

**Policy No. 3.01**  
**Date of Issuance:**  
**Revision Date:**

**Standard Benefits**  
**May 17, 2012**  
**March 18, 2021; August 5, 2021; December 16, 2021;**  
**December 15, 2022**

**PURPOSE:** This policy covers all benefits in which employees of the Town of Rome are eligible to participate. Benefits include state retirement, deferred compensation program, federal social security, health insurance, dental insurance, vision insurance, group life insurance, short & long-term disability provided through AFLAC, employee assistance programming, and worker's compensation. The information contained in this policy is only intended to provide a summary of some of the benefits available to eligible employees. The controlling terms and conditions of all benefits are contained in the specific benefit plan documents. In the event of discrepancies between this policy and the formal plan documents describing benefit programs, the official plan document provisions govern.

1. **Retirement.** The Town of Rome participates in the Wisconsin Retirement System (WRS). For qualified employees, as identified below, the Town contributes the employer share of the WRS, as determined each year by the WRS. Employees contribute the general municipal employee share, as determined each year by WRS. The legal provisions governing the benefits are contained in the Wisconsin Statutes and the Wisconsin Administrative Code. The retirement fund is administered by the Wisconsin Department of Employee Trust Funds. It is established as a trust, and is controlled and directed under the statutes by a Board of Trustees.
  - A. **Qualified Employees.** Wisconsin Act 32 doubled the hourly WRS eligibility criterion for any employee covered by WRS after July 1, 2011. A newly hired employee (first hired by the Town on or after July 1, 2011) is expected to work at least two-thirds of full-time per year (1,200 hours) and is expected to be employed for at least one year from the employee's date of hire to qualify for participation in the Wisconsin Retirement System. An employee hired prior to July 1, 2011 is expected to work at least one-third of full-time per year (600 hours) and is expected to be employed for at least one year from the employee's date of hire to qualify for participation in the Wisconsin Retirement System. Newly hired employees with creditable service prior to July 1, 2011, fall under the old hourly WRS eligibility criterion. The employer may ask about prior WRS eligibility to determine which criteria apply.
    - (1) **Part-Time Employees.** Part-time employees hired to work less than 1,200 hours per year, based on a 12-month revolving-hours look-back-period, shall not be entitled to exceed 1,200 hours per year unless approved by the Town Board. The Town Board shall have final authority, upon a recommendation by the Town Administrator and written request by a Department Head, for waiver of the 1,200 per-year limit. Such waiver may only occur upon a finding that an employee has an unusual and/or special skill that is required by the Town.
  - B. The employee share of the WRS will be deducted from the employee's pay and paid directly to WRS by the Town.

- C. When approaching retirement, employees should consult the Wisconsin Department of Employee Trust Funds to obtain details on the application process and method of withdrawal. Please see Policy 2.19 Employee Termination regarding providing notices prior to retirement.
2. Deferred Compensation. Town employees may be eligible to participate in the Wisconsin Deferred Compensation Plan. This voluntary 457 deferred compensation program allows eligible employees to save and invest before-tax and after-tax (Roth) dollars through paycheck contributions, supplementing existing retirement/pension benefits. For information regarding this plan employees should contact the Town Administrator.
3. Social Security/Medicare. Social Security/Medicare is a federally regulated benefit with both employer and employee contributions required. The employee contribution to Social Security/Medicare is deducted from each paycheck until the maximum allowable deduction is reached.
4. Insurance Benefits. The Town of Rome participates in the Wisconsin Public Employers (WPE) benefits for employees who qualify for WRS. Qualified employees at the Town of Rome are eligible to participate in group life, health, dental, and vision insurance. The Town may change deductions, co-payment amounts, carriers or delete coverage and make other plan design changes at the discretion of the Town Board.
- A. Life Insurance. The Town of Rome participates in the Wisconsin Public Employers (WPE) Group Life Insurance Program. Employees must meet the following requirement to enroll in this plan:
- (1) Eligible for coverage under WRS.
  - (2) Under age 70 at the time of initial enrollment (if 70 or older when initially eligible, can only apply for coverage through Evidence of Insurability).
  - (3) Not receiving a WRS annuity.

Eligible employees have thirty (30) days from the date employment begins to enroll. Coverage begins on the first day of the month following 30 days from the date of hire. If an employee does not enroll when initially eligible, they may have an opportunity to enroll with a qualifying life event. Employees may also apply for coverage at any time through Evidence of Insurability (acceptance is not guaranteed). Employees may decrease or cancel coverage at any time.

The Town provides Life insurance coverage in an amount equal to annual salary rounded to the next one (1) thousand dollars. There is no cost to the employee for this policy, as the Town pays 100% of the monthly premium for this life insurance coverage for eligible employees.

Employees may be eligible to purchase additional units of insurance at their own expense.

- (1) **Employee Coverage:** You may select up to five units of Employee coverage. Each unit of coverage is based on your highest annual WRS earnings, rounded to the

nearest \$1,000. Your coverage level will automatically increase if your salary increases.

- (2) **Spouse and Dependent Coverage:** You may select up to two units of Spouse and Dependent coverage. Each unit insures your spouse for \$10,000 and each of your children for \$5,000. You must be enrolled in Employee coverage to elect this level of coverage.

B. Health Insurance. The Town of Rome provides Wisconsin Public Employers (WPE) Group Health Insurance as authorized by Wis. Stat. 40.51 (7). Any employee, including part-time, who are participating in the WRS are eligible for group health insurance coverage. The Town of Rome is enrolled in the Local High Deductible Health Plan (HDHP) Insurance without dental (the Town provides dental coverage as a supplemental benefit). An overview of the benefit is below:

- (1) Eligible employees may select any health plan provider available in the HDHP. The Town pays 85% of the plan premium cost for the qualified tier one health plan provider in Adams County for all eligible full-time employees and 40% of the plan premium cost for the qualified tier one health plan provider in Adams County for all eligible part-time employees.
- (2) The health benefit is available in an Individual or Family coverage. No additional compensation or claim against the Town can be made for opting not to take the health benefit coverage or for subscribing to an Individual or Family plan.
- (3) Group health insurance coverage is effective on the first day of the month following the date of employment, provided the employee has completed the enrollment forms and elected coverage.
- (4) Employees who do not elect to subscribe to health benefits during the initial enrollment period may subscribe during open enrollment or when they experience a qualifying event. An employee who experiences a qualifying event who wishes to make changes to insurance coverage must do so within thirty (30) days of the qualifying event and must provide proof to the Town Administrator of the qualifying event. Qualifying event opportunities are provided on the WPE web site at <https://etf.wi.gov/its-your-choice/2020/life-events-guide>.
- (5) Employees who participate in the health plan are provided prescription coverage administered through Navitus.
- (6) Cash in Lieu of health insurance is paid to employees who elect to waive health plan coverage. Part-time staff who elect to waive coverage are provided 40% of the Cash in Lieu benefit. Part-time staff hired on or after July 1, 2021, do not receive Cash in Lieu. The benefit is paid to eligible employees equally over twenty-six pay periods. Employees may elect Cash in Lieu and still enroll in the dental and vision Insurance. If an employee enrolls in health benefit during

open enrollment, Cash in Lieu payment will be ended. If an employee enrolls in health benefit due to a qualifying event, Cash in Lieu ends when health benefit begins.

- C. Health Savings Account. The Town provides a Health Saving Account (H.S.A.) to employees who are participating in the health plan. The Town contributes an annual amount determined by the Town Board for a Single and Family Plan, plus an 'up to' employee match.
- (1) Town H.S.A. contributions (both the annual contribution and match portion) will be pro-rated for new benefit eligible employees who start after the first of the year. Additionally, employees with a qualifying life event who switch from single to family will receive a pro-rated addition to their H.S.A. account. Employees, with a qualifying life event, who switch from family to single will not be penalized for H.S.A. contributions already made to the account.
  - (2) Employees who elect Cash in Lieu are not eligible for H.S.A. contributions.
  - (3) H.S.A. availability is active on the first day of the month following the date of employment, provided the employee has completed the enrollment forms and elected participation.

- D. Dental and Vision Insurance. The Town provides Supplemental Dental and Vision Insurance benefits through the Wisconsin Public Employers (WPE) Insurance. The Town covers 100% of the premium cost for the preventive dental and vision plan for qualified full-time employees. The Town also provides access to additional dental plans to increase coverage benefit for major dental work at the employee's cost. Employees who select additional dental benefit will have premiums deducted monthly pre-tax from payroll. Part-time employees are not eligible for dental or vision benefit.

Employees who do not elect to subscribe to dental and vision benefit during the initial enrollment period may subscribe during open enrollment or when they experience a qualifying event. An employee who experiences a qualifying event who wishes to make changes to insurance coverage must do so within thirty (30) days of the qualifying event and must provide proof to the Town Administrator of the qualifying event. Qualifying event opportunities are provided on the WPE web site at <https://etf.wi.gov/its-your-choice/2020/life-events-guide>.

5. COBRA, Continuation and Conversion. Under the Consolidated Omnibus Budget Reconciliation Act (COBRA), participants and their eligible dependents covered under the Wisconsin Public Employers (WPE) Health Insurance Program have options available to them for the continuation or conversion of health insurance coverage in the event eligibility for group coverage ends.
- A. Employees covered by the health plan at time of termination (voluntary, dismissal, or layoff). All Employees who terminate employment shall be eligible to self-pay their insurance premium for the period of time after termination of employment required by state and federal law (i.e. COBRA) and as outlined by the health plan document.

- B. Employees on Leave of Absence. Employees on approved leaves of absence shall be permitted to remain on the plan for the duration of their leave of absence.

If an employee on a leave of absence is receiving payment for sick pay, vacation pay, or payment of compensatory time for the majority of the month, their normal deduction for health insurance will be continued along with the Town's contribution until such time as the employee either exhausts such payments or until the leave terminates.

If an employee on leave of absence is not receiving payment for sick pay, vacation pay or payment of compensatory time for the majority of the month, the entire cost will be the responsibility of the employee, with the payment being due no later than the 30th of each month.

When an employee returns from a leave of absence, the Town shall make its required contribution beginning on the first of the month following the employee's return.

- C. Sick Leave Conversion.

When eligible for retirement under the Wisconsin Retirement System and upon actual retirement, an employee may receive Retirement Sick Leave Conversion Benefits (RSLCB) as payment for health, dental, or vision premiums based on accumulated Sick Leave. Sick Leave accumulation amounts are outlined in Policy 3.02 Employee Leaves. Sick Leave value will be calculated at the hourly rate of pay at time of retirement. Employees must continue Wisconsin Public Employers (WPE) Health, Delta Dental and/or Vision supplemental insurance benefits (or the Town designed health, dental and vision designated plan at time of retirement). If the employee cancels WPE benefits there is no cash payout of Sick Leave conversion benefits. RSLCB must cover the full month premium. At the end of Sick Leave hours, if there are not sufficient available hours to cover a full month premium, the employee will be notified and the employee must contact and arrange continuation of coverage directly with the WPE. No partial month of RSLCB will be paid out, partial month remaining RSLCB will return to the Town. The RSLCB is a pre-tax benefit (due to no cash payout of benefits being offered).

- D. Disability or Death. Coverage may be continued under the Wisconsin Public Employers (WPE) Health Insurance Program. There are specific coverage standards and guidelines applicable to each situation. See the Town Administrator or contact the WRS to discuss individual situation(s). Employer contribution to premium is at the discretion of the employer.

Employers must pay health insurance premiums for insured, eligible survivors of a "law enforcement officer," as defined in Wis. Stat. 66.0137 (1) (am), who dies in the line of duty, per 2019 Wisconsin Act 19.

- E. If an employee is granted a leave of absence under FMLA, the laws governing FMLA leaves will govern the continuation of benefits.

F. State and federal health insurance contribution laws shall apply for employees no longer qualified to meet the eligibility requirement for benefits.

6. Unemployment Compensation. Wisconsin Unemployment Compensation laws cover employees of the Town of Rome. Employees who lose their job, or have a reduction in work hours, may have a legal right to file for Unemployment Compensation through the State of Wisconsin Unemployment Insurance. The state laws will then determine if or how much benefits the employee will receive. The Town of Rome does not determine eligibility for unemployment benefits. All questions regarding unemployment claims should be directed to the State of Wisconsin Department of Workforce Development, Unemployment Insurance Division.