



# FOND DU LAC COUNTY

## Benefits for New Hires

HUMAN RESOURCES DEPARTMENT

Welcome to Fond du Lac County and thank you for joining our team! It takes people like you to help us make a direct impact in our local communities.

Our employees are the lifeblood of our organization. As such, we strive to offer our staff the best benefits to ensure you and your family have access to important health, wellness, and financial resources.

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### TIME OFF

#### Vacation

Upon hire, all new employees who are regularly scheduled 20 or more hours per week will be eligible for vacation.

Full time **hourly** employees (*excluding Correctional Officers and Dispatchers*) will earn 3.34 hours (or major fraction thereof if not scheduled 40 hours / week) for each month worked from the date of hire through the end of the year. These employees can begin using this accrued vacation three (3) months after the date of hire, up until the end of the year. Beginning January 1<sup>st</sup>, these employees will receive between 5-10 days of vacation, prorated based on the date of hire.

Full time **salaried** employees and Registered Nurses will earn 6.66 hours for each month worked from the date of hire through the end of the year. These employees can begin using this accrued vacation three (3) months after the date of hire, up until the end of the year. Beginning January 1<sup>st</sup>, these employees will receive ten (10) days of vacation.

*Have Questions?*

*Call Human Resources  
at (920) 929-3154*

Full policies can be found in the Fringe Benefit Guide

Full time Correctional Officers and Dispatchers earn 8 hours for each month worked from the date of hire through the end of the year, and can begin using this accrued vacation starting January 1<sup>st</sup> of the following calendar year.

Part time employees (scheduled 20+ hrs/week), whether salaried or hourly, will receive prorated vacation time based on the number of hours worked.

### Sick Leave

Upon hire, all new employees who are regularly scheduled 20 or more hours per week will be eligible for sick leave.

Full time employees will earn one-half day per month of sick leave for the first twelve months of employment. Employees are able to begin using accrued sick leave upon successful completion of six (6) months of employment.

After completion of twelve months of employment, employees begin earning one (1) day per month.

Sick leave does not expire and can be carried over each year until the maximum of 102 days is reached.

### Holidays

All employees are eligible for up to 11 paid holidays. Because the County provides a wide array of services, the specific holidays are determined by departmental needs as indicated below.

	Harbor Haven Health & Rehab and Dispatch	Highway Department and Jail Cooks	Correctional Officers <i>(Receives 12 hours of pay for each Holiday)</i>	Fairgrounds and Golf Course	All remaining Departments <i>(unless otherwise noted)</i>
New Year's Day	1	1	1	1	1
Friday Preceding Easter	--	1	1	½	½
Memorial Day	1	1	1	1	1
Independence Day	1	1	1	1	1
Independence Day – July 5 <sup>th</sup>	--	--	--	--	1
Labor Day	1	1	1	1	1
Thanksgiving	1	1	1	1	1
Day After Thanksgiving	--	1	1	1	1
Christmas Eve	--	--	--	½	½
Christmas Day	1	1	1	1	1
New Year's Eve	--	--	--	½	½
<b>FLOATING HOLIDAY</b>	<b>5</b>	<b>3</b>	<b>--</b>	<b>2 ½</b>	<b>1 ½</b>
<b>TOTAL</b>	<b>11</b>	<b>11</b>	<b>8</b>	<b>11</b>	<b>11</b>

Employees who are regularly scheduled 20 or more hours per week may also earn **Floating Holiday**, as noted in the last row of the Holiday Schedule. Floating Holiday is similar to personal time off and can be used after six (6) months of employment. Any unused floating holiday at the end of a year will not be paid out or carried over.

# INSURANCE BENEFITS

New employees are eligible for insurance benefits the first of the month following sixty (60) days of employment.

## Health Insurance

Employees who are regularly scheduled 24 or more hours per week are eligible for health insurance. Full time employees are eligible to cover a spouse and/or dependents up to age 26.

The County offers one health insurance plan option, with monthly health insurance premiums as follows:

	Total Monthly Cost	County Portion	Employee Portion	% of Cost
<b>Single Plan</b>	\$764.75	\$627.09	<b>\$137.66</b>	18%
<b>Family Plan</b>	\$2,007.10	\$1,645.82	<b>\$361.28</b>	18%

New employees pay 18% (Blue) of the overall premium through one pre-tax payroll deduction per month.

## Medical Plan Coverage

<b>Deductible</b>	
Single	\$1,000
Family	\$2,000
<b>Coinsurance Rate</b>	90%
<b>Out-of-Pocket Maximum</b>	<i>Includes Deductible, Medical Services, &amp; Copays</i>
Single	\$1,975
Family	\$3,950
<b>Office Visits</b>	\$25 Copay + 90% after Deductible In Network
<b>Office Visit – Fond du Lac County Care Clinic</b>	100% covered
<b>Specialist</b>	\$50 Copay + 90% after Deductible
<b>Routine/Preventive Care</b>	100% Covered
<b>Chiropractic Office Visit(s)</b>	\$25 Copay + 90% after Deductible
<b>Urgent Care</b>	\$40 Copay + 90% after Deductible
<b>Emergency Room</b>	\$150 Copay*, then 100%
<b>Prescription Drugs - Participating Pharmacy**</b>	\$15 / \$45 / \$60/\$100 (30 days) \$30/90/120/200-Mail order (90 days)
Tier 1 / Tier 2 / Tier 3	
<b>Rx Out-of-Pocket Maximum</b>	<i>Prescriptions</i>
Single	\$1,000
Family	\$2,000
Rx Network is CVS/caremark	
2 co-pays per 90 day supply if mail ordered. Visit <a href="http://www.caremark.com">http://www.caremark.com</a> to get enrolled or call 1-866-818-6911.	
	Mail order is needed for maintenance drugs to avoid additional out of pocket costs**.

The preferred network for our health insurance plan is United Health Care Choice Plus. To view in-network providers, please visit <http://www.umar.com> and search providers using our network name.

Additional benefits through the health insurance plan include:

- An annual eye exam (usual and customary), covered at 100% for each insured member under the health plan
- Annual health club reimbursement of up to \$200 maximum per insured employee
- Annual “Weight Watchers at Work” reimbursement of up to \$200 maximum per insured employee
- Tobacco Cessation
- Nutrition Counseling
- Preventative screenings and services for all members at appropriate ages covered at 100%

### Fond du Lac County Care Clinic

Convenient medical attention is available to all insured employees and families through the Fond du Lac County Care Clinic. Based out of St. Agnes Hospital in Fond du Lac, a Nurse Practitioner is available for diagnosis, treatment and medical advice on a variety of health issues. Use of the Virtual Clinic is free – no office visit bills, copays, or deductibles.

### HealthiestYou Tele-medicine

HealthiestYou connects insured employees and their families to a licensed physician who can diagnose, treat, and prescribe medication – all from your telephone or mobile app. If prescriptions are ordered, they can be sent to a pharmacy of your choosing. This free service is available 24/7 from anywhere in the United States.

### Dental Insurance

Employees who are regularly scheduled 24 or more hours per week are eligible for dental insurance and are eligible to cover a spouse and/or dependents up to age 26. Dental insurance is provided through Delta Dental and employees are responsible for 100% of the monthly pre-tax cost of premiums, as follows:

	<b>Monthly Premium</b>
Employee	<b>\$ 35.45</b>
Employee + Spouse	<b>\$ 73.01</b>
Employee + Child(ren)	<b>\$ 88.49</b>
Employee + Spouse + Child(ren)	<b>\$ 145.49</b>

Delta Dental pays for the following benefits for in-network dental visits, up to \$1,000 annually:

<b>Delta Dental Pays*</b>	<b>Benefit You Receive</b>
<b>100%</b>	Diagnostic and preventative procedures (cleanings twice per year)
<b>80%</b>	Fillings and non-surgical extractions
<b>50%</b>	Major restorative procedures
<b>50%</b>	Orthodontic services for dependents

*\*Deductible applies: \$50 per person; \$150 per family*

### Vision Insurance

Employees who are regularly scheduled 24 or more hours per week are eligible for vision insurance and are eligible to cover a spouse and/or dependents up to age 26. Vision insurance is provided through Superior Vision and employees are responsible for 100% of the monthly pre-tax cost of premiums, as follows:

	<b>Materials Only Plan</b>	<b>Full Service Plan</b>
Employee	<b>\$ 7.95</b>	<b>\$ 11.25</b>
Limited Family	<b>\$ 15.90</b>	<b>\$ 22.50</b>
Family	<b>\$ 21.09</b>	<b>\$ 29.80</b>

Superior Vision pays for the following benefits to in-network visits:

<b>Benefit</b>	<b>Materials Only Plan</b>	<b>Full Service Plan</b>
Vision Exam	None	Covered in full
Frames	\$100 allowance every 24 months	\$100 allowance every 24 months
Lenses	Covered in full every 12 months	Covered in full every 12 months
Contacts*	\$125 allowance every 12 months	\$125 allowance every 12 months
Lasik Services*	\$200 allowance	\$200 allowance

*\*Contacts or Lasik benefits in lieu of eyeglass lenses and frames benefit*

### Long-Term Disability Insurance

Full time employees are eligible for long-term disability insurance which compensates for a loss in wages should an injury or illness prevent you from working. Two options are available: one with a 30 day waiting period, the other with a 90 day waiting period. Employees pay premiums based on his/her age and earnings.

There is no open enrollment for long-term disability coverage. Employees who do not elect it when initially offered, but want to enroll later, will have to apply for coverage and answer health-related questions. The disability carrier will then determine whether to underwrite a policy for you.

### Flexible Spending Account

Employees who are regularly scheduled 24 or more hours per week are eligible to set aside pre-tax money to pay for health care costs not covered by insurance and/or dependent expenses like daycare. Known as a Flexible Spending Account, you determine the amount of automatic pre-tax deductions from your paycheck up to \$2,700 for medical costs and \$5,000 toward day care costs. Employees must know that Flexible Spending Accounts are subject to the IRS “use it or lose it” rules, such that in the event the money in this account is not spent by the end of the calendar year, the employee forfeits it.

### Employee Assistance Program

When life is just too much, EAP can offer employees and their families strategies, resources, and support to resolve personal issues that affect you and keep you from doing your best work. Upon hire, all employees will be eligible for free and confidential EAP services with a licensed, Master’s level counselor who can support employees in areas such as stress at home or on the job, caring for elderly parents, or alcohol misuse.

### Wellness Benefits

As one of America’s Healthiest Companies and a designated Well Workplace, the overall health and well-being of our employees is a priority for the County. Our Wellness Committee plans and organizes interactive challenges, services, and fitness classes to all employees, regardless of employment status. Whether that’s Zumba or Yoga classes on the lunch hour or after work, or a Maintain Don’t Gain competition around the holidays, your participation in wellness offerings is free and voluntary.

### Group Life Insurance

Life insurance coverage supports you and your family in case of loss and tragedy. Employees who work a minimum of 1,200 hours per year will be offered life insurance on the date of hire. The County pays up to \$9 per month of a Basic Unit of life insurance, which amounts to 1x your annual base earnings. Employees have the option to increase the amount of coverage and can purchase up to 5x your annual base earnings. You may also purchase coverage for your spouse and/or dependents. Life insurance premiums are paid by a monthly pre-tax payroll deduction.

## RETIREMENT

### Wisconsin Retirement System

Employees who work a minimum of 1,200 hours per year will be automatically enrolled into the Wisconsin Retirement System, wherein 6.55% of all earnings will be deducted pre-tax and placed into a retirement account in your name. If an employee qualifies, participation is required under Wisconsin state statutes. The County will match the employee's required contribution; however, an employee needs to be fully vested with five (5) years of full time service in order to claim the matched dollars.

### Deferred Compensation

Employees who are regularly scheduled 24 or more hours per week are eligible to enroll in a voluntary deferred compensation program. This program, offered through ICMA-RC, allows employees to place pre-tax payroll deductions into a retirement account. If an employee needs to rollover a 401(k) or IRA from a previous employer, it can be rolled into an account through ICMA-RC.