

***Killeen Independent School District
Board Agenda Item Information Sheet***

Date: January 7, 2025

Agenda Item Caption: Discussion of Proposed Agreement with FMLASource® as a Third-Party Administrator through Mutual of Omaha Insurance Company for Family and Medical Leave Act (FMLA) Employee Leave Management Services

Purpose of Agenda Item: Information only

Administrative Recommendation: Place on the next consent agenda to approve the proposed agreement with FMLASource® as a Third-Party Administrator through Mutual of Omaha Insurance Company for Family and Medical Leave Act Employee Leave Management Services, as presented.

Background Information: The Family and Medical Leave Act (FMLA) is a federally mandated program that provides eligible employees with up to 12 weeks of unpaid, job-protected leave annually for specific qualifying medical and family-related reasons. Currently, the administration and tracking of FMLA leave is managed in-house by the district's Human Resources department.

Mutual of Omaha provides the district's employee disability insurance, and offers FMLA management services at no charge to the district through a third-party administrator, FMLASource® (an affiliate of ComPsyche), which specializes in FMLA administration and maintains up-to-date knowledge of federal and state law. This service increases the number of hours someone is available to take calls in English and Spanish and will provide a better range of services through the AbsencePro Program.

FMLASource® provides employees with a dedicated point of contact for their leave needs, leading to clearer communication, faster approvals, and offers coordination of complex cases that combine multiple benefit areas, including Short-Term Disability and Long-Term Disability. The initial term begins April 1, 2025 through March 31, 2026, and will renew automatically for one-year periods unless written notice is provided to the other party not less than 60 days prior to expiration of initial term or any renewal term.

Fiscal Analysis: There is no cost to the district for these services. Mutual of Omaha will cover the cost of \$1.27 per employee per month, paid directly to FMLASource® for these services.

Regulatory Requirement: Board Policies DEC (Legal): Compensation and Benefits – Leaves and Absences; DECA (Legal): Leaves and Absences – Family and Medical Leave; and DECB (Legal): Leaves and Absences – Military Leave

Contact Person for Additional Questions/Information:

Name: William Baker, Assistant Superintendent for Human Resources

Email address: William.Baker@killeenisd.org

Telephone Number: 254-336-0043

Attachments: 1) Presentation
2) Proposed Agreement

Signature Requested: None