

2019 WINNEBAGO COUNTY ADMINISTRATIVE PERSONNEL

FRINGE BENEFITS*

1. Holidays. Ten (10) paid holidays, which include, New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve Day, Christmas Day and New Year's Eve Day. In addition, employees that start working prior to July 1 of a given year are eligible for two (2) floating holidays during the year of hire and four (4) floating holidays each year thereafter. Such days are to be taken with the supervisor's approval. (Employees must be employed for sixty (60) days before they are eligible for floating holiday benefits.).
2. Insurance. You are eligible to participate in Winnebago County's group health insurance program effective the first of the month following 30 days of employment. Winnebago County will pay 88% for the remainder of the current plan year. In subsequent years, Winnebago County will pay 88% if an employee and their spouse (if applicable) complete an annual health risk assessment (HRA). Winnebago County will pay 83% for employees not completing an annual health risk assessment. Please complete necessary paperwork within two (2) weeks of your hire date. Information regarding the plans is available through the Human Resources Office.

Dental insurance is available with Winnebago County paying 90% of the premium for single and family coverage and the employee paying the remainder 10%. You are eligible in the group dental insurance program effective the first of the month following 30 days of employment.

Term life insurance is available to you effective the first of the month following 30 days of employment, in an amount equal to your annualized salary rounded to the next full thousand dollar increment, at minimal cost (based on age and earnings with the County paying an additional 20% of the cost). Additional insurance which increases your coverage is also available. Spouse and dependent coverage is available at \$1.75/month total cost or \$3.50/month for double coverage.

Long-term disability insurance is available to you effective the first of the month following six months of employment, with the County paying the full cost of the coverage. This insurance provides 66 2/3% of your income after a 60 calendar day waiting period if you are disabled for any long term illness or non-work related injury. Employees have the option to reduce this waiting period to 30 calendar days at their own cost. Additional information is available in Human Resources.

3. Retirement. Winnebago County employees are required to participate in the Wisconsin Retirement System (WRS) Program. For general employees, an amount equal to 6.55% of your gross earnings is designated as the employee share toward the retirement fund. A biweekly payroll deduction will be made from your earnings for this amount. Winnebago County will also contribute an additional 6.55% employer share to the retirement fund. You have the option of designating the employee share in one (1) of two (2) ways--(1) you can have the whole share go into a fixed interest trust fund or (2) you can have 50% in the fixed and the other 50% in the variable interest trust fund. If you are interested in the variable fund and want it to be effective with your date of hire, WRS must receive your selection within 30 days of starting employment; if received after 31 days of employment, your participation in the variable fund will not begin until the following January 1. If you do not choose the variable fund at this time, the employee share will be designated in the fixed fund. More information is available at the Human Resources Office and from WRS.
4. Trial Period. Your trial period is the first half of a year's normally scheduled hours for your position, but not less than 6 months beyond your date of hire. You will enjoy holiday pay, jury duty and sick leave benefits during this trial period; however, you will not have seniority rights, nor will you be able to use funeral leave or vacation benefits. Upon completion of the trial period you will be entitled to seniority, funeral leave and vacation accumulations from your date of hire (see Sections 5, 6, 7 and 8 for more detail). Some positions require additional training or certification to pass the trial period.

5. Vacation. Benefits for January 1 following the date of hire are based on 5/6 of a vacation day for each full month of employment. Your first partial year of employment will be considered a full year of employment when calculating vacation earnings in subsequent years. Thereafter vacation eligibility shall be determined as of January 1 of each year and may be taken in that year in accordance with the following: ten (10) days paid vacation during the second through fourth years of employment; fifteen (15) days paid vacation during the fifth through ninth years of employment; twenty (20) days paid vacation during the tenth through nineteenth years of employment; and twenty-five (25) days paid vacation during twenty and subsequent years of employment.
6. Sick Leave with Pay. Effective with your date of hire, you will accrue four (4) days of sick leave. You will also accrue an additional four (4) days of sick leave effective with successful completion of the trial period. Each year thereafter, you will accrue eight (8) days on January 1. Unused sick leave will accumulate from year to year with no maximum accumulation cap.
7. Funeral Leave. In the event of a death in your immediate family, you may be excused from work for up to three (3) working days without loss of pay to attend the funeral and attend matters of the estate. Your immediate family shall be defined as your spouse, child, stepchild, parent, stepparent, brother, sister, father-in-law, and mother-in-law.

If you are required to attend the funeral of someone from your extended family, you shall be granted one (1) day off with pay to do so. Your extended family shall be defined as your grandparent, grandchild, the spouse of the employee's sister or brother, the sister or brother of the employee's spouse, son-in-law, daughter-in-law, uncle, aunt, niece or nephew.

8. Jury Duty. In the event that you are required to serve as a juror during working hours, you shall receive your regular pay less any jury fee received for all work hours served in such a capacity, providing that they return to work immediately following dismissal from jury duty, work any scheduled regular hours immediately prior to the commencement of jury duty and authorize a payroll deduction equivalent to the jury fee, except for mileage.
9. Credit Union. The Winnebago Community Credit Union provides a full range of financial services to the employees of Winnebago County. The main office is located at 567 E. Snell Rd in Oshkosh, with branch offices in Oshkosh at 2060 Witzel Ave and a branch office in Neenah at 526 S. Commercial St.
10. Direct Deposit. All new employees will be required to take payroll direct deposit. All paperwork for this is located in the Human Resources Department.
11. Deferred Compensation Program. Employees may participate in a deferred compensation program through the National Association of Counties which makes it possible for you to defer income and payment of taxes on those amounts until a later date. This money is placed in a tax deferred investment of your choice to earn tax deferred interest until you are ready to receive distributions, usually at retirement.
12. Flexible Spending Account Program. Winnebago County offers Flexible Spending Accounts which allows employees to pay unreimbursed medical expenses and day care expenses with pre-tax dollars deducted from their pay before State, Federal and Social Security taxes are deducted. You are eligible for this program the first of the month following 30 days of employment. Employees may elect to withhold up to \$2,650 for medical expense and \$5,000 for day care expenses in a plan year. Annual enrollment for the following plan year will take place during September of each year, however employees may enroll mid-year provided they do so within 30 calendar days of a qualifying event (Completion of probation, birth of child, marriage). Please contact Human Resources for additional information.

*The Fringe Benefits listed are subject to change to comply with the current Winnebago County Human Resources Policy Manual.