

Current paid time off for non-represented City employees (not library)

July 2020

<i>Paid Time Off (PTO)*</i>	<i>Hourly Employees</i>		<i>Salary Employees</i>		<i>Dept Heads</i>		<i>Police Capts/Lts</i>	
	Hours	Days	Hours	Days	Hours	Days	Hours	Days
During 1st year	80	10	128	16	128	16	88	11
After 1 year of service	120	15	128	16	168	21	152	19
After 2 years of service			144	18				
After 4 years of service	136	17	168	21				
After 5 years of service					180	22.5		
After 7 years of service	160	20	176	22				
After 9 years of service					192	24		
After 10 years of service	168	21	192	24			176	22
After 11 years of service	176	22						
After 12 years of service	184	23	200	25	200	25		
After 13 years of service	192	24						
After 14 years of service	200	25	208	26	216	27		
After 15 years of service							200	25
After 19 years of service	240	30	248	31	256	32		
After 20 years of service							240	30
After 21 years of service	248	31						
After 24 years of service			264	33	280	35		

*earned on an accrual basis - each pay period, employee earns 1/26th of the total hours. Employees may accrue up to 115% of total annual allotment.

- May go 24 hours negative with supervisor's approval
- PTO balance paid out upon separation if proper notice is given

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Extended Sick Leave**	Days
Earned each year	10

**For each instance of needed time off employee may access this leave if 1)employee has a qualified FMLA event or 2) after first using 3 days of PTO.

-Employee may bank up to 400 hours of extended leave (pro-rated for PT employees) - also see Disability section

-Extended leave is not paid off upon separation

Holidays	Days
New Years Day	1
Good Friday (1/2 day)	0.5
Memorial Day	1
Fourth of July	1
Labor Day	1
Thanksgiving Day	1
Day after Thanksgiving	1
Christmas Eve	1
Christmas Day	1
New Years Eve (1/2 day when the holiday falls on a work day)	0.5
Total days	9

Bereavement

Employees receive up to 3 days paid leave for the loss of spouse, child, step-child, parent, step-parent, parent-in-law, sister, brother, sister/brother-in-law, step-sister/brother, grandparent and grandchild (does not include spouse's sibling's spouse or spouse's grandparent).

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Jury Duty

Employees are compensated their regular wages for each day of jury duty served and must remit to the City any compensation received for such duty.

Military Leave of Absence

Employees are compensated their regular wages offset by any duty compensation received while participating in military duties.

Old Sick Leave Bank

Employees who were employed by the City prior to 2011 may have an accrued sick leave bank with a balance of up to 960 hours. This bank has no future accrual potential, may be used for health-related reasons, and is paid out only upon layoff, WRS-eligible retirement or death.

Volunteer Time Off

Employees may earn up to 4 hours paid volunteer leave per calendar year once they have served 8 hours of volunteering on their own time.

Health and Wellness Benefits - full-time, non-represented 2020

All benefits begin for full-time employees (average 30+ hours per week) first day of the next month following 30 days of employment

			<i>Premiums</i>			
<i>Medical Benefits - Robin HP HDHP</i>	Network	Out of Network	Medical	Total	City	Employee Cost
Deductible	\$2,000/\$4,000	\$4,000/\$8,000	Single	\$620.36	\$542.82	\$77.55
Annual out of pocket	\$4,250/\$8,500	\$8,500/\$17,000	Family	\$1,572.20	\$1,375.68	\$196.53
Preventive Care	100%	60% after deductible				
Office Visits	80% after deductible	60% after deductible				
Emergency Room	80% after deductible	60% after deductible				
Outpatient Care	80% after deductible	60% after deductible				
Pharmacy	80% after deductible	60% after deductible				
*Access to a zero cost prescriptions for many preventive drugs.						
*Access to online visits (\$59 or less)						
*Mail order pharmacy available						
*Annual flu shots available to those on the plan						
*Annual biometrics are offered to employees and spouses on the plan						
<i>Dental Benefits - Delta</i>	PPO		Dental	Total	City	Employee Cost
Deductible	\$25/\$75		Single	\$40.10	\$14.08	\$26.02
Annual Maximum (individual)	\$1,500		Family	\$112.85	\$32.52	\$80.33
Preventive Care	100%		Single (Police/Fire)	\$40.10	\$35.09	\$5.01
Basic & Major Services	80% after deductible		Family (Police/Fire)	\$112.85	\$98.74	\$14.11
Ortho Services (up to age 19)	50%					
*Lifetime Maximum (individual)	\$3,000					
<i>Vision Benefits - NVA Vision</i>			Vision	Total	City	Employee Cost
Covers general vision costs with copays - fully funded by employees			Single	\$4.68	NA	\$4.68
			EE + 1	\$6.79	NA	\$6.79
			Family	\$12.17	NA	\$12.17

Health and Wellness Benefits - full-time, non-represented 2020

Manty Health & Wellness Clinic

Clinic available to employees and family members who are on our medical plan. No cost services provided including but not limited to primary and preventive care, some musculoskeletal services, vaccinations, select labs, and health & wellness coaching. A zero cost drug list is also available at the clinic.

Health Savings Account/Flexible Spending Plans - Discovery Benefits

Health Savings Account and Flexible Spending Accounts available to employees. In 2020, the City contributed \$250/\$500 to employees' accounts if they were enrolled in the Medical plan.

Go365 Wellness Platform

Go365 offers employees and spouses who participate in our medical plan the opportunity to earn bucks by making healthy lifestyle choices. Bucks are able to be redeemed in the Go365 mall. Employee and spouse can each earn up to \$300 per year.

Health Risk Assessments/Biometric Screenings

Annual biometric screenings are held onsite for all employees, and spouses on our medical plan. The screenings are highly encouraged. For 2020, participation in the screening will determine eligibility for any employer funded Health Savings Account contributions.

MRI Incentives for Smart Choice Utilization

Employees who use Smart Choice for MRIs are entitled to a \$300 incentive.

Employee Assistance Program (EAP)

Employees and family members living with them are eligible to use no cost EAP services.

Telemedicine

Doctor-on-Demand and Virtuwel telehealth services available to employees on our health plan. Visits are \$59 or less.

Disability and Life Insurance - full-time, non-represented 2020

Short-Term Disability

Employees are offered the option to purchase STD through Mutual of Omaha. The plans are fully funded by employees and premiums are based on employee age and annual salary.

Long-Term Disability

New employees are offered the option to purchase LTD through Mutual of Omaha. The plans are fully funded by employees and premiums are based on employee age and annual salary.

Extended Leave Bank

Employees are able to bank up to 400 hours of extended leave, which can be used for health emergencies or FMLA events. Bank is accessible after using 3 days PTO* for each instance of use.

**Mayor and Council approved use of up to 3 days immediately (with no required use of PTO) for remainder of 2020.*

Life Insurance

Employees are eligible for life insurance through Employer Trust Funds. The City pays for 11/12ths of the premiums for basic coverage.

Retirement Benefits

Wisconsin Retirement System

Employees working 1200 hours or more in a 12 month period are eligible for WRS.

2020 Contributions	<i>General Employees</i>	<i>Police Employees (protective)</i>	<i>Fire Employees (protective)</i>
Employee Contributions	6.75%	6.75%	6.75%
Employer Contributions	6.75%	11.65%	16.25%

Deferred Compensation Plan (457b)

Employees are offered the opportunity to sign up for deferred comp programs. Payroll deduction is offered for several vendors.

Other Benefits

Safety Glasses

The City will pay up to \$75 toward safety glasses for employees in DPI and WWTF

Safety Shoes/Boots

The City will pay up to \$80 toward safety shoes for employees in DPW, Building and Grounds, Zoo, Cemetery/Parks, WWTF, Life Safety. If safety shoes are required to be puncture or electrical resistant, the City will pay up to \$100.

Clothing Allowance

Fire Chief and Deputy Fire Chief	\$.24/hour
Fire	\$500/annual
CSW	\$250/annual
WWTF	\$85/annual