

WAUKESHA PUBLIC LIBRARY
HUMAN RESOURCES POLICY PROCEDURE

SUBJECT: NON-REPRESENTED EMPLOYMENT BENEFITS	Issued: 7/14/11	No: C-7
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SECTION 1. **WHEREAS**, the Waukesha Public Library desires to implement a policy on employment benefits covering its managerial, supervisory, professional, technical, administrative and confidential employees as listed by job title in Salary Plan Administration (Policy F-2), Appendix "A,"

SECTION 2. **THEREFORE BE IT RESOLVED**, that the following described employment benefits be adopted:

A. Group Health Insurance

1. Active: An employee may elect to participate in the Library group health insurance program subject to the terms of the policy and waiting period prior to participation. All eligible participating employees will contribute toward the premium equivalent established for health insurance up to the following maximum monthly amounts:

With participation in the Health Risk Assessment program:

	2010	2011	2012
Single	\$27.50	6% up to \$35.00	7.5% up to \$45.00
Family	\$82.00	6% up to \$100.00	7.5% up to \$140.00

Without participation in the Health Risk Assessment program:

	2010	2011	2012
Single	\$27.50	8% up to \$50.00	10%
Family	\$82.00	8% up to \$155.00	10%

This will be paid pre-tax by all eligible participating non-represented employees. The Library will pay 100% of the premium for the PPO2 plan.

Voluntary Benefits: The Library shall offer, on a voluntary basis, a cancer indemnity, a sickness indemnity, and an accident indemnity insurance program. For all employees that elect the PPO2 plan, the Library 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 PPO1 plan may participate in these programs at their own expense.

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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 Library'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 Library 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 Library 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)

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2010 Group Health Program Rates:

PPO1

PPO2

Single \$535.53/month

Single \$449.85/month

Family \$1,679.37/month

Family \$1,410.67/month

3. Opt Out Incentive: Employees declining participation in the Library'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 Library's group health insurance coverage 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

Upon termination of employment, a permanent employee who has reached the age of 59 ½ 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 (2,080) 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 one half of the employee's accumulated unused sick leave converted to a dollar value for the purpose of funding continued participation in the Library's health care plan. The conversion formula shall be the last full year's base wage, including longevity pay, divided by two thousand eighty (2,080) 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 Library due to retirement, voluntary resignation, or layoff. Such termination shall not include resignation in lieu of termination for cause, or termination for cause.

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Such premium contributions by the Library 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.

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

- a). The Library will continue to sponsor such a plan until there is substantially similar group health insurance coverage, including prescription medication coverage offered through either the federal or state governmental programs i.e., Medicare.
 - b). The Library 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 Library expense, continued group health program coverage for a period of twelve (12) months following the primary insured's death. Upon the end of the 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 monthly in advance to the Library.
 6. Workplace Violence (effective 1/1/94): Where an employee is killed or totally disabled from working his/her present job due to "workplace violence*" as a result of his/her job, the Library shall continue to pay the premium for group health and dental insurance for him/her, his/her spouse and his/her 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.

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* 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 City, State and Federal Law.

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

B. Group Dental Insurance:

The benefits shall be those as generally defined by contract between the Library and the provider. Employees are eligible to apply for one of the group dental plans within his/her 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 Library will pay toward the cost of the group dental insurance the full premium for the Delta Premier Plan, single or family coverage, or an equivalent dollar amount toward any other dental plan offered by the Library. If an employee elects the higher premium plan, the employee will pay the difference in the premium amounts between the two plans.

If an eligible non-represented staff chooses the Delta Care dental plan, they will pay the difference between the Delta Care and Delta Premier monthly premiums.

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

C. Group Life Insurance:

An employee may elect to participate in the Library 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 Library shall pay the premium to provide basic group life insurance. The maximum basic life insurance amount shall be equal to the employee's previous

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years' Wisconsin Retirement System earnings, rounded up to the next higher \$1,000.

(Any non-represented employee, employed on or before July 2, 2002 whose group life insurance benefit 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 which was 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 the policy guidelines.

Wisconsin Retirement System:

Effective with the August 26, 2011 payroll, the Library shall pay to the Wisconsin Retirement System the Employer's portion of the contribution as required by Wisconsin Law.

D. Safety Eye Glasses:

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

E. Safety Shoes:

Where the Library determines an employee's job requires the wearing of safety shoes, it will pay up to one hundred dollars (\$100.00) per year toward the cost of City-approved safety shoes. Employees may be reimbursed up to one hundred dollars (\$100.00) 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.

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

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- G. Disability Insurance: The Library will contract for the provision of long term disability insurance for Library employees, at the employee's expense, so long as such insurance is available and feasible.
- H. Paid Holidays: As detailed in Policy C-1.
- I. Vacation (Annual Leave): As detailed in Policy C-2.
- J. Overtime/Compensatory Time: As detailed in Policy C-6.
- K. Deferred Compensation:
Library employees may elect to defer part of their income into the Library'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.
- L. 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 Library 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.
- M. Fringe Benefits Changes:
 1. Significant changes in the predominant benefits practices of other employers within the appropriate labor market shall be reviewed by the City Administrator and Library Director so that possible revisions to Library and City benefits standards may be implemented.
 2. All recommendations for benefits changes from such reviews shall be implemented after consultation with the Library Human Resources Committee and upon approval of the Library Board.

Adopted by the Library Board
09/09/10