

CITY OF KENOSHA 2016 SUMMARY OF BENEFITS

For Employees Represented by Amalgamated Transit Union (ATU) – Local 998

- Wages** Wages are established by the compensation plan approved by the City of Kenosha and is divided into seven (7) steps for full-time employees, and two (2) steps for part-time employees. New employees are hired at Step A of their classification and subsequent step increases are awarded at six (6) month intervals (based on seniority date) until the maximum wage/step of job classification is reached, except for the top step (for full-time Bus Operators) which is provided after 18 months of employment at the previous step. Employees may be eligible for benefits based upon employment category (full or part-time) and hours worked per year. Not all employees will be eligible for the benefits provided in this summary.
- Direct Deposit** Payroll is made by [direct deposit](#) for all employees. Employees must designate a checking or savings account (of their choice) at the time of hire. Hourly employees are paid weekly (on Friday) for hours worked in the previous work week (Sunday - Saturday).
- Insurance** The City offers a high deductible health insurance plan (HDHP) to eligible employees and their qualifying dependent(s) as of the first of the month following 60 days of full-time employment. All employees are required to pay a five percent (5%) monthly health insurance premium, which will be waived if the employee participates in an annual Health Risk Appraisal (HRA). Employees and qualifying dependents are responsible for any deductibles, co-payments, or other out-of-pocket costs associated with care received under the provisions of the plan.
- The City provides dental insurance to eligible employees and their qualifying dependent(s) as of the first of the month following 60 days of full-time employment. Dental services are provided through one provider – Dental Associates, which has one location in Kenosha County. There is no premium for dental insurance. The City holds an open enrollment period each calendar year.
- Employees who waive initial coverage for health or dental insurance upon hire must experience a qualifying life event (as prescribed by the summary plan description of each insurance plan) in order to enroll for coverage at any other time during the calendar year; or, they must wait to enroll during the open enrollment period. Insurance benefits are subject to unilateral changes by the City.
- Pension** Full-time employees are immediately enrolled in the [Wisconsin Retirement System \(WRS\)](#) upon hire. Employees contribute 3% of their total gross earnings to their WRS account, with the remaining share of the employee's contribution being paid by the City. **The 2016 rate for general employees is 13.2%.** The total contribution is calculated based on gross wages for each pay period.
- FICA Alternative** Employees who are not expected to meet WRS eligibility requirements upon hire are required to participate in the [FICA Alternative Retirement Plan](#).
- Life Insurance** Term group life insurance coverage is provided to employees who participate in the WRS through the Wisconsin Public Employers Group Life Insurance Program. Coverage amount is based on annual salary rounded to the next highest \$1,000. The premium for Basic Plan coverage is paid by the City for active employees. Additional coverage and/or supplemental levels of coverage are available to employees at their own expense. Coverage becomes effective on the first of the month following 30 days of eligible WRS employment.
- Deferred Compensation** Full-time employees may elect to defer part of their income into a 457(b) retirement plan through [ICMA-Retirement Corporation](#), [Nationwide Retirement Solutions](#) or the [Wisconsin Deferred Compensation Program](#). This deferred income is exempt from State and Federal income taxes until it is withdrawn at retirement or upon termination of employment. Deferred compensation is only available to full-time employees.
- Sick Leave** Full-time employees may accumulate one hundred twenty (120) days of sick leave and in addition may accumulate another twelve (12) days within a calendar year. None of the said twelve (12) days can be carried over into the next year except in the case of a continuing illness. One-half of any of these additional days which have not been used during the year shall be recorded in a separate sick leave bank. Sick leave usage in subsequent years shall be first from the current year's accumulation, second from the sick leave bank, and third from the original one hundred twenty (120) days.

CITY OF KENOSHA 2016 SUMMARY OF BENEFITS

For Employees Represented by Amalgamated Transit Union (ATU) – Local 998

Holidays

Eligible full-time employees receive the following holidays: New Year's Day, Labor Day, Memorial Day, Thanksgiving Day, Independence Day and Christmas Day. Part-time employees who have worked for one year and a minimum of 1,040 hours in the previous year shall earn four (4) hours of holiday pay for the following holidays: Memorial Day, Thanksgiving Day and Christmas Day. Part-time Drivers filling in for Full-time Drivers shall earn eight (8) hours pay at the "Step A" rate for the following holidays: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas Day.

On March 1st of each year, eligible employees are credited with their full floating holiday accumulation for that year based upon the following: one half (½) floating holiday on each month of the calendar year plus one (1) floating holiday in lieu of the Martin Luther King Jr. holiday (observed on the third Monday of January) for a total of seven (7) floating holidays. If one of the seven floating holidays is not used or scheduled by November 30th, it shall be paid to the employee on the payroll check immediately prior to December 25th. All other floating holidays must be used by the end of the calendar year.

Vacation

Vacation (annual leave) is provided to eligible full-time employees who have completed the required number of years of continuous service. Leave is earned for each month of employment during which an employee works at least half of their scheduled work days in accordance with the following schedule, based on anniversary date of employment:

<u>Continuous Years of Service</u>	<u>Days/Hours per Year</u>
Less than 1 year	7 (56 hours)
1 year	12 (96 hours)
10 years	17 (136 hours)
15 years	18 (144 hours)
18 years	20 (160 hours)
25 years	25 (200 hours)

On January 1st of each year, employees are credited with their full annual leave accumulation for that year based on their anniversary date. Annual leave must be used within the year it is earned.

Duty Related Death Benefit

One year's salary is paid to an eligible employee's beneficiary if the employee is killed in the line of duty.

Other Benefits

Commercial Driver's License – The renewal cost of the required Wisconsin commercial driver license (CDL) is paid by the City, excluding any testing fees.

Uniform Allowance – Employees shall be reimbursed for the replacement costs of uniform items up to a maximum of \$230 provided the worn or damaged item is presented to Transit/City for inspection and approval of replacement. Clothing allowance shall be in effect on January 1st of each year for all employees on the payroll on that date. Employees can use up to \$100.00 of their clothing allowance for the purchase of their own corrective glasses.

Health and Wellness Clinic – Employees (and covered spouses) who elect health insurance coverage and complete the annual HRA may utilize the City's onsite Health and Wellness Clinic, which is staffed by a Nurse Practitioner and medical assistant. Services provided by the Clinic may be subject to a co-payment, as prescribed by City policy and IRS guidelines.

Health Savings Account – The City's health insurance plan qualifies for a Health Savings Account (HSA) as defined by the IRS. Johnson Bank has waived the fees normally associated with opening and maintaining an HSA for all City of Kenosha employees who are enrolled in the insurance plan. Payroll deduction (pre-taxed) is only available to those employees who hold their HSA with Johnson Bank.

Critical Illness, Accident & Universal Life/Long-Term Care Insurances – Supplemental policies for Critical Illness, Accident and Life/Long-Term Care Insurance are offered to current eligible employees during the City's annual open enrollment period.

CITY OF KENOSHA 2016 SUMMARY OF BENEFITS
For Employees Represented by Amalgamated Transit Union (ATU) – Local 998

**Other Benefits
(Cont'd)**

United Healthcare Vision – Eligible employees may elect to enroll in a supplemental vision “insurance” plan. This plan provides benefits (after applicable co-pay) including a comprehensive exam, eye glasses with standard single vision, etc. This plan also provides a hearing aid discount. Open enrollment for this benefit is held on a yearly basis and is administered by the Finance Department.

Tuition Reimbursement Program – Regular full-time employees who have completed their probationary period may be reimbursed for 80% of tuition up to \$3,000 per calendar year for satisfactory completion (a grade of “B” or greater) of approved courses through an accredited institution in the pursuance of an Associate, Bachelor or Master Degree. Please refer to the City’s Personnel Policies and Regulations for program information.

**Union
Representation**

Employees are represented by an agreement with Local 998 of the Amalgamated Transit Union (ATU). Union dues are deducted each month from the wages of each employee. Union dues are set forth by the by-laws of the Union. Employees should contact the ATU 998 Steward for a copy of the current labor agreement and for more information regarding representation.