

DEFINITIONS

Probation

The first 3 months following original appointment, demotion, or re-employment during which the employee is normally scheduled to work (not including time in "Lay-off" status). The probation period may extend beyond the 3 months at the discretion of the Program Design Manager.

Training Period

The first 6 months following a promotion, demotion, or any other change in position within RWCFS (the agency). The period may extend beyond the 6 months at the discretion of the Program Design Manager.

Regular Status

An employee who has successfully completed the initial probation period.

FT/Full Year (40) Hours, (52) Weeks

PT/Full Year < (30) Hours, (52) Weeks

FT/Part Year > (30) Hours, < (52) Weeks

PT/Part Year < (30) Hours, < (52) Weeks

**Note: FT means Full-time; PT means Part-time
> means more than; < means less than*

Temporary

One who is employed for a specified, short-term period not to exceed 6 months. (short-term, seasonal, and substitute)

*Temporary employees are not eligible for any employee benefits, except those prescribed by federal and state law. Temporary employees are paid for agency holidays, but do not accrue sick, personal, or vacation time.

PAID HOLIDAYS

Labor Day..... (Mon) 9/02/13
Thanksgiving Day (Thurs) 11/28/13
Day after Thanksgiving..... (Fri) 11/29/13
Christmas Eve..... (Tues) 12/24/13
Christmas Day (Wed) 12/25/13
New Year's Eve..... (Tues) 12/31/13
New Year's Day (Wed) 1/01/14
MLK Jr. Birthday (Mon) 1/20/14
Good Friday..... (Fri) 4/18/14
Memorial Day..... (Mon) 5/26/14
Independence Day (Fri) 7/04/14

*** IMPORTANT ***

- * Employees MUST earn "Regular Status" in order to be eligible. Temporary employees scheduled for work during the observance of a Holiday will be compensated for that day.
- * Employees on "Probation," "Lay-off," or are not "Regularly Scheduled" during a Holiday are NOT eligible for the paid benefit.
- * Employees with "Unauthorized Absences" the day before or after a holiday are NOT eligible to be paid for that holiday.

Rock-Walworth Comprehensive Family Services, Inc.



PROGRAM YEAR 2013-2014 **EMPLOYEE BENEFITS** **BROCHURE**

This brochure is provided as a general overview of benefits. For policy details, please refer to your employee handbook.

ACCRUED BENEFITS

Sick Leave - *After Probation*

- Regular, FT and PT, **part-year** employees may accrue up to 80 hours of sick time, prorated according to a 40 hour work week.
- Regular, FT and PT, **full-year** employees may accrue up to 104 hours of sick time, prorated according to a 40 hour work week.

Accrued time (not to exceed 80 hours) will be carried over to the following program year if unused. Employees *will not* accrue sick time during leaves of absence or while receiving worker's compensation.

Personal Time - *After Probation*

Personal time is deducted from accrued sick leave and must be used in the program year. It cannot be carried over, nor will compensation be made upon termination for unused personal time.

- Regular, FT and PT, **part-year** employees may use up to 24 hours of personal time.
- Regular, FT and PT, **full-year** employees may use up to 32 hours of personal time.

Vacation Days - *After Probation*

- Regular, FT and PT, **part-year** employees will accrue vacation time to be used during designated program breaks. (up to 6 days during Winter Break and up to 4 days during Spring Break)
- Regular, FT and PT, **full-year** employees may accrue up to 104 hours of vacation time.

Vacation time must be used in full day increments. Employees who have not completed their probation period will observe the predetermined vacation days without compensation.

Vacation time cannot be carried over, but compensation will be paid upon termination for unused time. Employees *will not* accrue vacation time during leaves of absence or while receiving worker's compensation.

Family/Medical Leave - *After 12 Months*

An eligible employee will be granted up to 12 weeks of leave in any calendar year according to law. Please refer to your employee handbook for details.

Other Leaves

Military Leave	<i>After 1 day</i>
Jury Duty	<i>After 1 day</i>
Leave Without Pay.....	<i>After 90 days</i>
Funeral Leave	<i>After 30 days</i>

All other leaves of absence must be approved by the Executive Director.

EMPLOYEE PAID BENEFITS

The following benefits may be elected by any regular status, full-time employee (30 hours or more weekly).

Health Insurance

DeanCare HMO
PO Box 56099
Madison, WI 53705

Dental &/or Vision Insurance

Delta Dental of Wisconsin
PO Box 828
Stevens Point, WI 54481

* Eligibility for coverage and acceptance of the applicant(s) is at the discretion of the insurance provider.

** Regular FT employees are eligible to participate in the group insurance plans. The application must be filled out within the first 30 days of employment and would not be effective until 90 days from the 1st of the next month following completion of the application.

401(k) Retirement Plan - *After 12 Months*

All regular status employees are eligible to enroll in the 401(k) retirement plan provided through **Mass Mutual** who are at least 21 years of age after completing 1 year of employment and have worked at least 1,000 hours within that 12 month period. RWCFS *may* contribute a match. Contact the Finance Director for details.

EMPLOYER PAID BENEFITS

Life Insurance - *After 90 days*

The agency purchases a term life policy for all regular status employees. The value of the policy is equal to an employee's annual salary or a minimum of \$15,000.

Income Protection/Disability Insurance

- *After 90 days*

The agency purchases an income protection/disability insurance policy for all regular status employees. This protection will pay 67% of the weekly income in the event an employee becomes injured, ill, or disabled beyond sick time available, at the discretion of the insurance company plan's eligibility requirements.

Pension Plan - *After 12 Months*

The agency contributes to a pension plan fund for all regular status employees. Eligible employees may enroll in the pension plan after one year of employment provided that they:

- are at least 21 years of age
- have worked 1,000 hours within the year
- are employed on the final day of the pension plan year, January 31st

Upon satisfying the eligibility requirements above, eligible employees may enroll in the pension plan during one of two annual open enrollment periods: February 1st and August 1st.

Agency contributions are based on a percentage of all eligible employees' annual earnings, at the discretion of the RWCFS Board of Directors.

Required Payroll Taxes

- Employer-matched Social Security & Medicare taxes
- Unemployment Compensation
- Worker's Compensation Insurance