

**EMPLOYEE BENEFITS \***  
**ADMINISTRATIVE FULL-TIME EMPLOYEES**

BENEFIT	WHO PAYS	WHEN YOU ARE ELIGIBLE	WHAT YOU RECEIVE
Vacation	City	Upon employment.	<b>New hires:</b> Prorated based upon number of full months worked to year end. No waiting period to use. Thereafter, on 1/1 of the following year – 10 days. After 5 years – 15 days                      After 14 years – 19 days After 11 years – 16 days                    After 15 years – 20 days After 12 years – 17 days                    After 20 years – 25 days After 13 years – 18 days
Holidays	City	Upon employment.	8 Paid Holidays per Year
Floating Holidays	City	Upon employment.	<b>New hires:</b> Prorated based upon the number of full months worked to year end. Thereafter, 3 Paid Floating Holidays per Year
Term Life Insurance	City	First of the month following 30 days from the date of hire.	Amount equal to annual salary adjusted to the nearest \$1,000
Spouse & Dependent Life Insurance	You	First of the month following 30 days from the date of hire.	Spouse: \$10,000 or \$20,000 Dependent Child: \$5,000 or \$10,000
Supplemental Life Insurance	You	First of the month following 30 days from the date of hire.	Additional amount equal to annual salary adjusted to nearest \$1,000.
Disability	You	First of the month following date of hire.	50% (\$1,000/week maximum) of earnings if out of work (unpaid) for an approved disability (non-duty disability policy).
Health Plan	You & City	The day you begin employment, if you begin before the 15th of the month; otherwise, the 1st of following month.	<b>Self-Funded Plan</b> <b>EPO:</b> Deductible, HMO look-a-like with various copays, then 80%/20% coverage. <b>CHOICE:</b> Deductible, various copays, then 75%/25% in-network coverage. <b>PHARMACY:</b> Benefit in both plan options with coinsurance, & maximum out of pocket. <b>Dean Health Plan Administrative Services</b> administers the health plan. <b>Navitus</b> administers the pharmacy plan. <b>Dean Health System</b> is the exclusive provider for EPO plan and medical manager for all plans.
Dental Plan	You & City	Same as above.	<b>Dental Basic:</b> 80/20 Plan with individual annual max of \$1,500/year; 60% Orthodontia coverage with lifetime maximum of \$3,000 per dependent (children 19 and younger only). <b>Dental Plus:</b> Checkup Plus included with individual annual max of \$3,000/year; 100% Diagnostic/Preventive Services coverage, 80/20 Basic/Restorative Services coverage, 75% Orthodontia coverage with lifetime maximum of \$5,000 per dependent child (children 19 and younger only)
Vision Insurance	You & City	Same as above.	Vision exam; lenses and frames allowances.
Flexible Benefit Program	You	Same as your eligibility for health insurance.	The program allows you to deduct out-of-pocket medical, dental and vision expenses, co-pays, deductibles, and dependent care expenses from your check automatically before taxes are calculated.
Retirement Pension	You & City	Upon employment.	6.8% contributed by you & 6.8% contributed by the City of your salary for a total of 13.6% towards your retirement.
Social Security	You & City	Upon employment.	7.65% contributed by you & 7.65% contributed by City for a total of 15.30%; FICA wage max of \$142,800; retirement, disability & death benefits under Federal program.
Deferred Compensation	You	Upon employment.	Mission Square (formerly ICMA-RC), North Shore Bank, Nationwide, and WI Deferred Compensation Plan.
Worker's Compensation	City	Upon employment.	Compensation for on-the-job injury or death.
Leave of Absence	City	After 6 months of employment.	Time off for maternity, illness, or other approved reasons.

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Funeral Leave	City	Upon employment.	Time off with pay for funeral of immediate family (up to 3 days). Family other than immediate up to 1 day.
Jury Duty	City	Upon employment.	Time off with pay for jury service.
Military Duty	City	Upon employment.	Time off for Reserve or National Guard duty. Receive either military pay or City pay for annual training.
Sick Leave	City	Upon employment.	Earn 1 day/month, maximum accumulation of 120 days. Paid \$100/day for accumulation over max.
	City	After one full year of employment.	Two personal days will be credited to those who do not use any sick leave in the previous year, and one personal day will be credited to those who use only one sick leave day in the previous year.
Overtime	City	Upon employment.	Time & one-half for work in excess of 40 hours/week for eligible employees.
Comp Time	City	Upon employment	Convert overtime to comp time, up to max accumulation of 40 hours (non-exempt employees only).
Longevity Pay	City	Annually	\$350 after 10 years. \$525 after 15 years. \$700 after 20 years.
Vacation Buy	You	After 6 months of employment	Purchase up to 5 vacation days on a post-tax basis.

\* Notwithstanding this Benefit Summary, the provisions of the Personnel Policy Manual apply.