

**BENEFIT PACKAGE FOR MANAGEMENT EMPLOYEES**

The benefits outlined below have been approved for all management employees working a 1950-hour, 52 week/year contract. Benefits preceded by an asterisk (\*) are prorated for employees working less than 1950 hours/year. Regular office hours are typically 7.5 hours per day or 37.5 hours per week. **For additional information, please contact the WITC Human Resource Office at 505 Pine Ridge Drive, Shell Lake, WI 54871 (telephone: 715/468-2815).**

**GROUP MEDICAL** Employee has choice of two medical plans. Benefits for these plans are the same; however, the plans differ in premiums, deductibles, co-insurance and maximum out-of-pocket benefit. Employees electing the Network medical plan choose between two plans: one offers a 85/15 co-insurance with 100% coverage after meeting 15% of \$5,000 of eligible expenses (single coverage- \$53.64/mo., single+1 coverage - \$107.26/mo., and family coverage costs \$140.50/mo.) The other plan offers a 80/20 co-insurance with 100% coverage after meeting 20% of \$10,000 of eligible expenses (single - \$17.78/mo., single+1 - \$35.56/mo., or family - \$46.58.) Employees electing either of the Network Medical Plans receive a monthly cash credit from employer to a medical flexible spending account. All Plans are self-insured by WITC. All premiums are taken on a pre-tax basis. Employees working less than 1560 hours per fiscal year will pay a pro-rated premium than previously stated for all plan choices. Employees not electing medical insurance coverage are eligible for \$150/mo in lieu of medical insurance provided documentation of other coverage is on file with Human Resources.

**GROUP DENTAL** College pays full monthly premium of \$30.72 for single or \$103.11 for family coverage under College's self-funded dental program for employees working 1560 or more hours per year. Those working less than 1560 will pay a pro-rated premium.

**GROUP VISION** Eligible employees have the option of participating in the group vision plan. Employee pays monthly premium for the vision coverage which is taken on a pre-tax basis the first paycheck of each month. The monthly premiums are single/\$6.98, employee + 1/\$11.88, and family/\$17.37.

**FLEXIBLE SPENDING ACCOUNT** This optional program allows employees to set aside pre-tax dollars from their bi-weekly earnings to cover dependent care expenses as well as a variety of medical expenses not otherwise covered by insurance (e.g. deductibles, co-insurance, etc.). For those eligible employees participating in the network medical plan, WITC contributes \$25/month for a family plan, \$17.50/month for a single+1 plan, and \$10/month for a single plan to the medical reimbursement flexible spending account for the employee.

**GROUP TERM LIFE INSURANCE** Employee death benefit equals 1.5 times contract salary to a maximum policy of \$100,000. Plan includes an Accidental Death & Dismemberment coverage as well as dependent coverage of \$5,000 for spouse, \$2,000 for dependent age 6 months to 19 years (25 if full-time student) and \$1,000 for dependent 14 days to 6 months. College pays monthly premium.

**LONG TERM DISABILITY** If employee becomes totally disabled, he/she is covered under an Income Protection Program that pays up to 90% of annual earnings, when integrated with other income. Sixty (60) calendar day waiting period. Maximum salary \$150,000. Management employees pay annual premium (.0056 of salary). Employee payment of premium allows benefits to be non-taxable.

**RETIREMENT** Employee participates in the Wisconsin Retirement System. College pays both employer and employee contributions (10.6% combined for 2008). WITC offers participation in a 403b pre-tax retirement plan of a match amount that is established according to 1.5% of base salary. Eligibility to participate begins with fiscal year of completing three years of full-time employment.

**HOLIDAYS** Managers working 1560 hours or more per year will be paid for the following holidays:

New Year's Eve Day	Labor Day
New Year's Day	Thanksgiving Day
Good Friday	Friday following Thanksgiving
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day

If a holiday falls on a weekend, the holiday is adjusted to the nearest Monday or Friday. Holiday hours are prorated for employees working less than 1560 hours per fiscal year.

**\*VACATION**

<u>15 Days (112.5 hrs)</u> Between July 1 of 1 <sup>st</sup> full year and June 30 of FY of 4th year anniversary	<u>20 Days (150 hrs)</u> Between July 1 of FY following 4th year anniversary and June 30 of FY of 20 <sup>th</sup> year anniversary	<u>25 Days (187.5 hrs)</u> Between July 1 of FY following 20th year anniversary and the end of employment
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Vacation carryover is allowed for unused vacation past June 30 of the fiscal year, but must be used by August 15 of the next fiscal year or it will be lost.

**\*SICK LEAVE** Ninety (90) hours of paid sick leave is awarded each fiscal year, cumulative to 900 hours. Six days (45 hours) per fiscal year can be used for family illness as defined in board policy.

**PERSONAL LEAVE** Seven and one-half (7.5) hours per fiscal year is available for the employee to conduct personal business. This leave is non-cumulative and cannot be carried over.

**OTHER LEAVES** Board policy permits other leaves including Bereavement, Child Rearing, Short Term Medical, etc. See Board Policy Manual or contact Human Resources Office for more information.