



New Hire Benefits Overview

Welcome to Wisconsin Heights!

Human Resources
10173 US Hwy 14
Mazomanie, WI 53560
608-767-2595



Please refer to the Wisconsin Heights Benefits Web site and applicable documentation provided for additional details.



Enrollment - Health Insurance

- ▶ Unity Health Insurance
 - ▶ Per payroll employee portion deducted pre-tax:
 - ▶ \$250 single deductible/\$500 family deductible (In-Network)
 - ▶ \$500 single deductible/\$1000 family deductible (OUT OF-Network)
- ▶ Insurance is effective on the first of the month following start date
- ▶ Benefits overview is found [HERE](#)
- ▶ To enroll/waive coverage, or if you have a qualifying change in status, contact Human Resources



Enrollment – Dental Insurance

- ▶ Delta Dental Insurance
 - ▶ 100% District paid for a single plan
 - ▶ \$36.10 employee deduction per payroll for family plan deducted pre-tax
 - ▶ Delta Dental network of providers
 - ▶ Individual Annual Maximum \$1000 (and 2 cleanings per year – “Check Up Plus”)
 - ▶ Orthodontic services \$1000 individual maximum for dependents eligible to age 19
- ▶ Benefits overview is found [HERE](#)
- ▶ To enroll/waive coverage, or if you have a qualifying change in status, contact Human Resources



Enrollment – Life Insurance

- ▶ All employees eligible for participation in the Wisconsin Retirement System are eligible for life coverage under the Wisconsin Department of Employee Trust Funds.

- ▶ How to Apply or Decline Coverage

You must submit a completed life insurance application within 30 days of your first work date.

- ▶ Coverage options are Basic (your annual salary rounded up to the nearest 1000), Supplemental and Additional up to 3 x earnings. You may also choose up to two units of the spouse/dependent coverage at \$1.75/unit.
 - ▶ **The District will cover 100% of Basic Coverage (1x earnings)**
 - ▶ Coverage is underwritten by Minnesota Life
- ▶ Plan information is found [HERE](#)
- ▶ Rates are found [HERE](#)
- ▶ To enroll/waive coverage, or if you have a qualifying change in status, contact Human Resources



Enrollment – Long Term Disability

- ▶ This is an **optional** benefit
 - ▶ Cost to employee .425% of base pay plus pay for Extracurricular Activities
 - ▶ Long Term Disability benefit percentage: 66 2/3% after 90 consecutive calendar days
 - ▶ Coverage by National Insurance Services of Wisconsin
- ▶ To enroll/waive coverage, or if you have a qualifying change in status, contact Human Resources



Enrollment – Short Term Disability

- ▶ This is an **optional** benefit
 - ▶ Employees can elect weekly benefit options as long as the benefit does not exceed 66 2/3% of their earnings. Benefits are received tax-free to the claimant (premiums are paid post-tax)
 - ▶ Coverage by National Insurance Services of Wisconsin
- ▶ Contact Human Resources for more information
- ▶ To enroll/waive coverage, or if you have a qualifying change in status, contact Human Resources



Enrollment – Flexible Spending Account (FSA)

- ▶ This is an **optional** benefit
 - ▶ Flexible spending account is available for pre-tax payroll deductions for insurance, medical, and daycare expenses
 - ▶ Medical Maximum is \$2,650
 - ▶ Dependent Maximum is \$5,000
- ▶ FSA Eligible Expenses through Diversified are found [HERE](#)
- ▶ Instructions and how to enroll online are found [HERE](#)
- ▶ Employee Guide to Pre-Tax Saving [HERE](#)
- ▶ Benefit web page is found [HERE](#)



Enrollment – Wisconsin Retirement System

- ▶ WRS retirement plan membership – Enrollment on the plan is automatic
- ▶ The employee and the District are each responsible for 50% of the contributions based upon State Law
- ▶ Participation booklet is found [HERE](#)



Enrollment – 403(b) Plan - Voluntary

- ▶ This is an ***optional*** benefit
 - ▶ If you are interested in setting up a 403(b) Plan with American Funds please contact:

Aaron G. Tachon, Financial Advisor

Financial Innovations, LLC

608-408-7000

608-843-1468 (cell)

atachon@fiwisc.com

- ▶ [403b Application Form](#)
- ▶ [403b Beneficiary Form](#)
- ▶ [403b Direct Rollover Form](#)



Donate!

- ▶ If you are interested in donating to the following organizations let Human Resources know!
 - ▶ Wisconsin Heights Education Foundation (WHEF)
 - ▶ The Wisconsin Heights Educational Foundation, Inc. is a non-profit tax-exempt organization operating independently of the school district and governed by a volunteer Board of Directors that includes local citizens and community leaders. Annually, the Foundation helps raise funds for scholarships for dozens of Wisconsin Heights graduating seniors. The Foundation also serves as an umbrella organization for other non-profit organizations in the community with like goals, including Wisconsin Heights Players and Connect to Kids
 - ▶ United Way



Payroll and Sick Leave Information

- ▶ Payroll Information
 - ▶ The payroll dates shall be the 15th and the last regular day of each month.
- ▶ Sick Leave – may be taken in increments of 1 hour
- ▶ Calendar Year Employees: Each employee shall be credited with one (1) day of paid sick leave per month of employment to a maximum of twelve (12) days per contract year.
- ▶ School Year Employees: Each employee shall be credited with one (1) day of paid sick leave per month of employment to a maximum of ten (10) days per contract year.
- ▶ Crediting of Sick Leave: Sick leave though credited at the beginning of each fiscal year is vested only upon completion of the work year. Any employee starting mid-year or mid-month will be credited only with those days earned at the time of hire. Any employee terminated or resigning will be credited only with those days earned at the time employment is severed.
- ▶ Part-time Employees: Part-time employees will receive sick leave on a pro-rated basis based upon the number of hours they are scheduled to work.

Personal Days

▶ Personal Days

- ▶ Personal days are sick days that can be used for personal reasons. A portion of the annual sick leave days accrued will be placed in a sick leave bank. At the end of every fiscal year, any personal days not used will roll over into an employee's sick leave bank. A "day" of personal leave is defined the same as a "day" of sick leave (see section 9.01). Prior approval is required. Any unused Personal Days will roll into the employee's sick leave bank at the end of the fiscal year.

Personal leave may be allowed in increments of one, two, four and eight hours.

Personal days shall be accrued as follows:

Administration:	5 of the 12 annual sick leave days may be used as personal days
Managers	5 of the 12 annual sick leave days may be used as personal days
YR AA's	5 of the 12 annual sick leave days may be used as personal days
SY AA's	5 of the 10 annual sick leave days may be used as personal days
YR Support Staff	5 of the 12 annual sick leave days may be used as personal days
SY Support Staff	5 of the 10 annual sick leave days may be used as personal days
Professional Staff	3 of the 10 annual sick leave days may be used as personal days
Teaching Staff	3 of the 10 annual sick leave days may be used as personal days