

# CITY OF KENOSHA 2016 SUMMARY OF BENEFITS

## For Regular Non-Represented Employees

<b>Salary/Wage</b>	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. 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.
<b>Direct Deposit</b>	Payroll is made by <a href="#">direct deposit</a> 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 15 <sup>th</sup> and last day of each month. Hourly employees are paid weekly on Fridays for the hours worked in the previous work week (Sunday - Saturday).
<b>Insurance</b>	<p>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.</p> <p>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.</p> <p>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.</p>
<b>Pension</b>	Employees who meet Department of Employee Trust Funds (ETF) eligibility requirements are enrolled in the <a href="#">Wisconsin Retirement System (WRS)</a> 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. <b>The 2016 rate for non-represented (general) employees is 13.2%.</b> The total contribution is calculated based on gross wages paid to the employee for each pay period.
<b>Life Insurance</b>	Term group life insurance coverage is provided to employees who participate in the WRS through the <a href="#">Wisconsin Public Employers Group Life Insurance Program</a> . 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.
<b>Deferred Compensation</b>	Full-time employees may elect to defer part of their income into a 457(b) retirement plan through <a href="#">ICMA-Retirement Corporation</a> , <a href="#">Nationwide Retirement Solutions</a> or the <a href="#">Wisconsin Deferred Compensation Program</a> . Deferred income is exempt from State and federal income taxes until it is withdrawn at retirement or upon termination of employment.
<b>Sick Leave</b>	Regular full-time employees shall earn sick leave at a rate of eight (8) hours for each month of employment during which they work the majority of their scheduled hours for a total of 96 hours (12 days) per calendar year. Employees may accumulate a maximum of 960 hours (120 days) of sick leave while employed by the City.
<b>Holidays</b>	Regular full-time employees are eligible to receive holiday pay for the following designated holidays:

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New Year's Day	Independence Day (July 4 <sup>th</sup> )	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	

Regular full-time employees employed as of March 1<sup>st</sup> shall be entitled to two (2) floating holidays which must be used before December 1<sup>st</sup> of the same calendar year.

### Vacation

Vacation leave is provided to regular full-time employees 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 30<sup>th</sup> or it shall be forfeited without pay.

### Duty-Related Death Benefit

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

### Other Benefits

**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 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.

**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.

**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 satisfactorily 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.