

## Town of Pleasant Springs Benefits Sheet

**Please refer to the Employee Benefits Handbook for more detailed information and explanation.**

Eligible employees are enrolled in the Wisconsin Retirement System (WRS), and benefits available through the Department of Employee Trust Funds.

### **Health & Dental Insurance- (Dental Insurance effective 1-1-2019)**

Full time employees are eligible to receive health & dental insurance with the premium for the ETF insurance plans available through Dane County paid at 88% of the average premium cost of a Tier 1 plan by the Town of Pleasant Springs (employer) the remainder of the costs associated for insurance is paid by the employee. The cost for the employee is dependent upon which plan the employee chooses. They may choose single coverage or family coverage.

They may choose health & dental, or health insurance only. They may not choose to have dental insurance only-they must also have the health insurance coverage.

Part time employee's eligible for WRS are eligible to receive health insurance with the premium for ETF health plans available in Dane County paid at 50% for single coverage 25% coverage for family coverage. The balance is paid by the employee.

### **Retirement Benefits-**

Full time employee's and part time employee's meeting the WRS eligibility requirements will receive Wisconsin Retirement Fund participation with the contribution paid 50% by the employer and 50% by the employee for general employee's.

### **Life Insurance-**

Life insurance is available to employee's eligible for WRS. Employer (the Town) provides life insurance-basic coverage in the amount of approximately one times the employee's annual salary. All premiums are fully paid by the Town. The employee may choose to purchase additional units of life insurance at the employee's cost.

### **Income Continuation Insurance (ICI)-**

Income Continuation Insurance is available at the employee's expense. \*Currently ICI is on what's called a premium holiday, which means there is no cost to the employee or employer.

### **Sick Leave Earned-**

Full time employees earn one sick leave day (8 hours) pay for each month worked. Part-time employees earn sick leave on a pro-rated basis. Please refer to the benefits handbook for further information regarding sick leave and usage.

### **Paid Vacation-**

After 1-year's employment – 2 weeks

After 5 year's employment – 2 weeks, 4 days

After 2-year's employment – 2 weeks, 1 day

After 6 year's employment – 3 weeks

After 3-year's employment – 2 weeks, 2 days

After 15 year's employment – 4 weeks

After 4 year's employment- 2 weeks, 3 days

**Personal Leave- (effective 1-1-2019)**

Full time employees shall have 40 hours of personal leave to use as they see fit. Part time employees shall earn personal leave on a pro-rated basis. For example, a 20 hour per week employee will receive 20 hours of personal leave.

**Bereavement Leave-**

Full time employees shall be entitled to up to three (3) days off with full pay when there is a death in his/her family. Part time employees shall be entitled to two (2) days off with full pay when there is a death in his/her family. Refer to Employee Benefits Handbook for a listing of eligible family members bereavement leave applies to.

**Paid Holidays-**

Full time employees receive the following paid Holidays (Nine paid Holidays per year): New Year's Eve Day, New Year's Day, Good Friday, Memorial Day Monday, July 4, Labor Day, Thanksgiving Day, Christmas Eve Day, and Christmas Day.

Part time employees receive a prorated percentage of the hours normally worked as holiday pay for those days listed above IF the designated day falls on a regularly scheduled working day for that employee. (i.e. a 24 hour per week employee (24/40<sup>th</sup>) would receive 60% of a 6-hour day or 3.6 hours if Thanksgiving Thursday is a normally scheduled work day for that employee) Please refer to employee handbook for further details and information regarding Holiday Pay.