Once the employee has decided to retire, he/she should schedule an appointment with Human Resource

Services for an exit interview.

RESPONSIBILITIES

Benefits Administration will distribute to employees any literature available concerning retirement benefits, and will post or distribute for posting on bulletin boards any notices regarding retirement matters.



DELAWARE RIVER
PORT AUTHORITY

POLICIES &
PROCEDURES MANUAL

SERIES NO. **128**

SUBJECT: **RETIREMENT PAYMENT REQUEST**

DATE ISSUED: August 7, 1997

NEW

REVISED

REPLACES

Series #437, dated April 1, 1986

SCOPE

Outlines the policy and procedure for requesting approval and payment of all monies due to employees at retirement.

APPLIES TO

All regular full-time and temporary-with-benefits employees of the DRPA who meet the current eligibility requirements as established by the State Employees' Retirement Board of the Commonwealth of Pennsylvania.

POLICY

Employees who have accepted retirement will receive all monies owed to them by the DRPA in one lump sum payment within a reasonable period of time after the last day of work, less appropriate mandatory taxes and other deductions. Monies owed in no case will be paid later than 15 days after the last day of work. The employee will, after the last day of employment with the DRPA, be transferred for insurance purposes to the retired group.

PROCEDURE

Employee Termination Form (A-004, Rev. 12/77) must be completed. Human Resources will forward the Employee Termination Form to the Finance Division for computation of the amount of reimbursement due the retiring employee for any vacation, holiday, sick leave and overtime accrued.



DELAWARE RIVER
PORT AUTHORITY

POLICIES &
PROCEDURES
MANUAL

SERIES NO. **130**

SUBJECT: **SICK LEAVE - NON - REPRESENTED EMPLOYEES**

DATE ISSUED: November 19, 2010

NEW

REVISED

X

May 7, 2018

REPLACES

Series #130 dated, June 30, 2016

REFERENCE

Commission Resolutions dated May 15, 1974; August 20, 1975; November 21, 1979; December 17, 1986; and April 1, 1987; Sick Leave Buy Back Memo of November 5, 2010.

SCOPE

Prescribes policy and procedure for non-represented regarding eligibility, use, control, accumulation, and reimbursement for accrued sick leave upon separation.

ELIGIBILITY

Temporary-with-benefits, graded, and excepted employees are eligible to earn Sick Leave based on the following policy.

Summer and temporary-without-benefits employees are specifically excluded from earning Sick Leave.

Contract employees will be governed by their individual contracts.

POLICY

The DRPA seeks to promote a conscientious and responsible attitude toward Sick Leave utilization by its employees. Authority management recognizes that meeting its responsibilities to the general public requires good attendance by its employees. Timely notification of an absence from scheduled work is similarly important. Excessive absenteeism increases the work load of fellow employees, requires the rearrangement of work schedules and the reassignment of employees, disrupts work flow, and may affect morale and the quality of service provided.

In short, good attendance is a required part of the job. Toward that end and in their own self-interest, employees are encouraged to have periodic physical examinations and to participate in physical fitness or wellness programs. Such activities help to promote and maintain good health, reduce health insurance costs, increase employees' ability to safely and satisfactorily perform their regular work, and enhance overall employee well-being.

Chiefs/Directors are delegated the authority to grant Sick Leave for employees under their jurisdiction provided the employee affected has the



POLICY
(cont'd.)

requisite Sick Leave balance to cover the Sick Leave authorized.

Employees will use Sick Leave credited in the current year before any Sick Leave previously accumulated. Employees will normally accumulate all Sick Leave days not used in a given year (minus any bought back), adding these to the previous total of accumulated Sick Leave Days, if any.

Sick Leave is a valuable privilege which should not be abused and not confused with time off for job-connected injuries. Abuse of this employee benefit is considered a serious matter by the DRPA and can have serious consequences. In order to substantiate payroll records, supervisors must be assured to their satisfaction that Sick Leave absence is in fact due to illness.

Chiefs/Directors shall review cases of apparently excessive or unjustified Sick Leave. In reviewing such cases Chiefs/Directors must keep in mind that an employee's use of Sick Leave could be due to a reason covered under the FMLA. Chiefs/Directors must consult with Human Resource Services on issues relative to extensive use/abuse of Sick Leave. When cases of extensive or unjustified Sick Leave have been identified, Chiefs/Directors will take appropriate action and /or make appropriate recommendations to the Chief Executive Officer based on the following parameters.

If abuse of Sick Leave by an employee has been established to management's satisfaction, disciplinary procedures will be enforced subject to Series No. 150, "Disciplinary Process". The offending employee will initially be given two (2) verbal warnings, counseling on the discontinuance of the inappropriate behavior. If the Sick Leave abuse continues, two (2) written reprimands will be issued. Supervisors are to retain records of these actions.

Should there be a continuation of Sick Leave abuse after the verbal warnings and written reprimands have taken place, the employee will be subject to the following progressive penalties imposed pursuant to Series No. 150, "Disciplinary Process":

- 1st offense ----- one (1) day suspension without pay
- 2nd offense ----- three (3) days suspension without pay
- 3rd offense ----- five (5) days suspension without pay
- 4th offense ----- ten (10) days suspension without pay
- 5th offense ----- termination



**NOTIFICATION
PROCEDURE**

However, management retains the right to administer discipline in any manner it deems appropriate under prevailing circumstances, up to and including, the imposition of termination for a first offense.

When an employee is ill and unable to report for work, his/her immediate supervisor will be advised of this fact on or before the normal starting time. Employees on shift work shall give notice at least one hour before their scheduled starting time to permit rearrangement of schedules.

Employees will make every effort to contact their supervisors personally to ensure delivery of this message. If the supervisor cannot be reached, the individual taking the message will relay it to the supervisor as soon as possible. Failure to provide notice of Sick Leave absence in accordance with this policy may, upon review by the employee's supervisor, be considered unauthorized absence for which the employee will not be paid. When reporting in sick, employees will advise the expected date of return to work, if known.

If an employee is absent prior to a scheduled day(s) off and the absence will extend through the subsequent work days, the employee must notify his/her supervisor of the employee's intent to remain on Sick Leave after the scheduled day(s) off. If notification is not received from the employee on the first work day after the scheduled day(s) off, it will be assumed that the employee intends to return to work that day, and if the employee does not report for duty he/she will be charged with unauthorized absence.

**HEALTH CARE
PROVIDERS**

A Health Care Provider's certificate is not normally required for illness causing absence for two (2) consecutive working days or less. A certificate is normally required for illness resulting in absence of more than two (2) consecutive working days. (Note: Sick Leave absence separated by a day or days off for any reason is considered absence on consecutive work days.) **The Health Care Provider's certificate should include the confirmation that in addition to the employees requiring care from the provider, the condition (not specifically identified) for which treatment was rendered resulted in either the providers order prohibiting the employee from reporting for work or the employees inability to report for work and site the dates on which attendance for duty was prevented due to illness or injury.** The Health Care Provider's certificate must be presented to the employee's supervisor upon return to work. A copy of each Health Care provider's certificate furnished by an employee should be forwarded to the Benefits



**ABSENCE ON A
HOLIDAY - SHIFT
WORKERS**

Administration Department for inclusion in the employee's medical file, which is separate from the employee's personnel file. Supervisors are prohibited from keeping a copy of the Health Care Provider's certificate. If a shift work employee is scheduled to work on an approved holiday and reports that he/she is absent due to illness, the absence will be charged to the Holiday and not to Sick Leave.

**WORK-RELATED
INJURIES**

Absence due to work-related injuries will not be charged to Sick Leave if the physician assigned by the Authority indicates that the employee is unable to work. If the Health Care Provider certifies that the employee is able to work and the employee continues to remain absent, the absence will fall under the "policy" provisions detailed earlier. If subsequent abuse of Sick Leave policy is indicated, it will be handled in accordance with those provisions.

**ANNUAL
BUY-BACK**

Effective January 1, 2011, the Annual Sick Time Buy- Back program will be eliminated for all non-represented and IBEW represented employees.

ENTITLEMENT

Crediting of Sick Leave Upon Hiring:

When an employee is hired he/she will be credited with a prorated amount of Sick time based on the number of full months remaining in the calendar year. This proration will be based on 80 hours per calendar year and will be rounded to the nearest hour.

Crediting of Sick Leave at the Beginning of a Calendar Year:

On January 1 of each calendar year employees who were receiving their normal pay for any reason (Regular pay, Vacation pay, Sick Leave pay, Administrative Leave Pay, or Injured Pay) within 30 days prior to the year's end will receive the new year's Sick Leave allotment of 80 hours. Employees who exhausted all paid leave prior to 30 days before the end of any year will not receive the new year's Sick Leave allotment until they return to work on a full-time basis in the new year.

There is no maximum on the number of days a non-represented employee may accumulate; however, reimbursement at the time of separation will be made only on unused Sick Leave accumulated prior to September 1, 1993 and on a maximum number of 1,440 hours, depending on length of service, as described further on and the 2010 one-time opportunity to bank .



ENTITLEMENT
(cont'd.)

Crediting of Sick Leave to Employees who Separate:

When an employee separates from DRPA employment the **only** Sick Leave credited during that calendar year will be at the rate of 6.66 hours per month, or portion thereof, rounded to the nearest hour, up to the effective date of termination.

Reimbursement of Sick Leave Upon Separation:

Sick leave earned after the 1993 one time sell back option may be accrued but will not be eligible for reimbursement upon separation from the DRPA. When an employee separates from DRPA employment, unused Sick Leave in an amount not to exceed the un-reimbursed amount on record as of the 1993 one time sell back option and not exceeding 1,440 hours, will be eligible for reimbursement in money only, based on the Adjusted Service Date of the employee as follows:

- 50% reimbursement after 10 years of service
- 75% reimbursement after 15 years of service
- 100% reimbursement after 20 years of service

2010 one-time opportunity to bank:

Qualifying non-represented employees and employees represented by the IBEW who used less than 80 hours of their accrued sick leave earned in 2010 were permitted, for 2010 only, to “bank” the difference between the number of hours used and eighty (80) hours. This was a one-time only benefit. This unused sick time will be paid to that employee upon the employee’s permanent separation from DRPA or PATCO (“separation” does not include a transfer/promotion to DRPA or PATCO). The unused sick time will be paid at the employee’s rate of pay at the time of separation. In the case of such a transfer or promotion, the employee’s 2010 banked sick time will transfer with them and the employee will not be able to cash out all or any part of that banked time. However, as noted above, when that employee separates permanently from DRPA or PATCO, he or she will be entitled to payment for that banked sick leave at the rate of pay at the time of separation.

Please Note: Any 2010 sick leave that you banked will continue to be available to you for your use while employed at DRPA or PATCO



pursuant to this policy.

NOTE

This one-time opportunity to bank 2010 sick leave time is not to be confused with the "1993 Sell Back Option" as described in Policy #130 where employees were permitted to bank sick time in November 1993. **No changes have been made to the 1993 Sell Back Option program.**

ENTITLEMENT
(cont'd.)

In case of the death of an employee eligible for reimbursement, all money will be paid to his/her beneficiary as previously designated by the employee on the DRPA "Statement of Assignment."

No Sick Leave Credit for Sick Leave Earned During Prior Service:

Employees who had previously been employed by the DRPA who separated from DRPA service and who subsequently were re-employed, will not receive any Sick Leave credit for unused Sick Leave time earned during the period of prior service.

Carry Over of Sick Leave:

There is no maximum on the amount of Sick Leave time a Temporary With Benefits, Graded, or Excepted employee may accumulate.

Sick Leave eligibility and accrual for represented employees will be governed by the provisions stated in the current Agreement between the employee's bargaining unit and the DRPA.



DELAWARE RIVER
PORT AUTHORITY

POLICIES &
PROCEDURES MANUAL

SERIES NO. **159**

SUBJECT: **SEPARATION PROCEDURE**

DATE ISSUED: March 15, 2000

NEW

X

REVISED

SCOPE

All officers, managers, supervisors and employees

POLICY

On each employee's last day of work, regardless of the reason for the cessation of employment, the employee's supervisor shall collect from the employee all originals and copies of all files, correspondence, documents, drawings, computer printouts, disks and other writings which relate to the Authority's business, operations, customers, employees, suppliers, etc., regardless of where they were kept or prepared and regardless of whether the employee prepared them.

If the supervisor believes that the employees termination may present a risk of injury to persons or damage to property, the Human Resources Director should be consulted to discuss when and where the termination should occur, who should be present, whether the employee should be escorted from the facility, and if so, by whom.

Upon separation, whether retirement, termination or resignation, each employee is offered the opportunity to have an exit interview with a Human Resources Representative. At the exit interview, employees are provided with detailed information about their rights related to the continuation of their benefits.

Retirement Grid

Age and Service Requirements

refer to Policy#126, Benefits for Employees Who Retire due to Age And/or Term of Service

DRPA Employees			
All regular full-time employees			
Eligibility: (before age 55, after age 55 between 65, age 65)			
Hired before 01/01/1998 with 10 years of continuous service	and	Age 65	<ul style="list-style-type: none"> • Receives Medical Coverage • Receives Prescription Coverage
Hired before 01/01/1998 with 10 years of continuous service	and	After Age 55 between 65	<ul style="list-style-type: none"> • Receives Medical Coverage • and Prescription Coverage
Hired before 01/01/1998 with 10 years of continuous service	if	Before Age 55	<ul style="list-style-type: none"> • Receives Medical Coverage • Receives Prescription at a higher rate
Hired on or after 01/01/1998 with 10 years of continuous service	and	Age 55	<ul style="list-style-type: none"> • Receives Medical Coverage • Receives Prescription Coverage
Hired on or after 01/01/2004 with 20 years of continuous service	and	Age 55	<ul style="list-style-type: none"> • Receives Medical Coverage • Receives Prescription Coverage
Hired on or after 01/01/2007	and	Any Age	<ul style="list-style-type: none"> • No Medical Coverage • No Prescription Coverage regardless of years of service

****No Dental of Vision benefits coverage.**

PATCO Employees			
All regular full-time employees			
Eligibility: (before age 55, after age 55 between 65, age 65)			
Hired before 01/01/2004 with 10 years of continuous service	and	Age 55	<ul style="list-style-type: none"> • Receives Medical Coverage • Receives Prescription Coverage
Hired on or after 01/01/2004 with 20 years of continuous service	and	Age 55	<ul style="list-style-type: none"> • Receives Medical Coverage • Receives Prescription Coverage
Hired on or after 01/01/2007	and	Any Age	<ul style="list-style-type: none"> • No Medical Coverage • No Prescription Coverage regardless of years of service

****No Dental of Vision benefits coverage.**



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 PORT AUTHORITY TRANSIT CORPORATION * PO Box 4262 • Lindenwold, New Jersey 08021

STATEMENT OF ASSIGNMENT

Please be advised that the beneficiary of this Assignment may be obligated to pay certain tax or Estate expenses connected to their receipt of these benefits, if any, upon your death. The DRPA assumes no responsibility for any payments which may be due.

I, _____, an employee of the Delaware River Port Authority and/or Port Authority Transit Corporation since _____ do hereby authorize in the event of my death, the assignment of all monies due and owing me by the Delaware River Port Authority and/or Port Authority Transit Corporation to the hereinafter named primary beneficiary(ies):

•NAME: _____

ADDRESS _____

*SOCIAL SECURITY NUMBER: _____

RELATIONSHIP: _____
 (if the beneficiary(ies) is under 18 years of age, you must select a guardian)

GUARDIAN (if applicable): _____

I wish to assign all monies due and owing me by the Delaware River Port Authority and/or Port Authority Transit Corporation to the hereinafter designated contingent beneficiary(ies):

NAME: _____

ADDRESS: _____

*SOCIAL SECURITY NUMBER: _____

***Required**

STATEMENT OF ASSIGNMENT, cont'd

RELATIONSHIP: _____
(if the beneficiary(ies) is under 18 years of age, you must select a guardian)

GUARDIAN (if applicable): _____

Signature of Employee: _____

Date: _____

Witness: _____ Date: _____

Witness: _____ Date: _____

Revised: 12/9/2020

ADDITIONAL READING TO HELP YOU GET “RETIREMENT READY”

1) AARP: How to retire happy

<https://www.aarp.org/work/retirement-planning/info-2014/how-to-retire-happy.html>



[Happy Retirement Tips for Finances and Life After Work - AARP](#)

Ready to retire? Keep these tips in mind for a happy life after work and secure financial future. En español | Some of us embrace it, others dread its approach, but few escape retirement. No matter how you feel about it, you need to take some steps to make sure you have the mental and monetary ...

www.aarp.org

2) 16 Weeks to Plan the rest of your life

<https://www.cbsnews.com/news/16-weeks-to-plan-the-rest-of-your-life/>



[16 weeks to plan the rest of your life - CBS News](#)

Senate to vote on overriding Trump's veto of defense bill; U.S. surpasses 20 million cases of coronavirus; Was a beauty queen-turned-teacher murdered by former student?

www.cbsnews.com

3) How to Save for Retirement when you are living paycheck to paycheck

https://money.cnn.com/2018/05/31/retirement/save-for-retirement/index.html?iid=SF_LN



[How to save for retirement when you're living paycheck to paycheck - CNN](https://money.cnn.com/2018/05/31/retirement/save-for-retirement/index.html?iid=SF_LN)

Even if you're barely making enough to cover your expenses, it's better to start saving for retirement earlier rather than later. That may seem like a tough task, but the earlier you start saving ...

money.cnn.com

4) Vanguard Retirement Calculator

<https://retirementplans.vanguard.com/VGApp/pe/pubeducation/calculators/RetirementIncomeCalc.jsf>

[Vanguard - Retirement income calculator](https://retirementplans.vanguard.com/VGApp/pe/pubeducation/calculators/RetirementIncomeCalc.jsf)

Also of interest. Saving in a Vanguard IRA® can help you retire on your terms. You can open one online now with as little as \$1,000. Open an IRA

retirementplans.vanguard.com

5) How to Save for retirement

<https://time.com/nextadvisor/investing/retirement/how-to-save-for-retirement/>



[How to Save for Retirement | NextAdvisor with TIME](https://time.com/nextadvisor/investing/retirement/how-to-save-for-retirement/)

Americans of all ages often dream about retirement, but most struggle to actually save for it. Let's face it, in the shuffle of immediate priorities, saving and planning for retirement isn't a ...

time.com

ARE YOU RETIREMENT READY? CONTACT INFORMATION

- **PA SERS:** Employees of the State Employees' Retirement System (SERS) will be advised by the SERS regarding their pension. Philadelphia Regional Counseling Center of the Pennsylvania State Employees' Retirement System. The counseling center is in Suite 420, Greenwood Square, Building II, 3331 Street Road, Bensalem, PA 19020. **Telephone (215) 244-6592**
- **TEAMSTERS:** Employees who qualify for retirement under the Teamster's Health and Welfare Fund will be advised by a representative regarding their pension. Teamsters Health and Welfare Pension Fund, located at 6981 N. Park Drive, Suite 400, Pennsauken, NJ 08109. **Telephone: (856) 382-2400**
- **NJ PERS New Jersey Public Employees Retirement System:** Employees who are members of the NJ Public Employees Retirement System will be advised by the NJ PERS representative regarding their pension. New Jersey Public Employees Retirement System. The office is located at 50 West State Street, P.O. Box 295, Trenton, NJ 08625-0295. **Telephone (609) 292-7524**

- **Benefits Administration:** 1-856-968-2211 Email: Benefits_Administration@drpa.org
- **Human Resources Services:** 1-856-968-2223 Email: HRS@drpa.org
- **HR Simplified:** 5320 West 234d Street, Ste. 350, Minneapolis, MN 55416 Attn: The Authority
- **Benefit Harbor:** 1-877-724-4540
- **Social Security Administration:** 1-800-772-1213 or www.ssa.gov
- **Medicare:** 1-800-633-4227, 866-486-2048 (TTY) or www.medicare.gov
- **Internal Revenue Service:** 800-829-1040 or www.irs.gov
- **AARP:** www.aarp.com
- **VOYA:** Tim Curry at 1-610-374-9201 Email: Timothy_Curry@voyafa.com
- **Symetra:** 1-877-823-5807
- **AFLAC:** Michael Wing at 1-267-994-2332
- **Delta Dental NJ:** 1-866-328-1310
- **Cooper University Health Care Employee Assistance Program:** 1-856-342-2280
- **IUOE Benefits Fund:** 1-215-542-8211
- **Vision Benefits of America:** 1-800-432-4966



**DELAWARE RIVER
PORT AUTHORITY**



PATCO

STEWARDSHIP. SERVICE. COMMUNITY.

CONTACT US

Website: www.DRPA.org

Phone: (856) 968-2211

Benefits_Administration@drpa.org

Important email notice: Do Not send personal or confidential information, such as your Social Security number, by email. Benefits Administration will only send non-confidential replies.

Delaware River Port Authority
Attn: Benefits Administration
One Port Center, 9th Floor
2 Riverside Drive
Camden, NJ 08103

Authority Mission Statement

As stewards Of public assets, we provide for the safe and efficient operation Of transportation services and facilities in a manner that creates value for the public we serve.

Authority Vision Statement

*Together we are **world-class stewards** Of public transportation assets. Working collaboratively across all business units, we operate, maintain, improve and protect transportation infrastructure for the benefit Of the citizens we serve throughout the Greater Philadelphia Region. We are committed to building credibility, earning public trust and creating public value.*



DISCLAIMER

All benefits are subject to amendment, change or elimination at the sole discretion of the Board. This document is not intended to imply any guarantee for future coverage of any benefits. Instead, it is intended to serve only as a summary of the options presently available to you as they exist at this time.