

Newport News Shipbuilding

Hourly to Salary (HTS)

Prior to your transfer date, a member of the employee orientation team will schedule your orientation. Your orientation will help you transition into your new position and your attendance is mandatory.

Your benefits and eligibility for your current healthcare plan will end as of your last day in an hourly role. You will receive a benefits presentation during your orientation session.

However, you DO NOT NEED to attend orientation in order to enroll in your salaried benefits. The Huntington Ingalls Benefits Center (HIBC) will mail you a benefits enrollment letter outlining your new benefits. You will have 31 days from the effective date of your salaried employee status change to make a plan and coverage selection for the Salaried Employees' Medical Plan.

If you take no benefits enrollment action, after 31 days, you will only have basic life, basic accidental death & dismemberment, basic short/long term disability, and HERO (Employee Assistance) benefits. You will have to wait until the next available annual enrollment period or Qualified Life Event (QLE) to make benefit changes.

Once you make your plan and coverage selections, your coverage will be back dated to the effective date of your salaried employee status. You will also receive Anthem medical card(s) with a new salaried plan member ID and group number. Information regarding available benefits and premiums can be found on the Benefits Connect website at www.hiibenefits.com. Although you will have access to enroll online through your UPoint account, it is strongly recommended that you call the Huntington Ingalls Benefits Center (HIBC) at 1-877-216-3222, Monday through Friday from 9:00am – 6:00pm to enroll in your transfer benefits.

Important Items

- 1) HTS employees will have 31 days from Date of Transfer to change any required benefits (see attached benefits sheet. Rates listed are monthly). HTS employees **MUST DESIGNATE** life, AD&D and 401(k) savings beneficiaries during the enrollment process.
- 2) The hourly 401(k) freezes (no more money can be added) and a new salaried 401K can be started. This will be discussed in your HTS Orientation.
- 3) Pay periods will convert from 52 weeks (weekly) to 26 weeks (bi-weekly) – any allotments (401K loans, child support, etc.) will be adjusted to account for the bi-weekly pay.
- 4) Personal Times (PT) is not cashed out/rolled over for salaried professionals. It is a “Use or Lose” prior to date of transfer.
- 5) Annual Leave Time Calculations (PTO)
 - a. Current Unused Leave Balance will transfer over
 - b. Any leave time earned but not picked up since your last anniversary date (pick up date) will be prorated upon transfer and added to your leave time balance

- c. Upon transfer, you will begin to earn PTO biweekly based on years of service (please see attached benefits sheet)
- 6) Goals/Merit – upon transfer, you will meet with your new supervisor to determine goals and expectations regarding your new position. Your performance will determine any applicable merit increase.
- 7) Flex time – please see policy SSO NO. 02-606
- 8) Benefits- items such as medical plan options, 401(k) savings plan, ~~Retirement Account Contributions~~, short/long term disability, and other optional benefits will be addressed during the HTS orientation.