

Proposed Updates to the Administrative Handbook

5.0 Benefits

5.1 Insurance, page 14 – Update verbiage to reflect new policy

Dental insurance is currently provided for employees, current spouses, and eligible dependents for basic service ~~through Principal Financial Group~~ at no cost to the employee.

The Council provides \$150,000 in life insurance, at no cost to the employee. ~~A supplementary policy is available which provides a benefit equal to the employee's salary, rounded to the nearest \$20,000 increment, up to a maximum of \$100,000. For example, an employee with a salary of \$50,000 would be entitled to \$50,000 of base coverage and an additional \$60,000. (\$50,000+\$60,000=\$110,000). An employee earning \$120,000 would be eligible for \$50,000 of base coverage and an additional \$100,000. (\$50,000+\$100,000=\$150,000).~~ Insurance benefits are reduced by 35% and ~~65%~~, ~~and 75%~~ upon attaining the age of 65 ~~and~~ 70, ~~and 75~~, respectively.

5.6 Telework, page 17 – correct web address for training

All employees must complete the telework training course offered through ~~HR University~~ [Telework.gov](https://www.telework.gov/training-resources/telework-training) (<https://www.telework.gov/training-resources/telework-training>~~https://hru.gov/login.aspx~~) and have an approved and signed individual telework agreement in place, whether they plan to telework or not. Upon successful completion of the course, the employee will provide the certificate showing successful completion to his/her supervisor and the Administrative Officer for inclusion in the employee's file. The supervisors must also complete ~~Telework 101~~ [the Telework training for Managers via CLC](#).

9.0 Travel Policies

9.9 Foreign Travel, page 30 – updating verbiage

~~All foreign travel must be made in compliance with NOAA Travel regulations, Chapter 306- Foreign Travel~~

~~<http://www.corporateservices.noaa.gov/finance/documents/TR.Chapter306ForeignTravel.pdf>.~~

The Council shall also comply [with all funding award conditions](#) and the provisions of the Fly America Act (<http://www.gsa.gov/portal/content/103191>).

Appendix A, page 35 - updates to staff

~~Morgan Kilgour~~ [Lisa Hollensead](#)
~~Vacant~~ [Natasha Mendez-Ferrer](#)

Fishery Biologist
Fishery Biologist