


Memorandum

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To: All RTD Employees

From: Charlene Polege, Chief People Officer 

Date: September 16, 2024

Re: **Administrative Support of FMLI Program Benefits**

On October 1, 2024, RTD will no longer deduct premiums for any employees participating in the State of Colorado's Family and Medical Leave Insurance (FMLI) Program. Due to administrative requirements implemented by the FMLI Program, it is no longer feasible for RTD to continue its current practice of deducting premiums from every participating employee's paycheck. This administrative change by RTD will not impact any employee's ability to participate in the FMLI Program. Employees currently participating, as well as those who would like to participate in the future, will be responsible for submitting their own wage data and paying their premiums to the State of Colorado.

RTD's Administrative Change

Earlier this year, RTD began making the premium payments on behalf of employees participating in FMLI. The State of Colorado's system requires the agency to individually access each employee's account and remit a separate payment. This extensive process involves manually entering individual bank account and routing numbers for each employee. The online portal also requires participating employees to create their own account, link it to RTD, and provide authorization for RTD to remit payments on their behalf.

Due to multiple instances of technical difficulties and challenges with the portal, a significant number of employees were unable to provide RTD with the necessary access, resulting in an interruption in their benefits. The challenges RTD has experienced with the FMLI online portal are not unique. RTD was advised by the FMLI Program to consider discontinuing its direct administrative support.

Employees Currently Participating in FMLI

As noted above, FMLI premiums will not be deducted from employee paychecks starting October 1. RTD will submit premium payments and wage data to FMLI for all participating employees through the end of the third quarter of 2024, which concludes on September 30. Thereafter, employees who wish to continue participating in FMLI must remit their own premium payments and provide the required wage data directly to FMLI. RTD anticipates that discontinuing its administrative support will result in fewer complications and interruptions for participating employees.

Participating employee premiums will remain unchanged (i.e., 0.45% of wages) by this administrative adjustment and can be submitted online using the My FMLI+ Employer portal. Employees are also required to report their own wage data, which can be obtained by contacting RTD Payroll. The quarterly reporting and payment deadlines are January 31 (Q4), April 30 (Q1), July 31 (Q2), and October 31 (Q3). RTD will submit premium payments and wage data for the last time prior to the third quarter payment deadline on October 31, 2024.



It is important to note that all employees participating in the FAML I Program are still required to communicate with RTD concerning their approved leave. This notice allows the agency to make any necessary arrangements for an absence and determine eligibility for other concurrent leaves, including the Family Medical Leave Act (FMLA).

Additional information about the FAML I Program, required forms, and benefit payment options is available at <https://famli.colorado.gov/individuals-and-families/my-famli>. RTD employees who may have follow-up questions or need assistance navigating this administrative change after October 1 are invited to email benefits@rtd-denver.com.

Thank you.