

APPENDIX 1: Benefits FY21 February

The information contained in this Appendix supersedes all versions developed prior. The College reserves the right to change benefits during the fiscal year with notification provided through email distribution.

ELIGIBILITY REQUIREMENTS FOR WITC BENEFITS

The following schedule of benefits within each employee group is based on the total annual hours worked.

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
- WRS eligible if 1200 hours or more**

1560-1950 hours per year

- Eligible for all benefits except PTO
- Benefits may be prorated if less than 1950 hours per year

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
- WRS eligible if 1200 hours or more**

1560-1950 hours per year

- Eligible for all benefits except PTO
- Benefits may be prorated if less than 1950 hours per year

Custodians***

0-1039 hours per year

- No benefits**

1040-1663 hours per year

- Paid time off (PTO), jury duty and bereavement leave
- WRS eligible if 1200 hours or more**

1664 -2080 hours per year

- Eligible for all benefits except PTO
- Benefits may be prorated if less than 2080 hours per year

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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
- WRS eligible if 880 hours or more**

1064-1950 hours per year

- Eligible for all benefits except PTO
- Benefits may be prorated if less than 1330 hours per year

Instructional Staff

0-879 hours per year

- No benefits**

880-1063 hours per year

- Paid time off (PTO), jury duty, bereavement leave
- WRS eligible if 880 hours or more**

1064-1330 hours per year

- Eligible for all benefits except PTO
- Benefits may be prorated if less than 1330 hours per year

*Employees hired October 1, 2011 or after

**If employee has WRS creditable service prior to July 1, 2011, eligibility criteria may differ.

***Custodians hired July 1, 2012 or after

DEFINITIONS

DAY: A day is equivalent to the following hours:

- 7.5 hours for Management, Support and Technical Personnel, 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)

WEEK: A week is equivalent to the following hours:

- 37.5 hours for Management, Support and Technical Personnel, 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)

PRORATED: Benefits are prorated as indicated in the handbook appendices specific to each employee group.

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BENEFITS

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 can make changes to coverage outside of open enrollment only if a qualifying life event occurs as established by federal guidelines. 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. 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. Deductions for medical insurance will be reflected in the first two pay periods of each month.

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 outside of open enrollment only if a qualifying event occurs as established by federal guidelines. The College and the employee may share in the cost of the coverage. Any deductions made for dental insurance will be taken on a pre-tax basis. Deductions for dental insurance will be reflected in the first two pay periods of each month.

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 in full by the employee. Deductions for this coverage are taken from the first pay period of each month on a pre-tax basis. 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, he/she will not be allowed to re-enroll in the plan until he/she has been without coverage for a period of two years.

Flexible Spending Account (FSA)

The College offers a flexible spending account program to eligible employees. This optional program allows employees to set aside pre-tax dollars to cover dependent care expenses and/or a variety of medical expenses per IRS guidelines not otherwise covered by insurance. Employees who enroll in the 80/20 Network Medical Plan or opt out of medical coverage are eligible to contribute to the medical FSA. All benefit-eligible employees are eligible to contribute to the dependent care FSA.

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). The program allows employees to set aside pre-tax dollars to cover a variety of medical expenses per IRS guidelines not otherwise covered by insurance. WITC may

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choose to contribute to the account. The account is owned by the employee and goes with the employee if he/she leaves WITC employment.

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 age six months to 19 or 25 if a full-time student, and \$1,000 for a dependent age 14 days to six months. The specific value of the policy provided to an eligible employee is defined below.

- Management – Two 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, Counselor/Accommodation Specialists, Career Specialist/Recruiter, Custodians, Support and Technical Personnel – One and a half times the annual base salary rounded up to the next thousand to a maximum value of \$50,000

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

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 percent of average monthly earnings up to a specified maximum monthly benefit after meeting a 60 consecutive calendar-day waiting period. The maximum benefit period ends at age 65 if disablement occurred at age 61 or younger. For those who become disabled over age 61, the duration of the benefit is prorated.

Short Term Disability

Benefit-eligible employees may apply for short term disability any time throughout employment. The benefit amount is based on coverage elected by the employee (weekly benefit cannot exceed 66-2/3% of annual salary divided by 52). The employee pays the full premium cost. Deductions are taken on an after-tax basis and deducted the first two pay periods of each month.

Holidays

The College recognizes ten paid holidays per fiscal year for eligible Management, Support and Technical Personnel, Custodians, Career Specialist/Recruiter, and Counselor/Accommodation Specialists and eight paid holidays per fiscal year for 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.

- New Year's Day
- Spring Holiday

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- Memorial Day*
- Independence Day*
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day

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

Vacation

The College grants paid vacation on a fiscal year basis to eligible Management, Non-Instructional Faculty, 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/Non-Instructional Faculty 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 worked. The use of vacation is always subject to supervisor approval and must be approved in advance. Supervisors are charged with assisting

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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. Employees may not borrow or draw against future year vacation allotments.

Vacation Carryover

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

Vacation Pay at Termination

An employee voluntarily or involuntarily terminating employment is entitled to payment for all unused vacation time, calculated on a prorated 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 ensure that entries for his/her staff are made according to the aforementioned timeframes.

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 hospitalization, being absent five consecutive workdays, 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 or more days of leave is expected under a FMLA qualifying condition.

Management, Support and Technical Personnel, Career Specialist/Recruiter, and Counselor/
Accommodation Specialists

- 90 hours per fiscal year to a maximum of 900 hours that can be carried over to a new fiscal year

Instructors, Counselors, Accommodation Specialists, and College Health Nurses

- 84 hours per fiscal year to a maximum of 840 hours that can be carried over to a new fiscal year

Custodians

- 96 hours per fiscal year to a maximum of 960 hours that can be carried over to a new fiscal year

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 ensure that entries for his/her staff are made according to the aforementioned timeframes.

Personal Leave

Full-time employees are provided one day of personal leave. An eligible employee who works less than full-time will have his/her personal leave prorated. The purpose of this leave is to provide time for an

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employee to conduct personal business. Personal leave cannot be carried over and must be utilized in the fiscal year earned. Requests for personal leave require prior supervisor approval. Listed below are the personal leave allocations.

Management, Support and Technical Personnel, Career Specialist/Recruiter, and Counselor/
Accommodation Specialists

- 7.5 hours

Instructors, Counselors, Accommodation Specialists, and College Health Nurses

- 7.0 hours

Custodians

- 8.0 hours

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 ensure that entries for his/her staff are made according to the aforementioned timeframes.

Bereavement Leave

Eligible employees will be compensated for time lost from regular work schedules for the purpose of bereavement according to the following guidelines:

- Up to one week (hours per year divided by 52) due to the death of a family member
- Up to three days each fiscal year due to the death of a non-family member
- 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 prior to taking planned time off or within two weeks of taking the leave. Supervisors should ensure that entries for his/her staff are made according to the aforementioned timeframes.

Jury Duty

The College provides time off to an eligible employee to satisfy his/her civic responsibility when summoned for jury duty during scheduled work hours. 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 for any payment received from the municipality 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 upon receipt. Supervisors should forward the 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 ensure that entries for his/her staff are made according to the aforementioned timeframes.

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Paid Time Off (PTO)

An employee who works less than 80 percent of a full-time position, but more than the specified minimum for each employee group, will be eligible for one week of PTO. This leave will be available at the beginning of each 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 ensure that entries for his/her staff are made according to the aforementioned timeframes.

403(b)/457(b) Retirement Savings

Employees working 1,000 hours or more in a 12-month period can establish a 403(b) and/or 457(b) account with any one of the designated investment providers at any time during employment. The College will match employee contributions to a 403(b) each pay period up to a certain percentage beginning the fiscal year when three years of full-time employment are met. There is no employer match to 457(b).

Wisconsin Retirement System (WRS)

Employees who meet the eligibility criteria must be enrolled in the WRS retirement benefit. 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. Visit www.etf.wi.gov for more information.

Retirement Medical Benefit

The College offers post-employment medical coverage to retired employees who meet the eligibility criteria as indicated in the handbook appendices specific to each employee group.

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.