



Benefit & Eligibility	Summary												
<p>Health Insurance</p> <ul style="list-style-type: none"> .75 – 1.0 FTE Effective 1st of the month following one month of employment Premiums are deducted pre-tax 	<p><u>Monthly Premiums – Dean Health Insurance</u></p> <table border="1"> <thead> <tr> <th>Type</th> <th>HMO</th> <th>POS</th> </tr> </thead> <tbody> <tr> <td>Single</td> <td>75.53</td> <td>126.97</td> </tr> <tr> <td>Family</td> <td>188.22</td> <td>316.41</td> </tr> </tbody> </table>	Type	HMO	POS	Single	75.53	126.97	Family	188.22	316.41			
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<p>Dental Insurance</p> <ul style="list-style-type: none"> .75 – 1.0 FTE Effective on date of hire 	<p>The City pays for 100% of the monthly premium</p> <p><u>Coverage Types - Delta Dental</u></p> <p>Single Single +1 Single + Children Family</p>												
<p>Vision Insurance</p> <ul style="list-style-type: none"> .75 – 1.0 FTE Effective on date of hire Premiums are deducted pre-tax 	<p><u>Monthly Premiums – Eye Med Vision</u></p> <table border="1"> <thead> <tr> <th>Type</th> <th>Comprehensive Plan</th> <th>Materials Only Plan</th> </tr> </thead> <tbody> <tr> <td>Single</td> <td>9.91</td> <td>9.34</td> </tr> <tr> <td>Single +1</td> <td>18.68</td> <td>17.79</td> </tr> <tr> <td>Family</td> <td>29.31</td> <td>27.91</td> </tr> </tbody> </table>	Type	Comprehensive Plan	Materials Only Plan	Single	9.91	9.34	Single +1	18.68	17.79	Family	29.31	27.91
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<p>Group Term Life Insurance</p> <ul style="list-style-type: none"> .575 – 1.0 FTE Effective 1st of the month following one month of employment Benefit amount is 1x your annual salary for each unit of coverage (up to five units) 	<p><u>Monthly Premiums – The Hartford</u></p> <p><u>Coverage Types</u></p> <table border="1"> <tbody> <tr> <td>Basic</td> <td>\$0</td> </tr> <tr> <td>Supplemental</td> <td>*</td> </tr> <tr> <td>Additional (up to 3 units)</td> <td>*</td> </tr> </tbody> </table> <p>*Employee monthly premium is a formula based on annual salary and age.</p>	Basic	\$0	Supplemental	*	Additional (up to 3 units)	*						
Basic	\$0												
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Additional (up to 3 units)	*												
<p>Dependent Life Insurance</p> <ul style="list-style-type: none"> .575 – 1.0 FTE Benefit amount is as follows: <ul style="list-style-type: none"> 1 unit: \$5,000 each child/\$10,000 spouse 2 units: \$10,000 each child/\$20,000 spouse 	<p><u>Monthly Premiums – Securian Financial Group</u></p> <p><u>Coverage Types</u></p> <table border="1"> <tbody> <tr> <td>1 Unit</td> <td>\$1.60</td> </tr> <tr> <td>2 Units</td> <td>\$3.20</td> </tr> </tbody> </table>	1 Unit	\$1.60	2 Units	\$3.20								
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<p>Income Continuation Insurance</p> <ul style="list-style-type: none"> • .575 – 1.0 FTE • Effective 1st of the month following date of hire • Income Continuation is a voluntary income replacement program available to local participating employers. It can cover employees for short-term and long-term disabilities. • Benefit amount is up to 75% of the average monthly earnings. 	<p><u>Monthly Premiums – Aetna Insurance</u></p> <table border="1"> <thead> <tr> <th><u>Waiting Period</u></th> <th><u>Regular</u></th> <th><u>Supplemental</u></th> </tr> </thead> <tbody> <tr> <td>30-day</td> <td>\$0</td> <td>\$0</td> </tr> <tr> <td>60-day</td> <td>\$0</td> <td>\$0</td> </tr> <tr> <td>90-day</td> <td>\$0</td> <td>\$0</td> </tr> <tr> <td>120-day</td> <td>\$0</td> <td>\$0</td> </tr> <tr> <td>180-day</td> <td>\$0</td> <td>\$0</td> </tr> </tbody> </table>	<u>Waiting Period</u>	<u>Regular</u>	<u>Supplemental</u>	30-day	\$0	\$0	60-day	\$0	\$0	90-day	\$0	\$0	120-day	\$0	\$0	180-day	\$0	\$0
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<p>Wisconsin Retirement System</p> <ul style="list-style-type: none"> • .575 – 1.0 FTE • Pension plan intended to provide you with a lifetime retirement payment. • Required contributions are deducted pre-tax, from your bi-weekly gross earnings. This amount plus a required employer portion are deposited into your pension account. 	<p><u>Required Bi-weekly Contributions</u> Based on gross pay</p> <table border="1"> <thead> <tr> <th><u>Category</u></th> <th><u>Employee</u></th> <th><u>Employer</u></th> </tr> </thead> <tbody> <tr> <td>General</td> <td>6.80%</td> <td>6.80%</td> </tr> <tr> <td>Protective</td> <td>6.80%</td> <td>13.2%</td> </tr> </tbody> </table>	<u>Category</u>	<u>Employee</u>	<u>Employer</u>	General	6.80%	6.80%	Protective	6.80%	13.2%									
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<p>Deferred Compensation 457(b) Plan</p> <ul style="list-style-type: none"> • .575 – 1.0 FTE • Contributions deducted pre-tax to a deferred compensation plan. • Contributions deducted post-tax to a roth plan. • The City offers three providers: <ul style="list-style-type: none"> ○ Wisconsin Deferred Compensation (Great West) ○ Retirement Plan Advisors (The Standard) ○ North Shore Bank 	<p><u>Summary</u></p> <p>Voluntary retirement savings plan for employees. 457 plans allow you to save money directly from your paycheck for retirement, and offers tax benefits and different investment options.</p> <p>The value of your account is based on how much money you put into the account and how much money your investments make over time.</p>																		
<p>Flexible Spending Account</p> <ul style="list-style-type: none"> • .575 – 1.0 FTE • Contributions deducted pre-tax each paycheck • Effective 1st of the month following one month of employment 	<p><u>Summary</u></p> <p>The Employee Reimbursement Account is administered by Employee Benefits Corporation. The flex plan allows employees to have pre-tax payroll deductions for the following expenses:</p> <ul style="list-style-type: none"> • Health, dental, vision premiums • Co-insurance and deductibles • Reimbursement for medical expenses (\$3,050 maximum) • Reimbursement for dependent care expenses (\$5,000 maximum) • You can roll-over \$610 medical flex spending each year 																		
<p>On-site Fitness Center</p> <ul style="list-style-type: none"> • Police Department • Emergency Medical Center • Senior Services • City Hall (for all other departments) 	<p>Available to employees at no charge.</p>																		

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<p>Employee Wellness Plan</p>	<p><u>Summary</u></p> <p>All employees, regardless of FTE, are encouraged to participate in the various Wellness programs, challenges, events, and classes that are available.</p>												
<p>Employee Assistance Plan</p>	<p><u>Summary</u></p> <p>Employee Assistance Program is designed to assist in the prevention, early identification, and resolution of personal issues. EAP might be helpful in addressing health, marital, family, financial, alcohol and other drug, emotional, stress, and other personal concerns. They also offer financial advising sessions. Employees may consult with the EAP by contacting 608-252-1320, 24 hours, 7 days a week. All services are CONFIDENTIAL and at no cost to the employee.</p>												
<p>Vacation Pay</p> <ul style="list-style-type: none"> • .575 – 1.0 FTE • Accrues each pay period based on your hours worked and length of service. • Employees who work 8 hours per day are allowed to carry over up to 240 hours of vacation into the following year. • Permanent employees who work less than 8 hours a day will carry-over vacation on a pro rate basis in accordance with the rate for a full-time employee. 	<table border="1"> <thead> <tr> <th data-bbox="792 842 1409 890"><u>Years of Continuous Service Completed</u></th> <th data-bbox="1409 842 1531 890"><u>Days of Vacation</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="792 915 1409 947">Hire through the completing of 2 years.....</td> <td data-bbox="1409 915 1531 947">15</td> </tr> <tr> <td data-bbox="792 963 1409 995">Beginning of 3 years through the completion of 5 years</td> <td data-bbox="1409 963 1531 995">18</td> </tr> <tr> <td data-bbox="792 1012 1409 1043">Beginning of 6 years through the completion of 9 years</td> <td data-bbox="1409 1012 1531 1043">22</td> </tr> <tr> <td data-bbox="792 1060 1409 1092">Beginning of 10 years through the completion of 14 years</td> <td data-bbox="1409 1060 1531 1092">26</td> </tr> <tr> <td data-bbox="792 1108 1409 1140">Beginning of 15 and more years</td> <td data-bbox="1409 1108 1531 1140">30</td> </tr> </tbody> </table>	<u>Years of Continuous Service Completed</u>	<u>Days of Vacation</u>	Hire through the completing of 2 years.....	15	Beginning of 3 years through the completion of 5 years	18	Beginning of 6 years through the completion of 9 years	22	Beginning of 10 years through the completion of 14 years	26	Beginning of 15 and more years	30
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<p>Holiday Pay</p> <ul style="list-style-type: none"> • .575 – 1.0 FTE • Compensation for required work on a holiday – please refer to Section 27.15 of the City of Middleton Code of Ordinances, Union Contract, or Employee Handbook. • Un-used floating holidays cannot be carried over into the next calendar year. 	<p><u>List of Holidays</u></p> <ul style="list-style-type: none"> • New Years Day • Martin Luther King Jr. Day • Memorial Day • Independence Day • Labor Day • Thanksgiving Day • Friday after Thanksgiving Day • December 24 • December 25 • December 31 • (4) Floating holidays 												

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<p>Sick Leave</p> <ul style="list-style-type: none"> • .575 – 1.0 FTE • Sick leave shall include absence from duty because of illness, including but not limited visits to the doctor, dentist, or other recognized health care/examinations; bodily injury, exposure to contagious disease, and serious illness or death in the immediate family of the employee. • Non-represented employees can carry a maximum balance of 1,040 hours.(Officers 1,400, EMS 1,728) <ul style="list-style-type: none"> ♦ Employees hired prior to 7/12/13 do not have a maximum balance threshold. • Refer to Section 27.16 of the City of Middleton Code of Ordinances relating to unused sick leave at termination. 	<p><u>Summary</u></p> <p>All permanent, full time employees, including those serving on probation, earn sick leave at the rate of one day per month.</p> <p>Permanent employees who work less than full time earn sick leave on a pro rate basis in accordance with the rate for a full time employee.</p> <p>Sick leave must be earned before it can be used and may not be anticipated. Sick leave shall be accumulated and credited to each employee.</p>
<p>Bereavement Leave</p> <ul style="list-style-type: none"> • .575 – 1.0 FTE • Time off with pay when there is a death in the employee’s family. 	<p><u>Summary</u></p> <p><u>5 days leave</u> Where there is a death in the immediate family of an employee – father, mother, wife, husband, son, daughter, brother or sister.</p> <p><u>3 days leave</u> Where there is a death in the extended family of an employee – the <i>employee’s</i> father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandparents or grandchildren, aunt or uncle and applicable step relatives.</p>
<p>Jury Duty</p> <ul style="list-style-type: none"> • .575 – 1.0 FTE • Time off with pay when called upon to serve on a court-appointed jury. 	<p><u>Summary</u></p> <p>If employees of the City are absent because of jury duty where the salary paid for such jury duty is less than the salary paid by the City for such employee, the City shall reimburse said employee for the loss occasioned by such difference in pay.</p> <p>For the purpose of determining other fringe benefits such as sick leave and vacation time; the status of the employee shall be considered as though not interrupted by such jury duty.</p>
<p>Military Duty</p> <ul style="list-style-type: none"> • The city shall comply with all military leave and veteran’s reemployment laws and shall grant leaves of absence as appropriate under such laws. • Eligible to employees certified to permanent positions that have served at least 3 months. 	<p><u>Summary</u></p> <p>The City shall provide limited differential pay to certain employees ordered to service in the U.S. Armed Forces or National Guard.</p> <p>If the pay received by the eligible employee for the military service is less than the pay the employee would have received from the City during such period, the City shall pay the difference to the employee.</p>

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<p>Maternity Leave</p> <ul style="list-style-type: none"> • .575 – 1.0 FTE 	<p><u>Summary</u></p> <p>All periods of maternity leave shall be periods of leave related to maternity leave shall be leave of absence without pay. Employees may use earned sick leave, vacation and/or holiday time and need not exhaust all reimbursable leave provided the original written notice for leave reserves such leave time</p> <p>Employees on leave of absence without pay may continue to participate in the group insurance programs by paying the applicable pro rate premiums</p> <p>Up to an additional three months can be approved by the Common Council upon recommendation of the Personnel Committee, but in no case shall the total period of leave exceed six months</p>
<p>Compensation Time</p> <ul style="list-style-type: none"> • 1.0 FTE 	<p><u>Summary</u></p> <p>Non-FLSA-exempt personnel who work in excess of 40 hours per week shall be compensated for such work at the rate of time and one half of their regular hourly rate.</p> <p>In lieu of pay, employees may elect to flex their schedule in the same period it is accrued with supervisor approval.</p> <p>Exempt employees who work excessive hours in their official capacity, may take off time or observe more flexible working hours at the discretion and with the written approval of the Mayor or the Mayor's designee.</p>