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**Wisconsin Indianhead Technical College
GENERAL EMPLOYEE HANDBOOK
Employee Benefits Summary**

Appendix One

2018 – 2019

The information contained in this Appendix that pertains to benefits are as of the publication date. The College reserves the right to change benefits during the course of the fiscal year with notification being provided through email distribution.

A. ELIGIBILITY REQUIREMENTS FOR WITC BENEFITS

The following schedule of benefits within each employee group is determined by the College at the time of hire based on the total annual hours worked. Employees may work less or more hours in a year due to extenuating circumstances.

A.1 Management and Support and Technical Personnel*

- 0-999 hours per year – no benefits**
- 1000-1559 hours per year – paid time off (PTO), jury duty, bereavement leave, and WRS (WRS eligible if 1200 hours or more**)
- 1560 -1950 hours per year – eligible for all benefits, except for PTO, as provided by the College. Benefits may be prorated if less than 1950 hours per year.

A.2 Career Specialist, Career Specialist/Recruiter, and Counselor/Accommodation Specialist*

- 0-999 hours per year – no benefits**
- 1000-1559 hours per year – paid time off (PTO), jury duty, bereavement leave, and WRS (WRS eligible if 1200 hours or more**)
- 1560 – 1950 hours per year – eligible for all benefits, except for PTO, as provided by the College. Benefits may be prorated if less than 1950 hours per year.

A.3 Custodians***

- 0-1039 hours per year – no benefits**
- 1040-1663 hours per year – paid time off (PTO), jury duty and bereavement leave and WRS eligible if 1200 hours or more**
- 1664 -2080 hours per year – eligible for all benefits except for PTO as provided by the College. Benefits may be prorated if less than 2080 hours per year.

A.4 Counselors, Accommodation Specialists, and College Health Nurses*

- 0-879 hours per year – no benefits**
- 880-1063 hours per year – paid time off (PTO), jury duty, bereavement leave, and WRS (WRS eligible if 880 hours or more**)
- 1064-1330 hours per year - eligible for all benefits, except for PTO, as provided by the College. Benefits may be prorated if less than 1330 hours per year.

A.5 Instructional Staff

- 0-879 hours per year – no benefits**
- 880-1063 hours per year – paid time off (PTO), jury duty, bereavement leave, and WRS

(WRS eligible if 880 hours or more**)

- 1064-1330 hours per year - eligible for all benefits, except for PTO, as provided by the College. Benefits may be prorated if less than 1330 hours per year.

*Employees hired October 1, 2011 or after

**See Human Resources if you participated in the Wisconsin Retirement System (WRS) prior to July 1, 2011.

***Custodians hired July 1, 2012 or after

B. DEFINITIONS

B.1 Day

A day is equivalent to the following hours:

- 7.5 hours for Management, Support and Technical Personnel, Career Specialists, Career Specialist/Recruiter, and Counselor/Accommodation Specialists (excludes meal periods)
- 7.0 hours for Instructional Staff, Counselors, Accommodation Specialists, and College Health Nurses (excludes meal periods)
- 8.0 hours for Custodians (includes meal periods)

B.2 Week

A week is equivalent to the following hours:

- 37.5 hours for Management, Support and Technical Personnel, Career Specialists, Career Specialist/Recruiter, and Counselor/Accommodation Specialists (excludes meal periods)
- 35 hours for Instructional Staff, Counselors, Accommodation Specialists (excludes meal periods)
- 30 hours for College Health Nurses (excludes meal periods)
- 40 hours for Custodians (includes meal periods)

B.3 Prorated

Certain benefits will be adjusted (vacation, sick leave, holidays, health insurance premiums) for employees hired prior to November 1, 2011 who work less than 1560 hours per fiscal year for Management, Support and Technical Personnel, Career Specialists, Career Specialist/Recruiter, and Counselor/Accommodation Specialists or less than 800 hours for Counselors, Accommodation Specialists, and College Health Nurses and less than 800 hours for Instructional Staff. Custodians hired prior to July 1, 2012 who work less than 2080 hours per fiscal year will have certain benefits adjusted (vacation, sick leave, holidays, and health insurance premiums).

C. BENEFITS

C.1 Medical Insurance

Eligible employees may participate in one of four medical plans offered by the College. An employee will be provided the opportunity to enroll in a medical plan at the time of hire into an eligible position or during the open enrollment process conducted once each year. An employee is eligible to enroll in a single, single plus one or family plan coverage of the specific medical plan selected. If an eligible employee has other insurance that is available and he/she can provide proof of this insurance, he/she may elect to "opt out" of the College's medical insurance during his/her initial hire or during open enrollment. An employee electing to opt out with proof of other insurance will be compensated a monthly amount for each month that he/she does not participate in the College's medical insurance. An employee can make changes to his/her coverage during

the year, outside of open enrollment, only if a qualifying event occurs as established by federal guidelines. The College reserves the right to change the medical plans offered.

The College and the employee may share in the cost of the coverage. Any deductions made for medical insurance will be taken on a pre-tax basis, unless the employee chooses otherwise. Deductions for medical insurance will be reflected in the first two pay periods of the month.

C.2 Dental Insurance

An eligible employee may participate in dental insurance that is offered by the College. He/she can choose a single or family plan at the time of hire into an eligible position or during the annual open enrollment process. An employee can make a change of coverage during the year, outside of open enrollment, only if a qualifying event occurs as established by federal guidelines.

C.3 Vision Insurance

An eligible employee may participate in a vision insurance program that is offered by the College. The cost of this coverage is paid 100% by the employee. Deductions for this coverage are taken from the first pay period of the month on a pre-tax basis, unless the employee chooses otherwise. An employee who is actively working and enrolls in vision insurance is required to maintain participation in the insurance for the full calendar year. If an employee chooses to cancel his/her coverage at the end of the calendar year, he/she will not be allowed to re-enroll in the plan during open enrollment until he/she has been without coverage for a period of two (2) years.

C.4 Flexible Spending Account (FSA)

The College offers a flexible spending account program to eligible employees. The optional program allows employees to set aside pre-tax dollars to cover dependent care expenses and/or a variety of medical expenses not otherwise covered by insurance. Employees who enroll in one of the Consumer Driven Health Plans (CDHPs) are eligible to participate in the dependent care FSA but are not eligible to participate in a medical FSA. Employees who are interested in FSA are urged to discuss their situation with Human Resources.

C.5 Health Savings Account (HSA)

The College offers a health savings account program to eligible employees who enroll in one of the Consumer Driven Health Plans (CDHPs) or who have opted out and are covered under a HSA eligible medical plan. The program allows employees to set aside pre-tax dollars to cover a variety of medical expenses not otherwise covered by insurance that are allowed under IRS rules. WITC may choose to contribute to the account. The account is owned by the employee and goes with the employee if he/she leaves WITC employment.

C.6 Life Insurance

An eligible employee is enrolled in a life insurance policy offered by the College that includes Accidental Death and Dismemberment coverage. The College and the employee may share in the cost of the coverage. Any policy value over \$50,000 will become a taxable benefit and will be reflected on the pay advice of the employee. The Coverage also includes dependent life insurance at a value of \$5,000 for a spouse, \$2,000 for a dependent six (6) months to age 19 or age 25 if a full-time student, and \$1,000 for a dependent 14 days to six (6) months. The specific value of the policy provided to an eligible employee is defined below.

- Management – Two (2) times the annual base salary rounded up to the next thousand to a maximum value of \$150,000.
- Instructional Staff, Counselors, Accommodation Specialists, College Health Nurses, Career Specialists, Custodians, Support and Technical Personnel, Career Specialist/Recruiter, and

Counselor/Accommodation Specialists – One and a half (1.5) times the annual base salary rounded up to the next thousand.

Employees who retire from the College may qualify to continue coverage under the group term life insurance program at his/her own expense.

C.7 Long Term Disability

An eligible employee is enrolled in a long-term disability plan offered by the College. The College and the employee may share in the cost of the coverage. The plan provides income protection coverage for an employee who is totally disabled and unable to work. The plan provides for a benefit of up to 90% of average monthly earnings to a specified maximum amount per month after meeting a 60 calendar-day waiting period. The maximum Benefit Period is to age 65 as long as the age of disablement was 61 or younger. For those who become disabled over age 61, the duration of the benefit is prorated.

C.8 Holidays

The College recognizes ten (10) paid holidays per fiscal year for eligible Management, Support and Technical Personnel, Custodians, Career Specialists, Career Specialist/Recruiter, and Counselor/Accommodation Specialists. Eight (8) paid holidays per fiscal year are available to Instructional Staff, Counselors, Accommodation Specialists and College Health Nurses. Any holiday that falls on a Saturday or Sunday will be recognized on the Friday before or Monday after the holiday. The College will establish the holidays each fiscal year, post a calendar, and may adjust it accordingly. The holidays that are recognized are listed below.

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

*Only available to Management, Support and Technical Personnel, Custodians, Career Specialists, Career Specialist/Recruiter, and Counselor/Accommodation Specialists.

C.9 Vacations

The College grants annual, paid vacation to full-time eligible Management, Support and Technical Personnel, and Custodians. The amount of vacation to which an employee is eligible depends on his/her length of continuous service and hours worked in a fiscal year. Listed below are the vacation schedules.

Management Working 52 Weeks (1950 hours)

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

Support and Technical Personnel Working 52 Weeks (1950 hours)

Vacation Hours	Years of Service
75.0 hours	July 1 of 1 st full fiscal year and June 30 of 4 th fiscal year
112.5 hours	July 1 of 5 th fiscal year and June 30 of 9 th fiscal year
150.0 hours	July 1 of 10 th fiscal year and June 30 of 12 th fiscal year
157.5 hours	July 1 of 13 th fiscal year and June 30 of the 15 th fiscal year
165.0 hours	July 1 of 16 th fiscal year and June 30 of the 18 th fiscal year
172.5 hours	July 1 of 19 th fiscal year and June 30 of the 21 st fiscal year
180.0 hours	July 1 of 22 nd fiscal year and June 30 of the 24 th fiscal year
187.5 hours	July 1 of 25 th fiscal year and after

Custodians working 52 Weeks (2080 hours)

Vacation Hours	Years of Service
80.0 hours	July 1 of 1 st full fiscal year and June 30 of 4 th fiscal year
120.0 hours	July 1 of 5 th fiscal year and June 30 of 9 th fiscal year
160.0 hours	July 1 of 10 th fiscal year and June 30 of 19 th fiscal year
200.0 hours	July 1 of 20 th fiscal year and after

Vacation will be prorated for any partial years. The use of vacation is always subject to supervisor approval and must be approved in advance. Supervisors are charged with assisting employees to schedule and manage vacation requests and balances so that the College’s business is not negatively affected and employees are able to fully utilize this benefit.

Vacation Carryover

An employee may carry over vacation hours not utilized in a fiscal year to the following fiscal year. All vacation carryover hours can be utilized through December 31st. If an employee still has vacation carryover hours remaining after December 31st, a maximum of one week (5 days) can be “banked”. “Banked” vacation cannot exceed one week at any given time.

Vacation Pay at Termination

An employee terminating employment for any reason is entitled to payment for all accrued, unused vacation time, calculated on a pro-rated basis based on the hours worked during the fiscal year.

Entries for Vacation/Vacation Carryover hours are to be made in the electronic timesheet system prior to taking planned vacation or within two weeks following an unplanned vacation. Supervisors should insure that entries for his/her staff are made according to the aforementioned timeframes.

C.10 Sick Leave

Full-time employees are provided 12 days per fiscal year based on the definition of a day for each employee group. An eligible employee who works less than full-time will have his/her sick leave prorated. This leave is cumulative up to 120 days and is the maximum that can be carried over to a new fiscal year. Sick leave hours are provided at the beginning of each fiscal year with the expectation that the employee will complete a full fiscal year of employment. Sick leave may be utilized for the employee’s own illness or an illness associated with a family member. A return to work document written by the employee’s physician is required after being absent five (5) consecutive work days or if the employee has any work restrictions after utilizing sick leave hours. Listed below are the sick leave allocations. An employee must complete the Family Medical Leave Act process if three (3) or more days of leave is expected under a FMLA qualifying condition.

- 90 hours per fiscal year to a maximum of 900 hours that can be carried over to a new fiscal year - Management, Support and Technical Personnel, Career Specialists,

Career Specialist/Recruiter, and Counselor/Accommodation Specialists

- 84 hours per fiscal year to a maximum of 840 hours that can be carried over to a new fiscal year - Instructors, Counselors, Accommodation Specialists, and College Health Nurses
- 96 hours per fiscal year to a maximum of 960 hours that can be carried over to a new fiscal year – Custodians

Entries for Sick Leave hours are to be made in the electronic timesheet system prior to taking planned time off for sick leave or within two weeks following an unplanned sick leave. Supervisors should insure that entries for his/her staff are made according to the aforementioned timeframes.

C.11 Personal Leave

An eligible employee who works a full fiscal year is provided one day of personal leave. The purpose of this leave is to provide time for an employee to conduct personal business. This leave is non-cumulative, cannot be carried over, and must be used in the current fiscal year. Requests for personal leave require prior supervisor approval. Listed below are the personal leave allocations.

- 7.5 hours - Management, Support and Technical Personnel, Career Specialists, Career Specialist/Recruiter, and Counselor/Accommodation Specialists
- 7.0 hours - Instructors, Counselors, Accommodation Specialists, and College Health Nurses
- 8.0 hours - Custodians

Entries for Personal Leave hours are to be made in the electronic timesheet system prior to taking planned time off or within two weeks following. Supervisors should insure that entries for his/her staff are made according to the aforementioned timeframes.

C.12 Bereavement Leave

An employee eligible for this leave will be compensated for time lost from his/her regular work schedule for the purpose of bereavement according to the following guidelines:

- His/her work schedule with pay up to five (5) days due to the death of a family member.
- Up to a total of three (3) days of paid, non-cumulative, bereavement leave during each fiscal year in the event of the death of a person outside the employee's family.
- An employee's request for bereavement leave shall be submitted to his/her supervisor. The College may request documentation in support of the employee's request for bereavement leave.

Entries for Bereavement Leave should be entered in the electronic timesheet system within two weeks of taking the leave. Supervisors should insure that entries for his/her staff are made according to the aforementioned timeframes.

C.13 Jury Duty

The College provides time off to an eligible employee to satisfy his/her civic responsibility when summoned for jury duty. The College will pay regular earnings to an employee who is scheduled to work during the period of time he/she is scheduled for jury duty. An employee will reimburse the College any payment received from the court for his/her service. On a daily basis, when an employee is released from jury duty, the employee shall immediately report to work unless formally excused by his/her supervisor. To qualify for paid jury duty leave, an employee must submit a copy of the summons to his/her supervisor as soon as practicable after it is received. Supervisors should forward summons to Human Resources.

Entries for Jury Duty should be entered in the electronic timesheet system within two weeks of reporting for jury duty. Supervisors should insure that entries for his/her staff are made according to the aforementioned timeframes.

C.14 Paid Time Off (PTO)

An employee who works less than 80% of a full-time position, but more than the specified minimum for each employee group described in Section A, Eligibility Requirements for WITC Benefits, will be eligible for one week of PTO. This leave will be available at the beginning of each fiscal year and should be used within the fiscal year. There is no carryover of PTO hours not utilized in a fiscal year. The use of PTO requires supervisor approval and must be approved in advance.

Entries for PTO hours are to be made in the electronic timesheet system prior to taking planned time off or within two weeks following an unplanned time off. Supervisors should insure that entries for his/her staff are made according to the aforementioned timeframes.

C.15 WITC Retirement Program

An eligible employee may participate in the College provided retirement program, which is based on years of continuous service. The College provided retirement program includes a 403(b) plan and/or retiree medical insurance if an employee meets the eligibility criteria. The 403(b) plan may include an employer match up to a specified amount.

C.16 Wisconsin Retirement System (WRS)

A state provided retirement program is available for eligible employees. When an employee becomes eligible, participation is mandatory. The Employee Trust Fund (ETF) determines eligibility requirements for participation and the percentage for contribution each calendar year. The College and the employee share in the contribution percentage. Please see the ETF link for further information on WRS, www.etf.wi.gov.

D. Questions Regarding Benefits

The College provides benefits to employees to enhance their total compensation package and improve the overall employment experience. It is important that employees understand the terms and conditions surrounding their benefits.

Questions regarding benefits should be directed to Human Resources.