

COUNTY OF DANE BENEFITS OVERVIEW

1) WORK HOURS

- a. Monday through Friday (schedules vary for 24/7 work locations, ie. Sheriff's office, Badger Prairie nursing home, Public Safety Communications)
- b. 7:45 A.M. - 4:30 P.M.
- c. 45 Minute lunch break
- d. 15 minute break both during the morning and the afternoon (based on eight hour day)
- e. Flex time at the discretion of management.

2) PAY

- a. Employees are paid bi-weekly
- b. Twice throughout the year, three checks are issued per month

3) Wisconsin Retirement System (must be at least 60% employee)

- a. Total contribution is 13% of gross salary.
- b. Employee's pays employee portion.
- c. County contributes the employer portion.

4) Health Insurance – Dean Health Inc.

- a. HMO plan within Dean Network
- b. Point of Service Plan (POS) - Can go outside of the Dean network. Employee pays 25% of the difference in cost between the HMO and POS single or family premiums.

(Premiums pro-rated for part-time positions, i.e. Work 50%, pay 50% of the premium. Part time employee would pay this plus cost in b above)

5) Dental Insurance

- a. Premiums paid by County (pro-rated for part time positions, i.e. Work 50%, pay 50% of premium)

6) Disability Insurance (must be at least half time 50% employee):

- a. Premiums paid by employee based on prior year sick time used, or options elected for tax reporting purposes
- b. One options allow for up to 3 wellness days that can be used as leave time.

7) Life Insurance (must be at least 60% employee)

- a. Premium paid by Employee based on salary and age.

8) Long-Term Care Insurance (must be at least half time 50% employee)

- a. Premium paid by Employee

9) Vision Care

- a. Premium paid by Employee

10) Tax Deferred Compensation Plan (457)

- a. Wisconsin Deferred Compensation Plan

11) Flexible Spending Accounts

- a. Provides a deduction of pre-tax dollars for Dependent Care and Uninsured Medical & Dental expenses, e.g., eye glasses

12) Transportation/Ridesharing

The RoundTrip program provides a free online platform for commuters in Dane County to connect with carpool partners, state vanpools, bike buddies, Metro Transit routes, and park-n-rides. Visit www.RoundTripGreaterMadison.org to get started!

RoundTrip Program Flyer <https://admin.countyofdane.com/documents/emprel/pdf/Roundtrip-Flyer-2022-2sided.pdf>

Employees are allowed one of the following:

- a. Free Bus Pass — Contact roundtrip@cityofmadison.com to request a free annual bus pass. Both full-time employees and LTEs are eligible.
- b. Carpool Program — Employees who carpool are eligible for free parking in the County ramp. Contact roundtrip@cityofmadison.com to sign up. Each member of the carpool must have a commuter profile with RoundTrip at www.RoundTripGreaterMadison.org.
- c. Parking — Parking is available in the [County Ramp](#) for \$15.00 per month (some employee groups may pay a different rate depending on the handbook).

Emergency Ride Home Program

- The ERH program supports commuters who walk, bike, bus, and rideshare to work by providing up to six taxi vouchers per year to get home in case of qualified emergency. Sign up at www.RoundTripGreaterMadison.org.
<https://admin.countyofdane.com/documents/emprel/pdf/RoundTrip-Emergency-Ride-Home-Program-Policies-2022.pdf>

13) Combined Campaign

14) Direct Deposit

15) LEAVE TIME

a. VACATION

- i. 1st thru 5th year: 2 or 3 weeks dependent upon employee group or union contracts (managerial start at 3 weeks)

b. HOLIDAYS:

- i. *Total of 32 Hours of Floating Holiday
- ii. *11 Fixed Holidays (Office is Closed)
 1. January 1
 2. Martin Luther King, Jr. Birthday (third Monday in January)
 3. Last Monday in May (Memorial Day)
 4. June 19 (Juneteenth)
 5. July 4
 6. First Monday in September (Labor Day)
 7. Fourth Thursday of November (Thanksgiving Day)
 8. Day after Thanksgiving
 9. December 24
 10. December 25
 11. December 31

c. SICK LEAVE

- i. Earned at the rate of four hours per pay-period (pro-rated for part time), up to a maximum accumulation of 1,740 hours.

d. PAID PARENTAL LEAVE

- i. Employees get 240 hours of paid parental leave for the birth or adoption of a child to use within 6 months of the event.