

## **BENEFIT PACKAGE FOR OFFICE & TECHNICAL SUPPORT EMPLOYEES**

The benefits outlined below apply to full-time (37.5 hours/week, 52 weeks/year) Office and Technical Support employees represented by the Wisconsin Federation of Teachers, Local 4019, AFL-CIO. Benefits preceded by an asterisk (\*) are prorated for employees working less than 1950 hours/year. **For additional information, contact the WITC Human Resources 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- \$15/mo., single+1 coverage - \$30/mo., and family coverage costs \$40/mo.) The other plan offers a 80/20 co-insurance with 100% coverage after meeting 20% of \$10,000 of eligible expenses (single - \$7/mo., single+1 - \$13/mo., or family - \$17/mo.). 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**

Board pays full monthly premium for single and for family coverage under WITC's group dental plan 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 pay period of the month. The monthly premiums are employee/\$6.95, 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 a network medical plan, WITC contributes \$30/month for a family plan, \$25/month for single+1 plan, and \$15/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 of \$50,000. Plan includes 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. Premium is paid by the College.

**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 \$60,000. Premium is paid by the College.

**RETIREMENT**

Employee participates in the Wisconsin Retirement System. College pays both employer and employee contributions (11% combined for 2010). A 403(b) match is available to employees hired after January 1, 2009 of a 2% match of base annual salary in the third year of benefit eligible employment with WITC.

**\*HOLIDAYS**

Employees working 1560 hours or more per year will receive ten (10) paid holidays per year. Employees working less than 1560 will receive a prorated number of hours for holidays. These holidays are:

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

If a holiday falls on a weekend, the holiday is adjusted to the nearest Monday or Friday.

**\*VACATION**

<u>10 Days (75 hrs)</u>	<u>15 Days (112.5 hrs)</u>	<u>20 Days (150 hrs)</u>
Between July 1 of 1st full year and June 30 of FY of 5th year anniversary	Between July 1 of FY following 5th year anniversary and June 30 of FY of 10th year anniversary	Between July 1 of FY following 10th year anniversary and June 30 of FY of 13th yr anniversary

An additional 7.5 hours of vacation shall be allowed following the completion of thirteen (13) years of employment, following the completion of sixteen (16) years of employment; following the completion of nineteen (19) years of employment; following the completion of twenty-two (22) years of employment; and following completion of twenty-five (25) years of employment to the maximum of 187.5 hours. 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 are awarded each fiscal year, cumulative to 900 hours. Six days (45 hours) per fiscal year can be used for family illness as defined by union contract.

**\*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.

**\*OTHER  
LEAVES**

A variety of other leaves of absence have also been negotiated. These leaves are identified in the Office & Technical Support Contract.