

CITY OF KENOSHA 2016 SUMMARY OF BENEFITS

For Full-Time Community Service Officers (CSO's)

Salary The salary range is divided into eleven (11) steps. Pay raises are based on achievement of satisfactory performance evaluation until the maximum salary is reached. Appointees serve a six (6) or twelve (12) month probationary period followed by periodic performance reviews. Overtime and/or compensatory time off are provided to non-exempt employees under the guidelines set by the Fair Labor Standards Act (FLSA) and City policy.

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. Salaried employees are paid on the 15th and last day of each month.

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 Employees who meet Department of Employee Trust Funds (ETF) eligibility requirements are enrolled in the [Wisconsin Retirement System \(WRS\)](#) and are required to contribute one-half of the yearly pension contribution percentage as determined by WRS. The City contributes the other half of the total required amount into the employee's retirement account. **The 2016 rate for non-represented (general) employees is 13.2%.** The total contribution is calculated based on gross wages paid to the employee for each pay period.

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 thirty (30) days from the date of hire.

Vacation Vacation leave is provided to CSO's who have completed the required number of years of continuous service as provided below:

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

Employees shall be allowed to carry-over a maximum of eighty (80) hours of unused vacation leave into the next calendar year, which must be used by June 30th or it shall be forfeited without pay.

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Holidays	<p>CSO's are paid for the following holidays regardless if the holiday falls on a regularly scheduled work day:</p> <table><tr><td>New Year's Day</td><td>Independence Day</td><td>Christmas Eve Day</td></tr><tr><td>Martin Luther King Jr. Day</td><td>Labor Day</td><td>Christmas Day</td></tr><tr><td>Friday before Easter</td><td>Thanksgiving Day</td><td>New Year's Eve Day</td></tr><tr><td>Memorial Day</td><td>Day after Thanksgiving</td><td></td></tr></table> <p>CSO's who work on a designated holiday shall be granted one (1) work day off after the following holidays have passed (to be taken at a later date): Christmas Eve, New Year's Eve Day, Memorial Day, Friday before Easter and Martin Luther King, Jr. Day. The following holidays shall be incorporated into the day-off schedule of each CSO working the 4/2 work schedule: New Year's Day, Independence Day, Thanksgiving Day, Day after Thanksgiving, Labor Day and Christmas Day. CSO's employed as of March 1st shall be entitled to two (2) floating holidays per year. Such holidays may be used at such time as may be approved by the Chief of Police or his or her designate consistent with the needs of the department. CSO's must use all accrued floating holiday hours within the calendar year or they shall be forfeited without compensation.</p>	New Year's Day	Independence Day	Christmas Eve Day	Martin Luther King Jr. Day	Labor Day	Christmas Day	Friday before Easter	Thanksgiving Day	New Year's Eve Day	Memorial Day	Day after Thanksgiving	
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Duty-Related Death Benefit	<p>One year's salary is paid to the named beneficiary of an eligible employee who is killed in the line of duty.</p>												
Deferred Compensation	<p>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. Deferred income is exempt from State and federal income taxes until it is withdrawn at retirement or upon termination of employment.</p>												
Sick Leave	<p>Employees shall earn sick leave at a rate of eight (8) hours for each month of employment (except for the month of July for CSO's who work the 4/2 schedule). Employees may accumulate a maximum of 960 hours (120 days) of sick leave while employed by the City.</p>												
Other Benefits	<p>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.</p>												
Other Benefits	<p>Health Savings Account – The health insurance plan offered by the City 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 employees who are enrolled in a qualifying insurance plan. Payroll deduction (pre-taxed) is only available to those employees who hold their HSA with Johnson Bank. Enrollment for this benefit is administered by the Finance Department.</p> <p>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.</p> <p>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.</p> <p>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.</p>												