

APPENDIX 1C

Benefit Information for WITC Management 2018-2019

ELIGIBILITY

- Full Time – 1,560 to 1,950 hours per year
- Part Time – 1,000 to 1,559 hours (benefits with an * apply and/or are prorated)

GROUP MEDICAL INSURANCE

- Four medical plans to choose from: 80/20 Network, Consumer Driven Health Plan A (CDHP-A) \$2600/\$5200 deductible, Consumer Driven Health Plan B (CDHP-B) \$4000/\$8000 deductible or Consumer Driven Health Plan C (CDHP-C) \$6500/\$13000 deductible
- College and employee share the premium cost
- Employee premiums are taken on a pre-tax basis and are deducted the first two pay periods of a month
- Options of coverage are single, single plus one or family
- Opt out of \$150/month is available for those who wish to waive coverage and can provide proof of other insurance
- Effective date of coverage is first of month following date of hire
- Can make changes to medical insurance plan and/or coverage only during annual open enrollment or a life event (marriage, divorce, birth, adoption, death, dependent age off, termination of employment, new employment, or if the employer ceases contributions. Note, this does not include situations where there is a change in benefits, or when the employer decreases their contributions).

GROUP DENTAL INSURANCE

- One dental plan is offered with choice of single or family coverage
- \$1,000 maximum benefit per calendar year per covered individual
- Separate \$1,000 lifetime maximum for orthodontia for dependents 19 or under
- College pays premium
- Effective date of coverage is first of month following date of hire
- Can make changes to medical insurance plan and/or coverage only during annual open enrollment or a life event (marriage, divorce, birth, adoption, death, dependent age off, termination of employment, new employment, or if the employer ceases contributions. Note, this does not include situations where there is a change in benefits, or when the employer decreases their contributions).

VISION INSURANCE

- Voluntary plan with premium paid by employee; deduction is pre-tax and is taken the first pay period of the month
- Single, limited (employee + 1 other person in family or single parent with children) or family coverage is available (\$6.95, \$11.88 and \$17.37 are the current monthly premiums)
- Offers coverage for eye exams, contacts or eyeglass lenses once every 12 months, and up to \$60 towards frames once every 24 months
- Effective date of coverage is first of month following date of hire

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- Can add, change or terminate coverage only during annual open enrollment or a life event (marriage, divorce, birth, adoption, death, dependent age off, termination of employment, new employment, or if the employer ceases contributions. Note, this does not include situations where there is a change in benefits, or when the employer decreases their contributions)
- If you choose to cancel, there is a two year waiting period before you can re-enroll in this program.

FLEXIBLE SPENDING ACCOUNT/HEALTH SAVINGS ACCOUNT

- Flexible spending account (FSA) for eligible medical and dependent care expenses as defined by IRS
- FSA for medical is available to those employees who have coverage in the 80/20 Network Medical Plan or have opted out
- FSA for dependent care is available to any benefit eligible employee
- Health Savings Account (HSA) is available for those enrolled in one of the three Consumer Driven Health Plans (CDHP)
- HSA can be utilized for eligible expenses as defined by IRS
- College contribution to a HSA if enrolled in a WITC CDHP medical plan is determined each calendar year prior to open enrollment

EMPLOYEE ASSISTANCE PROGRAM

- College provides an Employee Assistance Program (EAP) to all full-time staff
- Plan provides resources for counseling, financial and legal services

LIFE INSURANCE

- College paid at a value of two (2) times the base annual salary up to a maximum of \$150,000 for a life insurance policy
- Dependent life insurance is also available and paid for by the College. (\$5,000 for a spouse and \$2,000 for each dependent child 6 months to age 19 or age 25 if full-time student) and \$1,000 for each dependent child age 14 days to 6 months)

LONG TERM DISABILITY

- Employee pays for long term disability plan
- 60 calendar day waiting period
- 90% of average base monthly salary from previous 12 months to a maximum annual salary of \$150,000 (maximum monthly benefit of \$11,250)
- Long term disability payments are considered non-taxable income

RETIREMENT*

- College and employee each pay half of the contribution level established by the Employee Trust Fund for the Wisconsin Retirement System that is based on earnings
- Employee deductions are taken on a pre-tax basis

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403(b) RETIREMENT SAVINGS

- Employee can establish a 403(b) account and make pre-tax contributions at any time during the year from hire date
- College match of 2% of base salary beginning the fiscal year when three years of full-time employment is met for staff hired July 1, 1993 and after and were in a management position as of July 1, 2003
- Ten investment providers are part of plan as a choice for employees
- Employee can change his/her contributions four times per fiscal year

HOLIDAYS

- Ten (10) holidays are recognized as part of the employee's work schedule.
- Holidays include New Year's Day, Spring Holiday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving Day, Christmas Eve Day, Christmas Day and New Year's Eve Day.

SICK LEAVE

- Ninety (90) hours per fiscal year for the employee's illness and/or the illness of a family member; prorated for managers between 1560 and 1949 hours
- Can be utilized in ½ hour increments
- Maximum number of hours that can be carried over from year to year is 900 total

VACATION

- Vacation hours are allocated at the beginning of each fiscal year based on scheduled hour of work and years of service; prorated for managers between 1560 and 1949 hours
- Hours are provided at beginning of each fiscal year assuming all scheduled hours of position will be worked
- Can be utilized in ½ hour increments
- Allocation is as follows:

Vacation Hours	Years of Service
112.5 hours	July 1 of 1 st full fiscal year and June 30 of 3 rd fiscal year
150.0 hours	July 1 of 4 th fiscal year and June 30 of 9 th fiscal year
187.5 hours	July 1 of 10 th fiscal year and after

- Vacation hours not utilized by June 30th of fiscal year can carry over to following fiscal year and used by December 31st
- If vacation carryover hours are still available after December 31st, a maximum of 37.5 hours can be banked.
- Banked vacation hours cannot exceed 37.5 hours at any given time.

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PERSONAL LEAVE

- Seven and a half (7½) hours per fiscal year are available for personal leave; prorated for managers between 1560 and 1949 hours
- There is no carryover of personal leave hours not utilized in a fiscal year.

PAID TIME OFF*

- One week per fiscal year for part-time staff
- Week is calculated by taking fiscal year hours divided by 52 weeks
- There is no carryover of PTO hours not utilized in a fiscal year.

OTHER LEAVES*

- Jury Duty
 - College employee will receive his/her regular pay when called to Jury Duty
 - Employee will need to sign over or reimburse College for any per diem pay from municipality
 - Employee must submit copy of summons to supervisor and Human Resources
- Bereavement Leave
 - Up to 37.5 hours for the death of each family member
 - Up to 22.5 hours total per fiscal year for the deaths of any non-family members
 - Both types of leave can be taken in ½ hour increments

POST RETIREMENT MEDICAL COVERAGE BENEFIT FROM WITC

Available to full-time Managers who retire from WITC and meet the eligibility criteria for a post retirement benefit of retiree medical insurance and hire date timeframes. The eligibility criteria are as follows:

- Eligible to receive a WRS retirement benefit (currently is age 55 for non-protective groups)
- Have completed 15 years of consecutive full-time service with WITC
- Provide an irrevocable letter of intent to retire six months prior to retirement date

If Hired Prior to July 1, 1993

- Benefit of one month of single retiree medical insurance in exchange for one day (seven and a half hours) of sick leave available beginning the first of the month following the date of retirement.
- This benefit is available until sick leave hours are exhausted or a maximum of 120 months of coverage are provided or reach age 65, whichever occurs first.

If Hired Between July 1, 1993 and June 30, 2003

- A cash pool will be available to purchase single or single plus one retiree medical insurance beginning the first of the month following the date of retirement.
- The cash pool will be calculated utilizing the hourly rate of the manager at the time he/she retire and multiplying it by the number of sick leave hours available, but not to exceed 900.
- The coverage elected will continue until the cash pool is exhausted or 120 months of coverage are provided or reach age 65, whichever occurs first.

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- If cash pool is exhausted prior to reaching age 65 or 120 months of coverage and had 36 or more days of sick leave at time of retirement, retiree will receive one month of single retiree medical insurance for a period up to 36 months or reach age 65 or 120 months of retiree medical insurance coverage, whichever occurs first.

If Hired After July 1, 2003

- A cash pool will be available to purchase single or single plus one retiree medical insurance beginning the first of the month following the date of retirement.
- The cash pool will be calculated utilizing the hourly rate of the manager at the time he/she retires and multiplying it by the number of sick leave hours available, but not to exceed 900.
- The coverage elected will continue until the cash pool is exhausted or 120 months of coverage are provided or reach age 65, whichever occurs first.

Questions regarding benefits should be directed to Human Resources.