

**CITY OF WAUKESHA
HUMAN RESOURCES POLICY/PROCEDURE**

POLICY C-7 – Employment Benefits

The City of Waukesha desires to implement a policy on employment benefits covering its employees. (If a labor agreement exists covering the employee and speaks to any section herein, the labor agreement will supersede this policy.)

THEREFORE BE IT RESOLVED, that the following described employment benefits be adopted:

A. Uniform Maintenance/Replacement:

- 1) All sworn Police Supervisors shall receive clothing allowance to reflect the annual amount paid to uniformed represented employees.
- 2) Fire Supervisors shall receive \$600 per year.
- 3) Dispatchers:
 - a. Dispatchers shall receive an initial uniform purchase authorization of up to \$750 at 0% interest. Charged expenses will be deducted monthly at no less than \$35.00 per month until the balance is paid in full. Any subsequent purchase after the initial six months of employment will be the responsibility of the employee.
 - b. Dispatchers will receive a uniform allowance of \$400 per year.
 - c. The uniform allowance will be paid once per year, on a separate check, in the week following the first pay period in January.
 - d. If the employee separates from employment with the City after the City has paid the uniform allowance, the City will recover the unearned paid portion of the uniform allowance from the employee's last pay check. The uniform allowance is for the current year.

B. Longevity Pay:

- 1) Fire Department Employees: Non-represented sworn employees of the department are not eligible for longevity pay.
- 2) Police Department Employees: Sworn employees promoted to the rank of Sergeant prior to August 1, 1990 shall be entitled to longevity pay as follows: Ten (\$10) dollars per month after five years of service, then an additional two dollars and fifty cents(\$2.50) per month per year for each year of service thereafter, up to a maximum of twenty (20) years and forty seven dollars and fifty cents (\$47.50) per month. All other non-represented sworn employees of the department are not eligible for longevity pay.
- 3) "General" employees hired prior to January 1, 1975 shall receive longevity pay as follows: Five (\$5) dollars per month after five years of service, then an additional (\$5) dollars per month for each additional five years of service thereafter, up to a maximum of twenty years and twenty (\$20) dollars. Upon promotion, longevity pay would cease.
- 4) Eligible employees shall have their pay adjusted in the first full month within the anniversary year increment.
- 5) Employees hired after the aforementioned dates shall not be eligible nor shall receive longevity pay.

C. Group Health Insurance

- 1) Active: An employee may elect to participate in the City group health insurance program subject to the terms of the policy and waiting period prior to participation.

All members employees shall contribute toward the premium equivalent established for health insurance up to the following maximum monthly amounts:

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With participation in the Health Risk Assessment program:

	<u>2016</u>	<u>2014</u>
Single	12%	40%
Family	12%	40%

Without participation in the Health Risk Assessment program:

	<u>2016</u>	<u>2014</u>
Single	20%	20%
Family	20%	20%

This will be paid pre-tax by all eligible participating non-represented employees. The City will pay 100% of the premium for the PPO 2 plan.

Voluntary Benefits: The City shall offer, on a voluntary basis, a cancer indemnity, a sickness indemnity, and an accident indemnity insurance program. For all employees that elect the PPO 2 plan the City shall pay up to \$50.00 per month up to an annual maximum of \$600, toward the purchase premium for any or all of the programs. Employees who select the PPO 1 plan may participate in these programs at their own expense.

2) Premium Share Contribution Deductions

Employees will be given the option of electing either single or family group health insurance coverage and unless the employee affirmatively elects declining coverage in the City's plan under 3) below, or affirmatively elects to pay the premium share with taxable earnings, premium share dollars will automatically be deducted pre-tax under the City's flexible benefits program.

- a. Employees have the option of changing election under the program each open enrollment period
- b. Unless there is an affirmative election to decline coverage or to pay premium share with taxable earnings, the automatic pre-tax election shall stand.
- c. The City shall provide notice each year, prior to the open enrollment period, of the premium share contribution amounts required for the following plan year.

Premium Share While on Qualifying Leave – FMLA or WFMLA

If an employee takes a qualifying unpaid leave under FMLA or WFMLA, the City will continue to maintain the employee's Health Benefits coverage on the same terms and conditions as other active employees not on qualifying leave.

- a. Employees may elect to revoke group health benefits while on leave. If the employee elects to revoke benefit, they may be reinstated under the same terms and conditions upon completion of the leave
- b. Employees may elect to continue group health benefits while on leave and make an election to pay premium share under one of the following options:
 1. Catch up payment option (pay upon return from leave) (pre-tax or after tax)
 2. Pre-pay (pre-tax or after tax)
 3. Pay as you go (generally after tax)

2016 Group Health Program Rates

PPO 1	S	\$600.00	F	\$1,877.60
PPO 2	S	\$525.60	F	\$1,643.20

- 3) Opt Out Incentive: Employees declining participation in the City's group health insurance program are eligible for an incentive of \$100.00 per payroll for family coverage and \$35.00 per payroll for single coverage. Employees are eligible for the incentive upon becoming eligible under the plan contract and showing proof of other insurance by letter from the spouse's employer. Employees can opt into the City

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group health insurance coverage at any time after becoming eligible by filling out the proper paperwork. Coverage will become effective the first of the month.

4) Conversion of Sick Leave at Termination of Employment

a) General Employees: Upon termination of employment, a permanent employee who has reached the age of 59½ years with at least ten (10) years of continuous service shall be eligible to have the employee's accumulated unused sick leave converted to a dollar value for the purpose of funding continued participation in the City's health care plan. The conversion formula shall be the last full year's base wage, including longevity pay, divided by two thousand eighty (2080) hours multiplied by the number of hours of accumulated unused sick leave.

All other permanent employees, upon termination of employment, shall be eligible to have the one half of the employee's accumulated unused sick leave converted to a dollar value for the purpose of funding continued participation in the City's health care plan. The conversion formula shall be the last full year's base wage, including longevity pay, divided by two thousand eighty (2080) hours multiplied by the number of hours of accumulated unused sick leave divided by two (2).

For purposes of this section, "termination" means leaving employment with the City of Waukesha due to retirement, voluntary resignation or lay off. Such termination shall not include resignation in lieu of termination for cause or termination for cause.

Such premium contributions by the City shall continue thereafter unless any of the following events are applicable to the employee:

- The primary insured dies.
- The primary insured is accepted into a substantially similar program of health insurance coverage of another employer.

b) Protective Service Employees: Upon retirement or termination only as defined in this Section, the City shall pay fifty percent (50%) of the employer paid premium required for substantially similar standard and major medical continuing health coverage as provided active employees, including any subsequent changes as may occur from time to time whether the changes are improvements or reductions in coverage unless Medicare eligible, under the following circumstances:

1. Upon retirement. The employee must have at least fifteen (15) years of continuous service.
2. Upon termination due to disability as defined in Section 40.65(4) Wis. Stats., Laws of 1982, as amended from time to time.

Such premium contributions by the City shall continue thereafter unless any of the following events are applicable to the employee:

- The primary insured dies.
- The retired employee is accepted into the Medicare program.
- The primary insured is accepted into a substantially similar program of health insurance coverage of another employer.

Retirees and their spouses eligible for Medicare are considered eligible to remain in a City sponsored supplemental group health insurance program at their cost.

a) The City will continue to sponsor such a plan until there is substantially similar group health insurance coverage including prescription medication coverage offered through either federal or state governmental programs i.e., Medicare.

b) The City allows continuation in the plan of all plan participants, including spouses, for their lifetime at their cost.

5) The spouse and/or dependent children of a primary insured whose death is a result of a job related injury, illness or disease shall be provided at City expense continued group health program coverage for a period of twelve (12) months next following the primary insured's death. Upon the end of the

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twelve (12) month period, the spouse and dependent children shall be permitted to continue within the group health plan at the expense of the spouse and dependent children for an additional thirty-six months, provided the monthly premium is paid in advance to the City.

- 6) Workplace Violence (effective 1/1/94): Where an employee is killed or totally disabled from working their present job due to "work place violence" as a result of their job, the City shall continue to pay the premium for group health and dental insurance for them, their spouse and their children, thereafter and until such time as any of the following events occurs:
- the spouse, or child(ren) dies.
 - the spouse remarries.
 - the spouse or child(ren) becomes ineligible for group benefits as defined by the master policy agreement.
 - the spouse and or child(ren) are accepted into another similar health or dental insurance program.

*Note: Workplace violence defined: Where the employee would not have been hurt (or killed) but for the fact that the conditions of employment placed him/her in the position when the injury causing disability (or death) occurred. Further, the employee must have followed all safety procedures, and used all safety equipment outlined and provided by the City, State and Federal Law.

Application of this benefit will be administered solely on a case-by-case basis exclusively by the Common Council, at its pleasure, reviewing individual circumstances.

- D. Group Dental Insurance: The benefits shall be those as generally defined by contract between the City and the provider. Employees are eligible to apply for the group dental plan within their first thirty (30) days of employment. The insurance will become effective on the first day of the month following six (6) months of employment after application acceptance.

The City will pay toward the cost of the group dental insurance the full premium for the Delta **PPO Premier** Plan, single or family coverage, or an equivalent dollar amount toward any other dental plan offered by the City.

Upon termination of active employment, dental coverage may be continued as per Federal statute (COBRA).

- E. Group Life Insurance: An employee may elect to participate in the City group life insurance program subject to the terms of the policy and waiting period prior to participation. Should an employee not elect to participate at the time of eligibility, subsequent participation will be governed by the terms of the group policy as to proof of insurability.

The City shall pay the premium to provide basic group life insurance. The maximum basic life insurance amount shall be equal to the employee's previous year's Wisconsin Retirement System earnings rounded up the next higher \$1,000.

(Any non-represented employee, employed on or before the July 2, 2002 and their group life insurance benefit amount is adversely affected by this change, will be provided group life insurance up to their current policy amount until their reportable earnings reach the amount of insurance provided under the group life insurance policy program in effect prior to this change.)

Upon Retirement: Employees with twenty (20) years of continuous service will retire with his/her group life policy as per "Wisconsin Public Employers Group Life Insurance Program."

- F. Wisconsin Retirement System: The City shall pay to the Wisconsin Retirement System the Employer's portion of the contribution.
- G. Disability Insurance: The City will contract for the provision of long term disability insurance for City employees at the employee's expense so long as such insurance is available and feasible.

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- H. Safety Eye Glasses: Where an employee's job requires eye protection for safe performance of duties, the City will cover up to \$120 of the initial safety glasses expense and up to \$100 toward expense of replacement glasses every twenty-four (24) months thereafter. Eye examination costs incurred will be paid in conformance with the City's group health insurance coverage. Positions eligible for safety eyeglasses are listed in Council Policy E-1, Safety Equipment.

To qualify for reimbursement, the employee must submit a copy of the prescription, invoice for glasses and proof the glasses meet ANSI certification.

- I. Safety Shoes: The opportunity exists for regular full and part time employees whose job requires or where the City encourages the wearing of safety shoes to purchase safety shoes as per the following:

Where the City determines an employee's job requires the wearing of safety shoes, it will pay up to one hundred dollars (\$100.00) toward the cost of a pair of City approved safety work shoes. The maximum payment will not exceed one hundred dollars (\$100.00) every two (2) years. However, employees may be reimbursed up to seventy-five (\$75.00) for additional pairs of safety shoes when the employee's supervisor certifies that the employee's safety shoes are no longer suitable for their intended purpose and the employee returns such safety shoes to the supervisor.

Reimbursement for safety shoes is not available for seasonal or limited term employees.

- J. For those positions that require a Commercial Driver's License (CDL), the following provisions shall apply:
- A. The City shall reimburse non-probationary employees for the difference in a regular license and the cost of a CDL and any City required endorsement(s). The City shall grant employees time off with pay to take the CDL test(s) when required.
- B. The City shall make appropriate arrangements for training of employees required by job description to hold a CDL and any endorsement(s) for those job descriptions that require a CDL within a specified period of time. The City shall pay for the appropriate cost of such training. City employees participating in CDL training shall suffer no loss of pay during such training.
- C. If an employee is unable to pass the CDL examination or obtain any required endorsement(s), the City shall post the position and attempt to place the employee in another position to which the employee is qualified to work. If no position is available to which the employee is deemed qualified, the employee shall be laid off.

- K. Leaves of Absence: As detailed in Policy C-3.

- L. Paid Holidays: As detailed in Policy C-1.

- M. Vacation (Annual Leave): As detailed in Policy C-2.

- N. Overtime/Compensatory Time: As detailed in Policy C-6.

- O. Deferred Compensation: Employees may elect to defer part of their income into the City's Deferred Compensation Program. This deferred income is exempt from State and Federal income taxes until it is drawn at retirement or upon termination of employment.

- P. Appointed to Elected Position Sick Leave Accrual Conversion:

Appointed employees who have ten (10) or more years of continuous service as appointed employees and are subsequently elected to a City office, are eligible upon retirement to continue in the City group health insurance program and convert all sick leave hours which were accumulated during the time they were an appointed employee (See Policy C-3). No sick leave shall accrue during an elected term of office.

- Q. Fringe Benefits Changes:

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1. Significant change in the predominant benefits practices of other employers within the appropriate labor market shall be reviewed toward possible revision or maintenance of City benefits standards.
2. All recommendations for benefits changes from such reviews shall be implemented after consultation with the Human Resources Committee and upon approval of the Mayor and Council.

Passed this _____ day of April, 2016.

Approved this _____ day of April, 2016.

Mayor

ATTEST:

City Clerk/Treasurer