



# City of Waukesha HR Policy

## C5 Wages and Benefits

### Regular Part-Time Employees

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#### Purpose

The City of Waukesha is committed to providing well-defined policies for various procedures. This policy has been established to identify wages and benefits available for eligible regular part-time employees.

#### Summary

In reference to wage and benefits guidelines for regular part-time employees the following policy is adopted:

#### Eligibility Defined:

Eligible regular part-time employees are those ~~over the age of 21~~ working a minimum of 20 hours per week for continuous periods, in a year, or over 6 months, in which employment is expected to last over a period of time which is greater than 2 1 years. (The following seasonal or temporary employees are not eligible for regular part-time wages or benefits: Parks, Recreation and Forestry employees employed in the Playground/School Programs, Recreation Instructors/Coordinators/Attendants, Sports Program employees; Aquatic Program; and Civic Band; Temporary laborers, tax or office help, interns or Engineering Co-ops)

#### A. Regular part-time employees will be entitled to:

1. Participate in the Wisconsin Retirement System. (Only those positions which meet the eligibility requirements as defined by state law)
2. Participate in City Group Life Insurance. (Only those positions which meet the eligibility requirements for participating in the Wisconsin Retirement System)
3. Participate in City Group Health Insurance (Only those positions authorized to work over 30 hours/week)
4. Receive proportionate allowances of:
  - a. Sick Leave
  - b. Vacation
  - c. Holidays
5. Annual wage adjustment as determined by the Common Council and any Salary plan adjustments based on pay for performance criteria.
6. Coverage under Workers' Compensation Insurance.
7. ~~Deferred Compensation Program participation~~
87. Participate in the Deferred Compensation Program, Vision, Long Term Disability, Aflac, Flexible Benefits Program participation (only if eligible for health insurance plan per IRS regulations)
98. All safety benefits required for safe job performance.

#### B. Regular part-time employees are not entitled to:

1. Accumulation of service time
2. Leaves of absence (less than 20 hours per week)

3. Group Health Insurance (Positions authorized to work not more than 30 hours/week)
4. Group Dental Insurance

Passed this \_\_\_\_ day of \_\_\_\_, 2019.

Approved this \_\_\_\_ day of \_\_\_\_, 2019.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk