



**BUSINESS OF THE CITY COUNCIL  
AGENDA STATEMENT**

Item No. 17  
For Meeting of 03/03/2016

**ITEM TITLE:** Consideration of a resolution approving an Administration and compliance service agreement for FMLA between Kabel Business Services and the City of Norwalk

**CONTACT PERSON:** Jodi Eddleman, City Clerk

**BACKGROUND:** The City of Norwalk has administrated FMLA to employees in the past. However, because of strict rules and regulations the City has asked Kabel Business Services to administer that service to employees of the City.

**DESCRIPTION:**

Kabel Business Services is a Third Party Administrator (TPA) that provides outsourcing solutions for a wide range of employee benefits programs. We have been serving our clients for over 20 years, providing peace of mind and compliance assurance to our valued customers. The cost would be as follows.

<b>One time set up Fee (stand-alone)</b>	<b>\$250.00</b>
<b>One time set up fee (if bundled with Cobra)</b>	<b>\$175.00</b>

Includes:

- Consultation to review current leave policies
- Initial establishment of the plan on our software

<b>Annual Renewal Fee</b>	<b>\$100.00</b>
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Applied to each plan renewal invoice beginning with your second plan year

<b>Per Employee per month fee</b>	<b>\$2.50</b>
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Includes:

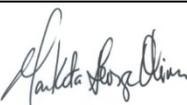
- Manage employee's application for FMLA within required timeframes
- Determine employee's eligibility for FMLA leave under federal and state regulations
- Track FMLA time taken by an individual employee, whether sequential or intermittent
- Toll-free employer and FMLA eligible employee support and consultation

<b>Active Participant takeover Fee (one time charge)</b>	<b>\$30.00</b>
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Includes:

- Audit/takeover of current FMLA covered participants

The total anticipated on-going annual cost is \$225.00

<input checked="" type="checkbox"/> Resolution _____ Ordinance ____ Contract ____ Other (Specify) _____
Funding Source _____
 APPROVED FOR SUBMITTAL _____ City Manager

**STAFF RECOMMENDATION:** Approve resolution.

RESOLUTION NO

Resolution Approving an Administration and Compliance Services Agreement for FMLA between Kabel Business Services and the City of Norwalk

WHEREAS, the City of Norwalk is a duly organized municipality; and,

WHEREAS, Kabel Business Services is a third party administrator that provides outsourcing solutions for a wide range of employee benefits programs.

WHEREAS, The City of Norwalk desires to enter into a continuation of coverage Administration Agreement between the City of Norwalk and Kabel Business Services to allow them to administer FMLA for the City of Norwalk.

WHEREAS, The City of Norwalk desires to enter into a continuation of coverage Administration Agreement between the City of Norwalk and Kabel Business Services to allow them to administer FMLA for the City of Norwalk based on the following associated costs:

One time set up Fee (stand alone) \$250.00
One time set up fee (if bundled with Cobra) \$175.00

Includes:

- Consultation to review current leave policies
Initial establishment of the plan on our software

Annual Renewal Fee \$100.00

Applied to each plan renewal invoice beginning with your second plan year

Per Employee per month fee \$2.50

Includes:

- Manage employee's application for FMLA within required timeframes
Determine employee's eligibility for FMLA leave under federal and state regulations
Track FMLA time taken by an individual employee, whether sequential or intermittent
Toll-free employer and FMLA eligible employee support and consultation

Active Participant takeover Fee (one time charge) \$30.00

Includes:

- Audit/takeover of current FMLA covered participants

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Norwalk, Iowa that the said agreement be executed.

PASSED AND APPROVED this 3rd day of March, 2016.

Erika Isley, Mayor Pro Tem

ATTEST:

JODI EDDLEMAN, CITY CLERK

ROLL CALL VOTE: Aye Nay

Kuhl
Lester
Isley
Riva
Livingston

*Providing Payroll Services, ACA Reporting and Complete Administration of FSA, HSA, HRA, FMLA and COBRA*

**We understand the burden and costs associated with trying to administer FMLA in-house. Tired of updating spreadsheets, mailing required forms and notices, tracking down leave information or trying to keep up-to-date on the changes to FMLA? We can help!**

### **Why outsource your FMLA?**

An HR Specialist can spend enormous amounts of time just handling FMLA claims. Using an FMLA outsourcing provider frees up time and resources to focus on other HR priorities.

Using a third-party FMLA administrator protects businesses from learning detailed information about their employee's health and family lives, lessening the chances that employee's rights under HIPAA will be compromised.

Outsourcing gives companies access to the expertise they need to better manage employee absences. At the same time, it also ensures that employees get the support that they need.

### **Let us do the work!**

- Review of Leave of Absence Policies - providing recommendations for employer FMLA policies document and normal paid leave policies to ensure compliance with current legislative and regulatory changes
- Notify employee of their rights and responsibilities
- Complete review and tracking of FMLA eligibility and entitlement
- Recording and maintaining of documents on all FMLA activity
- Inform employees whether they are eligible under FMLA
- Request any additional information from the employee
- Medical Certification review
- If leave is designated as FMLA-protected, provide the amount of leave counted against the employee's leave entitlement
- If ineligible, provide reason for the ineligibility
- Address any questions or concerns directly with active FMLA participants



### **Our Guarantee**

- With Kabel Business Services you will always work with the same FMLA administrator who's familiar with your company
- We will be quick to respond to requests for FMLA leave
- We have the experience and knowledge to answer your HR regulatory questions related to FMLA administration



# FMLA Administration Proposal and Program Information

**Prepared For:**

**Submitted By:**

**Kabel Business Services** is a Third Party Administrator (TPA) that provides outsourcing solutions for a wide range of employee benefits programs. We have been serving our clients for over 20 years, providing peace of mind and compliance assurance to our valued customers.

KBS currently offers the following services to our clients:

- COBRA Administration
- FMLA Administration
- Cafeteria Flex Plan Administration
- Health Savings Account Administration
- Health Reimbursement Arrangement Administration
- Payroll Services
- Time and Attendance
- HR Services
- Background Checks

Our experienced and dedicated staff work hard to uphold our reputation of quality service and reliability. We provide individualized, professional consultation to ensure that our clients are making the best benefit decisions for their organizations, no matter the size.

From two employees to two thousand, let us help you take the pain out of managing your employee benefit programs. Kabel Business Services will help you to attract and keep employees who appreciate their benefits, remain compliant with the ever-changing rules and regulations, and allow you to focus your time and energy on business objectives.

## **FMLA Administration & Compliance Services**

- Plan enrollment and implementation
- Review of Leave of Absence Policies - provide recommendations for employer FMLA policies document and normal paid leave policies to ensure compliance with current legislative and regulatory changes
- Complete review of FMLA eligibility and entitlement
- Recording and maintaining of documents on all FMLA activity
- Establishment of election and payment receipt deadlines
- Maintenance of records on all FMLA correspondence
- FMLA Event and Leave request processing and tracking
- Notify employee of their rights and responsibilities
- Inform employees whether they are eligible under FMLA
- Request any additional information from the employee
- If ineligible, provide reason for the ineligibility
- If leave is designated as FMLA-protected, provide the amount of leave counted against the employee's leave entitlement

We at Kabel Business Services adhere to the highest ethical standards and are fully compliant with all I.R.S., state, and federal regulations. Our staff is fully trained, efficient, and personable. We strive to always live up to our motto: **Service with a personal touch.**

## FMLA Administration Proposal

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<b>One Time Set up Fee (stand-alone)</b>	<b>\$</b>
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<b>One Time Set up Fee (if bundled with COBRA)</b>	<b>\$</b>
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Includes:

- Consultation to review current Leave Policies
- Initial establishment of the Plan on our software

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<b>Annual Renewal Fee</b>	<b>\$</b>
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Applied to each Plan renewal invoice, beginning with your second Plan Year

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<b>Per Employee Per Month Fee</b>	<b>\$</b>
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Includes:

- Manage employee's application for FMLA within required timeframes
- Determine employee's eligibility for FMLA Leave under federal and state regulations
- Track FMLA time taken by an individual employee, whether sequential or intermittent
- Toll-free Employer and FMLA Eligible Employee support and consultation

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<b>Active Participant Takeover Fee (One-time charge)</b>	<b>\$</b>
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Includes:

- Audit/Takeover of current FMLA covered participants

**Questions?** Please contact  
at (515) 224-9400 or by email

This proposal is valid for 30 days from the date of issue