Employee Benefits Handbook
for
Non-Represented Employees

City of Madison, Wisconsin

This Handbook outlines benefits for permanent non-represented employees of the City of Madison in confidential, managerial, professional and/or supervisory positions. This existence of this Handbook does not create an express or implied contract and is not a collective bargaining agreement. The City reserves the right to modify this Handbook and to amend or terminate the policies, procedures, or benefits described herein. This Handbook will not override any labor agreement, City Ordinance, Administrative Procedure Memorandum, State or Federal law. This Handbook may be used to clarify policies or procedures not specifically addressed in City labor agreements.

Contents

Overview 1

Equal Employment Opportunity/Non-Discrimination Policy 1

Application of this Handbook 1

Pay Provisions 2
- Salary Schedules 2
- Salary Advancement 2
- Longevity Pay Provisions 2
- Hours of work 3
- Overtime 3
- Compensatory Time 3
- Other Types of Compensation 3

Leave Provisions 4
- Vacation Leave 4
- Holiday Leave 5
- Floating Holiday Time 6
- Paid Leave Time 6
- Sick Leave 7
- Family and Medical Leave 8
- Death in the Family or Otherwise Leave 8
- Jury Duty Leave 9
- Election Time Off 9
- Military Leave 9
- Leave of Absence Without Pay 9
- Disability Leave and Layoff 10

Benefits 11
- Pension 11
- Health Insurance 13
- ETF Benefits And Domestic Partners 14
- Life Insurance 15
- Income Continuation Insurance (Wage Insurance) 15
- Dental Insurance 16
- Flexible Spending Accounts 16
- 457(b) Deferred Compensation Plans 17
- Long-Term Care Insurance 17
- Bus Pass 18
- CARS Pool Fleet 18
- Employee Assistance Program (EAP) 18
- Critical Incident Stress Management (CISM) 19
- Flexible Work Schedules 19
- Training and Tuition Assistance Program 19

Residency Requirements.....20
Grievance Procedure.....20
Domestic Partner/Family Partner Benefits Summarized.....22

Overview

The City of Madison employs over 2700 permanent employees. As one of the largest employers in the city, the City of Madison strives to offer its employees a competitive salary and benefits package. The purpose of this handbook is to provide a one-stop reference for the many varied benefits the City offers. By putting this information in one place, we hope to create an easy resource for employees who have questions about what benefits are available. In addition, this handbook provides a mechanism for employees who have disputes over terms and conditions of employment to file a grievance. This handbook will be updated periodically to reflect changes to the compensation and/or benefits offered by the City. The handbook is posted on EmployeeNet and any revisions or updates will be reflected on EmployeeNet at the appropriate time. Hopefully this handbook is useful but if employees continue to have questions about their benefits, please call the City Human Resources Department at 266-4615.

Equal Employment Opportunity/Non-Discrimination Policy

It is declared to be the public policy of the City of Madison to foster and enforce to the fullest extent the protection by law of the rights of all of its inhabitants to equal opportunity to gainful employment, housing, credit and the use of City facilities and public accommodations without regard to sex, race, religion, color, national origin or ancestry, age, handicap/disability, marital status, source of income, arrest record or conviction record, less than honorable discharge, physical appearance, sexual orientation, political beliefs, familial status, or the fact that such person is a student, or the fact that such a person is a member of a domestic partnership.

To fully effectuate this policy of promoting nondiscrimination, the City shall endeavor to eliminate all discrimination that may occur in its own employment, housing, and public accommodation practices and in the use of City facilities. The City of Madison as an employer will not violate federal, state or municipal laws concerning discrimination in employment, nor will the City discriminate against any employee(s) because of affiliation or lack of affiliation with a City-recognized association.

Application of this Handbook

This handbook applies to employees in Compensation Groups 17, 18, and 19. In addition, excluding the exceptions defined in the Madison General Ordinances (MGO) Chapter 3.54(6)(a), most provisions in this handbook apply to employees in Compensation Group 21. Where there is a conflict between the ordinances and the provisions of this handbook, the ordinance language will control.

Pay Provisions

The City of Madison strives to offer competitive wages for all its positions. To this end, the City not only complies with the provisions of the Fair Labor Standards Act, but in many cases offers pay above and beyond its legal obligations. Specific provisions are described below.

SALARY SCHEDULES

Salary Schedules are found in the MGO, Chapter 3.54(1).

SALARY ADVANCEMENT

Employees are generally hired at step 1 of a position's salary range, although it is possible that for some positions, employees may be hired above the minimum. Unless an employee is hired at the maximum of the salary range (step 5), the employee will receive an increase to the next step upon completion of probation. Additional increases generally occur on a yearly basis thereafter until the maximum of the salary range is achieved. Specific provisions relating to salary advancement are found in the MGO Chapter 3.54(8).

LONGEVITY PAY PROVISIONS

All permanent full-time and permanent part-time employees receive longevity pay according to the following schedule:

1. Three per cent (3%) of base pay at the beginning of the 5th year of continuous employment;
2. An additional 3% (total 6%) of base pay beginning with the 10th year of continuous employment;
3. An additional 2% (total 8%) of base pay beginning with the 14th year of continuous employment;
4. An additional 1% (total 9%) of base pay beginning with the 16th year of continuous employment;
5. An additional 1% (total 10%) of base pay beginning with the 18th year of continuous employment;
6. An additional 1% (total 11%) of base pay beginning with the 20th year of continuous employment;
7. An additional 1% (total 12%) of base pay beginning with the 25th year of continuous employment.

The above schedule of longevity shall be reduced by a maximum of 1% for employees in Compensation Group (CG) 18 who do not reside in the City of Madison. This reduction is effective with the first longevity calculation after which the employee does not reside in the City. If the employee later resides in the City, the employee is entitled to a return of the 1% at the beginning of the next pay period, but only prospectively.

Longevity Pay will be implemented consistent with the terms of the MGO Chapter 3.54(16).

HOURS OF WORK

Employees of the City are classified either as office personnel or field personnel. For office personnel, the standard work week consists of 38.75 hours, and a standard work day is considered 7.75 hours. For field personnel, the standard work week consists of 40 hours and a standard work day is considered 8 hours. Full-time employees are generally expected to work 5 days a week. Part-time employees will have their schedule set by the Appointing Authority for their department and the hours in the work week will depend on the percentage of full-time equivalency (FTE) for which the position is budgeted. (MGO 3.32(4))

OVERTIME

Employees in CG 17 and 18 may be eligible to receive compensation for hours worked in excess of the standard work week. Generally, employees in CG 17 will receive time and one half compensation for hours worked in excess of the standard work week or work day. Employees in CG 17 will receive double time for time worked in excess of 12 consecutive hours. Employees in CG 18, Range 1-9 will generally receive time and one half compensation for hours worked in excess of the standard work week only. Employees in CG 18, Range 10-13 will generally receive straight time compensation for hours worked in excess of the standard work week only. Employees in CG 18, Range 14 or above and CG 19 and 21 are not entitled to receive additional compensation for hours worked in excess of the standard work week.

Overtime provisions will be implemented consistent with the terms of the MGO Chapter 3.54(11).

COMPENSATORY TIME

The decision to compensate overtime hours in the form of money or compensatory time off shall be made by the employee's Appointing Authority. Compensatory time shall be taken only at mutually agreed-upon times between the Appointing Authority and the employee. All compensatory balances shall be reduced to 40 hours or less by the end of each year, or by March 31 of the succeeding year with the approval of the Human Resources Director. Under special circumstances where workload makes it impractical for employees to meet the March 31 deadline, the Human Resources Director may extend the deadline to June 30. (MGO 3.54(11))

OTHER TYPES OF COMPENSATION

Employees may be eligible for other types of compensation depending on their compensation group and consistent with the ordinances, including:

- Pay for filling a position in a Temporary or Acting Capacity (MGO 3.54(10))
- Call-in Pay (MGO 3.54(11))
- Night, Holiday, or Sunday differentials for work performed at those times or on those days (MGO 3.54(17))
- Compensatory time for work performed on a Holiday (MGO 3.54(18))

- Out of class pay (MGO 3.54(19))
- Advances on Vacation Pay (MGO 3.54(20))
- Standby Pay (MGO 3.54(21))

Leave Provisions

In addition to offering competitive salaries, the City of Madison offers a generous leave package, including vacation, paid holidays, sick leave, and other leave. The specific types of leave are described below. For this section, an employee is defined as any City employee, including a limited term employee, other than those holding stagehand positions, seasonal positions, hourly positions or crossing guard positions.

VACATION LEAVE

Employees earn vacation immediately upon starting with the City according to the following schedule:

Continuous Service Time (years completed)	Full-Time Equivalent Annual Work Days of Vacation
0-3 years	10
4-7 years	12-1/2
8-11 years	15
12-15 years	17-1/2
16-19 years	20
20-27 years	25
28+ years	27

(MGO 3.32(7)(c))

If an hourly or seasonal employee becomes a permanent employee without a break in continuous service, that employee will get a vacation credit in accordance with the provisions of MGO Chapter 3.32(7)(a). Crossing guards are not eligible to earn vacation.

Employees are not eligible to use vacation time until completion of their probation period, or in the case of a longer probation, after 6 months of employment. However, vacation earned during that time will be prorated and credited to an employee's vacation balance upon completing probation. (MGO 3.32(7)(a)) Employees who do not serve a probation period are eligible to use vacation time at any time.

Employees receive their entire vacation allocation for the year as of January 1. However, employees actually earn the vacation on a prorated basis with every bi-weekly pay period. Therefore, if an employee uses vacation and then terminates her/his employment with the City prior to the end of the year, the employee may be responsible for reimbursing the City for any vacation that was used and not earned. (MGO 3.32(7)(c)4 and 5)

When employees are given their vacation allocation for the year, this takes into account any additional vacation earned due to an employee reaching a new vacation threshold within the

upcoming year. The new vacation amount is prorated from the employee's continuous service start date through the end of the year.

Employees can automatically carry over up to 10 days of unused vacation from one year to the next. Unused vacation in excess of 10 days may only be carried over with the approval of the employee's Department Head and Human Resources Director. Any vacation that is carried over must be used by June 30 of the following year. See APM 2-5 for more details. (MGO 3.32(7)(b))

Vacation will be scheduled according to the policy established by individual departments in accordance with the MGO Chapter 3.32(7)(c)7.

The Mayor, or designee (the Human Resources Director), may designate a new permanent employee's beginning vacation leave entitlement at any step within the vacation schedule. If that occurs, the employee, for the purposes of calculating vacation, will be considered to have completed that amount of service. For example, a newly appointed employee may be given 15 days of vacation. In that case, the employee will be considered to have completed 7 years of service and will be entitled to a higher vacation amount after 4 years (years 8, 9, 10, and 11) of service. (MGO 3.32(7)(c)8)

Eligible employees, upon retirement, shall have added to their last paycheck their full vacation credit for that calendar year less any vacation already taken during said year, regardless of whether the employee earned the vacation at the time of retirement. (MGO 3.32(7)(e)

Additional provisions relating to vacation will be implemented consistent with the terms of the MGO Chapter 3.32(7).

HOLIDAY LEAVE

Permanent and hourly employees shall be eligible to receive the following paid designated holidays as defined in MGO Chapter 3.32(8).

- New Year's Day (January 1)
- Martin Luther King, Jr.'s Birthday (third Monday in January)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving Day (fourth Thursday of November)
- Day after Thanksgiving (for hourly employees only)
- December 25

Employees must work or be in an approved paid leave status the work day before <u>and</u> after a holiday in order to receive pay for the holiday. (MGO 3.32(8)(c)) Crossing guards do not receive paid holidays.

In the event a designated holiday falls on a Sunday, the Monday immediately following will be treated as the holiday. In the event a designated holiday falls on a Saturday, employees will be given an additional vacation day in lieu of the holiday. (MGO 3.32(8)(e))

Employees scheduled or assigned to work on an established holiday shall be compensated at the rate of two times the employee's regular rate of pay for the hours worked. In addition, employees who work on a holiday will receive vacation time for the hours worked on the holiday. (MGO 3.32(8)(d) and 3.54(18))

Additional provisions relating to holidays will be implemented consistent with the terms of the MGO Chapter 3.32(8).

FLOATING HOLIDAY TIME

Consistent with Chapter 3.32(9) of the MGO, all employees receive 3.5 days of floating holiday which can be scheduled and used as vacation time. Floating holidays may not be carried over into another year, unless an employee is hired and starts employment with the City on or after November 1. Any floating holiday time otherwise not used by an employee by December 31 will be forfeited. Hourly employees and crossing guards do not receive floating holiday time. (MGO 3.32(9))

PAID LEAVE TIME

Employees are eligible to receive paid leave time. Hourly employees and crossing guards are not eligible for paid leave time.

The day after Thanksgiving and the whole day or part of the day on December 24 and December 31 where said days fall on a normal Monday-Friday work day are Paid Leave Days. City facilities, except in those agencies performing essential services, are closed on Paid Leave Days and employees are paid for these days. In the event a City facility remains open, the department head may release employees from duty on that day at the department head's discretion. Employees must work or be in an approved paid leave status the work day before <u>and</u> after a paid leave day in order to receive pay for the paid leave day.

When employees are required to work on a paid leave day, equivalent compensatory time off shall be granted at a mutually agreeable time. All compensatory time granted under this section shall be at straight time.

When December 24 and 31 fall on either Saturday or Sunday, employees are provided 1 additional vacation day for each day consistent with the provisions of the MGO Chapter 3.32(10).

Additional provisions relating to paid leave time will be implemented consistent with the terms of the MGO Chapter 3.32(10)

SICK LEAVE

Employees and hourly employees earn sick leave. (MGO Chapter 3.32(6)(b)1)

Sick leave may be used for any absence necessitated by an employee's or an immediate family member's serious illness or injury. "Immediate family member" is defined as follows (MGO Chapter 3.32(6)(a)):

1. Parent or stepparent
2. Husband or wife
3. Child, stepchild, grandchild or foster child
4. Spouse's foster child
5. Brother or sister
6. Grandfather, grandmother, great-grandfather or great-grandmother.
7. Person designated in writing by the employee as a family partner or that partner's child, stepchild, grandchild, foster child, parent, stepparent, brother, sister, stepbrother, stepsister, son-in-law, daughter-in-law, grandparent, or great-grandparent
8. Father-in-law, mother-in-law, stepfather-in-law or stepmother-in-law
9. Sister-in-law, brother-in-law, stepsister-in-law or stepbrother-in-law
10. Son-in-law or daughter-in-law
11. Spouse's son-in-law or daughter-in-law
12. Spouse's grandparent or great-grandparent
13. Domestic Partner as provided in Section 39.03(2)(n) and (o) and 39.03(11), Madison General Ordinances

The City reserves the right to request any employee using sick leave to provide a physician's certificate explaining the necessity for the employee's absence from work, or other documentation substantiating that the absence was for an approved use of sick leave. Failure to provide this medical documentation may result in loss of pay for the time absent and possible discipline. This provision will be enforced consistent with the terms of the MGO Chapter 3.32(6)(c).

For employees, sick leave is earned at the rate of one-half (1/2) day per biweekly pay period, prorated based on an employee's FTE, and consistent with the terms of the MGO Chapter 3.32(6)(e). Employees must complete 6 days of compensated service in a pay period in order to earn sick leave during that pay period. Employees earn sick leave immediately upon starting employment with the City. Only employees in their original 6 months of employment may draw in advance of the amount of sick leave (up to 6 days) which would be accrued within the 6 months. If the employee's service is terminated prior to the end of this period, the employee shall reimburse the City for any unearned sick leave used. (MGO Chapter 3.32(6)(b)2)

Hourly employees earn 1 day (8 hours) of sick leave for every 200 hours worked, up to a total of 3 sick days in a calendar year. If an hourly employee is laid off from the City or leaves City employment to return to school and has unused sick leave, the employee will be paid out for half of the unused total. If an hourly employee is terminated or otherwise resigns, the employee forfeits any unused sick leave. (MGO Chapter 3.32(6)(e)1 and 2)

Employees may accumulate up to a total of 163 days of sick leave. At the end of each year, any employee with a sick leave balance in excess of 150 days will receive a payout on the pay day immediately preceding December 25 equivalent to the employee's regular salary times the number of excess days. Hourly employees may not carry over sick leave from one year to the next. Hourly employees will be paid out half their unused sick leave on the pay check immediately preceding December 25. (MGO Chapter 3.32(6)(e)2, 3)

Employees who retire or who become disabled and who are also eligible to receive either Social Security benefits, Wisconsin Retirement Fund annuity payments or other publicly established retirement fund annuities shall receive the cash equivalent of one hundred per cent (100%) of their accumulated unused sick leave credits. If this amount is greater than $2,000.00, these funds will be placed into the City of Madison Post-Retirement Sick Leave Conversion Medical Reimbursement Plan and Trust, pursuant to the terms of the Plan, or the City of Madison Governmental 401(a) Special Pay Plan and Trust, pursuant to the terms of the Plan. (MGO Chapter 3.32(6)(e)2)

Employees who are displaced and become unemployed as a direct result of the transfer of a Department/Division operation to another government entity or due to subcontracting the operation to a private entity will receive the equivalent value of their accumulated unused sick leave not to exceed the value of 6 months of the employer's normal contribution toward health insurance. These funds will be placed in an escrow account and will be used to continue the City's normal contribution toward health insurance premiums for a period not to exceed 6 months following the date of layoff consistent with the terms of the MGO Chapter 3.53(24)(l). If the employee is recalled or rehired by the City within 24 months of the layoff, the accumulated unused sick leave credits not converted to the escrow account for health insurance contributions will be restored to the employee.

FAMILY AND MEDICAL LEAVE

Qualifying employees are entitled to take leave under the Family and Medical Leave Act for a variety of reasons. Reasons include an employee's own serious health condition, the serious health condition of a family member (as defined in the Federal or Wisconsin FMLA), the birth or adoption of a child, and other qualifying reasons. The City recognizes and tracks leave under both the Federal FMLA and the Wisconsin FMLA. Mayoral APM 2-21 outlines the City's policy with respect to FMLA. Employees using Federal FMLA may be required to substitute other forms of paid leave consistent with the terms of the APM. Instructions and forms for requesting FMLA leave can be found on EmployeeNet.

DEATH IN THE FAMILY OR OTHERWISE LEAVE

All employees and crossing guards will be allowed up to 3 work days of funeral leave with pay in the event of the death of a member of the employee's immediate family as defined in the Sick Leave section above. Such leave will not be charged to an employee's accrued sick leave or personal leave balances. Additional time off may be requested and, subject to approval, will be charged to the accrued leave time of the employee consistent with the terms of the MGO Chapter 3.32(13)(a)1.

In the event of death of a family member other than those shown above, employees are entitled to 1 day of leave, which will be charged against any paid leave the employee chooses. Only in the absence of paid leave will AWOP be approved. In the case of a death of a friend, employees are entitled to 1 day of leave without pay if the memorial service is out-of-town or 1/2 day for an in-town memorial service. Employees may choose to use paid leave at their discretion. (MGO Chapter 3.32(13)(b, c))

JURY DUTY LEAVE

All employees, except hourly and crossing guard employees, who are called for jury service in any court of the State of Wisconsin or of the United States will be entitled to a leave of absence from the City without loss of pay provided the employee reimburses the City for the per diem received for serving as a juror. Serving as a juror will not constitute an interruption of service for the purposes of computing seniority or longevity and an employee will not be charged with any personal leave during the time on jury duty. This section does not apply to hourly employees and crossing guards. (MGO 3.32(12))

ELECTION TIME OFF

State law requires that employees be allowed time off for the purpose of voting on election day. Any employee wishing to vote during regular work hours should notify his/her supervisor in advance of the desire to vote on election day. Any employee having given notice prior to election day may take up to 3 hours of vacation, compensatory time, personal time, or absence without pay, for the purpose of voting on election day. The City, and specifically each individual department/division, reserves the right to designate the time of day in which an employee is released to vote.

MILITARY LEAVE

Employees are entitled to leave to serve as a member of the military consistent with the provisions of the MGO 3.32(11) and with Mayoral APM 2-39.

LEAVE OF ABSENCE WITHOUT PAY

Department heads may, in appropriate circumstances, grant employees a leave of absence without pay limited to 12 working days in accordance with the MGO Chapter 3.32(5) and Mayoral APM 2-31. A leave of absence without pay in excess of 12 working days may be granted subject to the written approval of the Human Resources Director (or designee), acting as the Mayor's designated representative. A leave of absence without pay while on probation will serve to extend the probationary period by the length of time on leave. Forms for requesting a leave of absence without pay can be found on EmployeeNet.

DISABILITY LEAVE AND LAYOFF

An employee who is injured or otherwise unable to work because of a physical or mental impairment that is not work-related is entitled to a maximum of 6 months leave of absence without pay subject to the following conditions:

- The employee must not have any available sick leave time.
- The employee must apply for such leave in writing to their department/division head, who will forward such request to the Human Resources Director, or designee, for approval.
- The employee must submit a treating physician's report directly to Human Resources, including a statement regarding the medical reason(s) for the leave and whether or not the employee is able to work.
- In order to return to work, the employee must provide notice and submit to the department/division head a treating physician's release for work.

During the period of disability leave of absence, the City will make its normal contribution toward the employee's health insurance premiums. When medically fit to return from disability leave, the City will restore the employee to her/his original position. Employees can be placed on disability leave status during a covered leave under the Family and Medical Leave Act. In this case, employees do not need to submit additional medical documentation; the City will consider the documentation submitted with the FMLA sufficient for disability leave. Employees are not eligible for holiday pay, paid leave days, or other paid leave accrual during disability leave.

An employee who returns to work from a disability leave must be back at work for at least 2 months before being eligible for a new 6 month disability leave. Any paid leave taken during the 2 month period shall act to extend the 2 month period on a day for day basis. If the employee requires any amount of unpaid leave during the 2 months, the 2 month period will start over from the time s/he returns from unpaid status.

Disability leave may not be used for intermittent leave requests except in the following cases:

- The Employee is using leave otherwise covered by FMLA.
- The employee needs time off to attend doctor appointments for a period of time following a return from disability leave.
- The employee is in a "work-hardening" period and working a reduced or intermittent schedule at least half-time for the purpose of returning to regular status.

An employee who returns to work on an intermittent basis will continue to have the hours taken as AWOP counted towards the 6 months of disability leave. Once an employee reaches 6 months of AWOP, if the employee is unable to work her/his regular schedule or with permanent restrictions, s/he will be placed on disability layoff until such time as the employee is released to work the regular schedule or with permanent restrictions.

In the event the employee is unable to return to work at the end of the disability leave period, the employee will be placed in a layoff status for a period not to exceed 18 months. The City will

make no health insurance contributions on behalf of the employee during the 18 month layoff. However, the employee can maintain insurance coverage by paying the entire premium. If an employee is certified to return to work during the layoff period, the employee will be given recall rights consistent with the provisions of the MGO, Chapter 3.53(24)(b), (c), and (e) through (g), and Chapter 3.32(14). Other provisions relating to Disability Leave or Layoff will be implemented consistent with the terms of APM 2-45.

This policy applies to all City employees with qualifying medical conditions, which is not limited to, but may include employees with disabilities as defined by the Americans with Disabilities Act (ADA) or related legislation. An employee's eligibility for disability leave or disability layoff shall in no way infer the existence of a disability as defined by the ADA or related legislation. Information regarding an employee's eligibility for reasonable workplace accommodations and the City of Madison's compliance with the ADA and related legislation can be found in APM 2-22.

Employees with an employment contract (e.g. employees in Compensation Group 21) may be granted a disability leave without pay at the discretion of the Mayor and are not entitled to displacement options unless set forth by individual contract. (MGO 3.32(14)(g))

Benefits

The City of Madison offers a number of benefits for employees and family members. These benefits include a pension, health insurance, life insurance, wage insurance, two 457 deferred compensation plans, and a number of other benefits as described below.

PENSION

The City of Madison participates in the Wisconsin Retirement System (WRS) which is administered by the State of Wisconsin, Department of Employee Trust Funds. Employees who have WRS service prior to July 1, 2011 begin participating in the WRS upon date of hire in permanent positions and for limited term employees working at least 12 months. Permanent and limited term employees expected to work at least 12 months and hired after July 1, 2011 will begin participating in WRS upon date of hire as long as their position is certified at .6 FTE or greater (a minimum of 1200 hours in a 12 month period). Hourly employees become eligible after having worked 12 months and at least 1200 hours. The City of Madison contributes the required Employer portion and employees pay the required employee portion. The employee contribution will be taken with pre-tax dollars. In most cases, upon retirement, employees will receive an annuity, paid monthly.

Permanent employees with WRS service before July 1, 2011 are considered "vested" immediately upon starting with the City. Employees who are new to the WRS and are hired after July 1, 2011, will have to participate in the WRS for at least 5 years in order to be "vested" and receive employer contributions upon reaching age 55. Retirement benefits and eligibility for are thoroughly discussed on the ETF website (http://etf.wi.gov). Employees are encouraged to contact ETF at 608-266-3285 for questions on their own accounts. Each year (usually in the Spring) participating employees receive an annual account statement from WRS.

The minimum retirement age to begin receiving an annuity is 55. However, the normal retirement age is 62 for general employees and employees who retire before age 62 will have an actuarial deduction made on the annuity. If an employee has at least 30 years of creditable service and retires at age 57 or later, there will be no actuarial deduction. Employees who leave the City prior to age 55 and do not secure employment with another WRS employer may have the option of taking a separation benefit. Otherwise, separated employees may leave the money in the WRS until turning age 55, at which time the separated employee can choose to take a lump sum payout or a monthly annuity.

Retirement benefits are based on the higher of either a formula calculation or money purchase calculation. This ensures that the retirement benefit will never be less than the annuity that can be provided by employee required contributions and accumulated interest plus an equal amount of employer contributions. For a career public employee who retires at the normal retirement age, the intent is that the formula retirement benefit, when added to the employee's Social Security benefit, will produce a total retirement income of between 50% and 85% of pre-retirement gross earnings. The maximum formula retirement benefit limit is 70% of final average earnings for all employment categories except the protective categories.

Contributions to the WRS are automatically placed into the Core Trust Fund for employees. The Core Trust Fund is invested in a combination of bonds, fixed income securities and common stock. However, employees can opt to participate in the Variable Trust Fund. The Variable Trust Fund is a diversified investment portfolio and performance of the Variable Trust Fund is more dependent on the stock market than the Core Trust Fund. There is greater risk associated with the Variable Trust Fund, but also the possibility of a higher return if the stock market performs well. Employees who elect to join the Variable Trust Fund will have 50% of all future contributions (both employer and employee) placed into the Variable Trust Fund. Existing contributions cannot be transferred into the Variable Trust Fund.

New employees can sign up for the Variable Trust Fund within 30 days of beginning employment and contributions to the Variable Trust Fund will start immediately. Otherwise, current employees can sign up for the Variable Trust Fund at any time but contributions will not start until January 1 of the following year. Employees can also choose to cancel Variable Trust Fund participation, but once this is done, the employee will not be allowed to resume contributions into the Variable Trust Fund. If employees choose to withdraw from the Variable Trust Fund, this can stop future contributions only or employees can choose to move their existing balance in the Variable Trust Fund to the Core Trust Fund.

Employees may also make voluntary, after-tax, additional contributions to their WRS account to supplement the regular WRS benefit. These contributions are subject to federal annual contribution limits.

If an employee has previous non-WRS public sector employment at the federal, state, or local level, it may be possible to purchase credit for the years of Other Governmental Service (OGS). Employees must have contributed into the WRS for a minimum of 3 complete continuous years before purchasing back years of OGS. An employee can purchase up to the number of years the

employee has contributed into the WRS, not to exceed the amount of OGS. Employees can pay by submitting a payment, by transferring monies from WRS additional account(s), a plan-to-plan transfer of pre-tax monies from account(s) in other qualified non-WRS retirement plans, or a combination of all three. The non-WRS retirement plans from which ETF can accept plan-to-plan transfers of pre-tax funds to buy OGS include plans qualified under sections 401(a), 401(k), 403(b) and 457(b) of the Internal Revenue Code. The plan(s) must agree to this transfer of funds. **There is no immediate tax liability on the monies transferred from other qualified retirement plan(s) to buy WRS creditable service**

Please see the Department of Employee Trust Funds website for more details on this benefit: etf.wi.gov.

HEALTH INSURANCE

The City of Madison participates in the Wisconsin Public Employer's Group Health Insurance program. All permanent City employees and employees in limited term positions funded for at least 12 months have the option to enroll in health insurance upon starting employment with the City. If an employee starts on or before the first Monday of a month, coverage will be effective the beginning of the following month. Otherwise, coverage will not be effective until the beginning of the next month after that. New employees are provided enrollment information during orientation and hourly employees upon eligibility. Eligible employees have a 30 calendar day enrollment period to enroll in any of the health plans offered. The annual "It's Your Choice" Health Insurance booklet and printable forms are found on EmployeeNet or at the City Human Resources Department.

Starting in 2012, the City may only contribute up to 88% of the premium based on an average of the HMOs in the Dane County Service Area. Employees will be responsible for any premium costs in excess of this 88% amount, as determined by ETF. Employees who are less than full-time will pay a prorated premium based on their FTE. These premiums are taken from pre-tax dollars in most cases.

The State of Wisconsin has expanded coverage for health insurance to domestic partners and children up to age 26. Employees who seek to add individuals to the health insurance plans who do not qualify as dependents under the IRS code, such as domestic partners, will incur a tax liability as it relates to the premium payments. This is known as imputed income. The portion of the premium to add the non-IRS qualifying individuals must be treated as income for the employee and is taxed as income. This means State and Federal taxes and FICA are taken out of that portion of the premium. In addition, those portions of the premiums are reported as earnings for the employee at the end of the year.

Each year, in October, employees will have the opportunity to participate in the "It's Your Choice Open Enrollment Period." During the It's Your Choice Open Enrollment Period, employees may enroll in health insurance for the upcoming plan year, change carriers, or change from single to family coverage. The changes made during It's Your Choice are effective January 1st of the following year. Employees enrolled in the health insurance may also have the opportunity to make changes outside the It's Your Choice period if they have a life changing

event. Employees who experience a life changing event such as marriage, divorce, or birth/adoption of a child should complete a Health Insurance change form within 30 calendar days of the event and submit the form to Human Resources.

Employees who elected to not enroll in the Group Health Insurance program when it was initially offered and now want to enroll may not do so unless there is a "qualifying event." An example of a qualifying event would be loss of other coverage due to divorce from or death of a spouse carrying the coverage. Employees will have a 30-calendar day enrollment period from the date of the qualifying event and must provide documentation of the loss of other coverage. For more information on "qualifying events," please contact the Human Resources Department. If there is no qualifying event and an employee wishes to enroll in coverage, the employee will have to wait until the next annual enrollment period in October.

A retired employee may, at his/her option, continue to participate in the health insurance programs identified above. In addition, the City will make Medicaid and Medicare Supplement plans available to those employees qualified for Medicaid and/or Medicare; however, premiums for said insurance will be paid by the retiree. If a retired employee elects to discontinue participation in a health maintenance organization (HMO), the employee will not be allowed to reenroll at a later date.

ETF BENEFITS AND DOMESTIC PARTNERS

The State of Wisconsin has extended coverage of Department of Employee Trust Fund benefits to domestic partners, including WRS retirement accounts and health insurance. Under the State guidelines, a domestic partner is defined as follows:

- Both individuals are at least 18 years old and legally competent;
- Neither individual is married or in a domestic partnership with another person;
- The individuals are not related by blood in any way that would prevent marriage under Wisconsin law;
- The individuals consider themselves to be members of each other's immediate family;
- The individuals agree to be responsible for each other's basic living expenses; and
- The individuals share a common residence.

In order for a domestic partner to qualify for benefits administered through the Department of Employee Trust Funds, an affidavit must be filed directly with ETF certifying that the couple is in a domestic partnership according to the criteria listed above. The ETF affidavit can be found on the Department of Employee Trust Funds website: etf.wi.gov. A copy of the affidavit should be provided to City of Madison Human Resources.

A domestic partner who is registered through ETF can participate in the City's health insurance plan, and children of the domestic partner may also be covered. The filing of the affidavit with Employee Trust Funds will be considered a life changing event and employees will have a 30 day window to add the domestic partner to the health insurance at that time. If the employee fails to add the domestic partner during this enrollment period, the domestic partner cannot be added until the next It's Your Choice enrollment period.

A domestic partner who is registered through ETF will also be granted rights to the employee's WRS retirement account similar to a married spouse.

For more detailed information regarding Employee Trust Fund benefits and domestic partners, please refer directly to the ETF website: etf.wi.gov.

LIFE INSURANCE[1]

The City of Madison offers optional Group Term Life Insurance to employees who enroll within 30 calendar days of their date of hire with the City. Employees have the option of purchasing coverage up to three times their annual salary. Employees may also purchase up to 2 units of dependent coverage. Each unit of dependent coverage equates to $10,000 of coverage on a spouse and $5,000 for each dependent child to age 21 or age 25 if the dependent child is a full-time student. Coverage begins on the first of the month following 30 days of employment. Employees who fail to enroll in life insurance within their initial 30-calendar enrollment period will later be required to go through underwriting to determine eligibility.

Life Insurance premiums are based on an employee's age and annual earnings. Employees who retire prior to age 65 may continue full coverage by paying the premium. After age 65, the coverage is reduced to the basic amount and prorated so that by age 67, retirees have 25% of the basic coverage remaining and this continues for the rest of the retiree's life with no cost to them.

INCOME CONTINUATION INSURANCE (WAGE INSURANCE)

The City of Madison offers optional Disability Income Continuation Insurance. Employees have a 31 calendar day initial enrollment period from date of hire with the City and coverage is effective the employee's first date of employment. Employees who fail to enroll in the initial enrollment period will be required to go through underwriting to determine eligibility The Income Continuation Insurance benefit covers non-work-related injuries and illnesses preventing the employee from working. The Disability Income Continuation Insurance benefit insures employees up to 65% of the employee's regular salary less social security, retirement benefits, or benefits received under worker's compensation.

The Disability Income Continuation Insurance pays short and long-term benefits. Employees are eligible to receive short-term benefits for a period of up to three years as long as the employee is totally disabled from performing the tasks of the employee's occupation. Following the three years of short term benefits, if the employee is determined to be totally disabled from all occupations, long-term benefits are available until the employee's normal retirement date, if necessary. Under this policy, the normal retirement date is 65 for employees other than police officers and fire fighters. Employees must exhaust all available sick leave before being eligible to receive benefits from the Disability Income Continuation Insurance program.

[1] The Life Insurance and Wage Insurance are administered by The Hartford. As a benefit to all employees, regardless of enrollment in life or wage insurance, The Hartford offers a website, www.hartfordlifeconversations.com. This website can assist employees in estate planning, drafting a will, funeral planning, and provides other services.

Disability Income Continuation Insurance premiums are based on a combination of salary and sick leave usage. Employees using less than 3 days of sick leave during the tracking year will not have to pay any premium for Disability Income Continuation Insurance. Employees using between 3 and 7 days of sick leave will pay a prorated premium amount. Employees with and who maintain 100+ accumulated sick days will not have to pay a premium, regardless of the amount of sick leave used in the tracking year.

DENTAL INSURANCE

The City of Madison offers optional dental insurance. New employees have a 30-calendar day enrollment period from date of hire and coverage is effective the first of the month following 30 days of employment with the City. The City does not contribute towards the premium for this benefit. The insurance plan offers three different levels of benefits, depending on whether people covered by the plan see a Preferred dentist, a Premier dentist, or a non-participating provider. Benefits levels are highest when seeing a Preferred dentist and lowest when seeing a non-participating provider.

Employees may sign up for dental insurance upon starting employment with the City or during the annual enrollment period. Employees enrolling in the dental insurance are committed to being covered for an entire calendar year. Employees who choose to discontinue dental insurance must fill out a form during the annual enrollment period indicating they wish to cancel coverage. Failure to do so will result in coverage being extended for another year and the employee will have to pay the premium.

Employees can choose from 4 levels of coverage: employee, employee/spouse, employee/children, and employee/family. The dental insurance also provides coverage for domestic partners and children up to age 27, similar to the health insurance. However, similar to the health insurance, because the IRS may not recognize these individuals as tax dependents, the relevant portions of the premium may come out of post-tax dollars instead of pre-tax dollars. Employees are not required to file an affidavit to obtain dental insurance for a domestic partner. The monthly premium varies depending on the selected coverage. The dental insurance also includes a discount vision plan. Please see the Delta Dental website for more information and a list of providers in the area. www.deltadentalwi.com

FLEXIBLE SPENDING ACCOUNTS

The City of Madison offers an optional Flexible Spending Accounts program administered by Employee Benefits Corporation (EBC) for employees. Employees can place pre-tax dollars in either or both of two separate accounts: Health Flexible Spending Account and Dependent Flexible Spending Account. Money in the Health Account can be used to reimburse participating employees for qualifying medical expenses such as prescriptions, dental services, insurance co-pays and deductibles, over-the-counter medicines, and other qualifying expenses. Money in the Dependent Account can be used to reimburse participating employees for daycare expenses, pre-school tuition, and other qualifying expenses. Money in the flex spending accounts cannot be used for domestic partner expenses and can only be used on children who qualify as IRS tax dependents. Funds cannot be transferred from one account to the other. Employees who

participate in the flexible spending will automatically have the money deducted from their paycheck and deposited into the respective account by payroll.

Employees sign up for flexible spending on a calendar year basis and must re-enroll annually. Employees must use the amount in their accounts in the calendar year in which the money is placed in the account or within a grace period (approximately 2.5 months) of the following calendar year. It otherwise cannot be rolled over from year to year. Money that is unused at the end of the calendar year or the grace period in the next calendar year will be lost. Employees can also sign up for Flexible Spending within the first 30 days of employment and then coverage is effective the first day of employment.

For the Health Account, employees can contribute a minimum of $125 and a maximum of $5,000 annually. For the Dependent Account, employees can contribute a minimum of $125, a maximum of $2,500 for married individuals filing separately, and a maximum of $5,000 otherwise.

Employees who incur qualifying expenses must submit a Claim form to be reimbursed for the expenses, as well as a receipt documenting the expense. This form can be found on EmployeeNet, at the City Human Resources Department, or on the EBC website www.ebcflex.com

457(B) DEFERRED COMPENSATION PLANS

The City of Madison offers employees the opportunity to participate in two 457(b) plans. One plan is administered by ICMA-RC and the other by The Capital Group at Lincoln Financial Advisors. Both plans offer a variety of investment options for employees. Employees may enroll in the 457(b) plans at any time during employment with the City. The City does not make matching contributions towards the 457(b) plans.

Enrollment and change forms can be found on EmployeeNet or at the City Human Resources Department. For more information regarding the 457(b) options, please contact the plans directly.

- ICMA-RC Client Services: 800-669-7400 www.icmarc.org
- The Capital Group at Lincoln Financial Advisors: 800-967-2046 www.abgil.com

LONG-TERM CARE INSURANCE

The Capital Group at Lincoln Financial Advisors offers long term care insurance with a group rate discount for City of Madison employees. This insurance, underwritten by John Hancock, offers coverage for employees, spouses, parents, or other loved ones who may want insurance for long term care. For more information regarding this benefit, please contact The Capital Group at Lincoln Financial Advisors, 800-967-2046.

BUS PASS

Currently the City provides a free Unlimited Ride Pass program on Madison Metro for City employees. Employees must show their City of Madison Identification Card at the City Treasurer's office to receive their bus pass at no charge. The bus pass allows City employees to ride on Madison Metro anytime for free. If the City discontinues this program, the City offers a subsidy to encourage employees to use public transportation, as defined in the MGO Chapter 3.54(31).

CARS POOL FLEET

The City of Madison encourages employees to carpool or use public transportation to commute to work so that we can be effective caretakers of the environment. To this end, the City makes a pool of City vehicles available at a variety of locations throughout the City. Employees who may be required to travel during the course of the day may check out any available City vehicle for this travel, eliminating the need to use a personal vehicle to commute to work. Employees can use EmployeeNet to reserve a City vehicle as needed.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The City of Madison offers a free, confidential, voluntary Employee Assistance Program for employees and family members. EAP offers 24-hour confidential and professional assistance to employees who may be facing personal situations or problems which may be more than the employee can handle on his/her own. The issues brought up with EAP need not be work-related but may include any of the following, or more:

- Personal or job-related stress
- Family or relationship problems
- Financial concerns
- Alcohol or drug abuse
- Medical concerns
- Grief

EAP will listen to concerns and help individuals explore ways to solve the concern. In some cases, EAP may refer contacting individuals to appropriate resources. The City has a full-time EAP Coordinator on staff and also contracts with Symmetry, an EAP provider staffed with mental health professionals who can provide information, referrals, problem assessment, and support.

EAP contacts are confidential with limited exceptions. For instance, if information disclosed concerns an unexpected, unusual, or suspicious death; a case of suspected abuse or neglect of a child; a threat to one's own life or the safety of another person; a threat to commit, or report of committing a serious crime; or a threat to public health or safety, the information may be released without authorization of the person contacting EAP.

To contact the City's EAP Coordinator, individuals can call (608) 266-6561.

To contact Symmetry, individuals can call 800-236-7905 and contacts are available at this number 24 hours a day, 7 days a week.

Departments also have EAP facilitators who can provide additional information regarding EAP. A list of facilitators can be found on EmployeeNet.

Mayoral APM 2-12 provides greater detail regarding the EAP program.

CRITICAL INCIDENT STRESS MANAGEMENT (CISM)

The City of Madison provides Critical Incident Stress Management services for employees who experience events that are outside the range of usual human experience and would have the potential to be markedly distressing for anyone. For instance, the serious injury or death of a co-worker, suicide or homicide of an employee, a bomb threat or terrorist attack, or incidents which incur unusual media coverage could all be considered critical incidents. Employees who are subject to a critical incident may participate in debriefing, while in paid status, to help work through the incident. The participation in debriefing, as well as the contents of the debriefing process, is confidential. Mayoral APM 2-15 provides greater detail regarding the CISM program.

FLEXIBLE WORK SCHEDULES

The City of Madison strives to be a family-friendly employer and recognizes that employees have a life outside the workplace. To be as accommodating as possible, the City offers employees the opportunity to work a flexible work schedule that is compatible with the needs of the respective department. Employees interested in working a flexible work schedule should consult with their direct supervisor and department head. Mayoral APM 2-35 provides greater detail regarding flexible work schedules and the process for requesting a flexible work schedule.

TRAINING AND TUITION ASSISTANCE PROGRAM

The City of Madison recognizes that a well-educated workforce is the key to succeeding in today's fast-paced world. To meet this goal, the City has an extensive offering of internal training opportunities during normal work hours for employees to continue their career development, most at little or no cost to the employee.

Employees may also request training opportunities put on by external vendors. For instance, professional conferences, conventions, and meetings may be valuable experiences for employees seeking to remain current in developments occurring within their respective field.

The Organizational Development & Training Office maintains a training record for all City employees. Employees who attend training should inform the Organizational Development & Training Office to ensure the training record is updated.

Mayoral APM 2-10 provides greater detail regarding training opportunities. In addition, employees can find training opportunities posted on the Organizational Development & Training Office website through EmployeeNet.

Residency Requirements

Employees in Compensation Group 17 are not required to live in the City of Madison and do not incur any change in longevity pay if they do not.

Employees in Compensation Group 18 are not required to live in the City of Madison but must reside in Dane County. However, employees who do not live in the City will suffer a 1% decrease in longevity pay, as described above. Employees who do not live in Dane County will be removed from their position. Residency must be established within 60 days after completion of probation. (MGO 3.30(2))

Employees in Compensation Groups 19 and 21 are required to live in the City of Madison. Employees in these compensation groups will have 60 days from the time they start employment with the City to establish residency. Failure to maintain residency within the Madison city limits will result in removal from the position. (MGO 3.30(2))

Grievance Procedure

Non-represented permanent City employees have the right to file a grievance concerning the application of any provision specifically expressed in Sections 3.32 (Absence of Employees from Duty), 3.33 (Trainee Program), 3.53 (Civil Service System), and 3.54 (Compensation Plan) of the MGO, the City of Madison Personnel Rules, or Mayoral APMs relating to personnel matters, except as otherwise provided. Items not subject to the grievance procedure include disciplinary matters, allegations of discrimination, residency compliance determinations, decisions on passage or extension of probation or trial periods which do not exceed 6 months, layoffs and displacements pursuant to Section 3.53 of the MGO, and establishment of position qualification standards.

Employees and supervisors are encouraged to meet and discuss concerns before proceeding with this procedure. However, all grievances must be filed within 30 calendar days of the time the employee knew or should have known with the exercise of reasonable diligence of the act giving rise to the grievance, and in no case later than 90 calendar days from the date of occurrence of such act(s). Employees who fail to file a grievance within these time limits will forfeit the right to file the grievance and no grievance is deemed to exist. All grievances must be submitted on the Employee Grievance Report and such report must be completed properly.

Departure from the steps of the grievance procedure or the time limits in Steps One, Two and Three below may be made by mutual written agreement of the Appointing Authority and the employee. If the Employer as defined in each step of the grievance procedure does not answer a grievance within the specified time limits, the employee may elect to treat the grievance as denied at that step and may appeal the grievance to the next step.

The City shall recognize, at the grievant's request, one employee representative who shall be a non-represented employee. Each non-represented compensation group shall designate 1 primary representative and 1 alternate. The grievant and either the employee representative of his/her choice or the representative designated by the appropriate compensation group shall be allowed

to participate in meetings convened pursuant to the steps of the grievance procedure without loss of regular wages.

Retaliation against an employee who files a grievance is expressly prohibited.

Steps of the Grievance Procedure

Step One:

1. An employee's grievance shall be submitted in writing on the Employee Grievance Report to the employee's immediate supervisor with a copy to the Human Resources Director. The Employee Grievance Report shall set forth the nature of the grievance, the fact(s) upon which it is based, the provision(s) allegedly violated and the relief requested.
2. The employee's immediate supervisor or her/his designated representative shall, in consultation with the Human Resources Director, submit a written reply giving the reason(s) for her/his determination to the employee within 10 calendar days after receipt of the written grievance.

Step Two:

1. The grievance shall be considered settled on the basis of the Employer's answer at Step One unless within 10 calendar days after the supervisor's written answer in Step One the grievance is again reduced to writing on the Employee Grievance Report as Step Two and submitted to the employee's Appointing Authority with a copy to the Human Resources Director.
2. Within 10 days of receipt of the grievance, the Appointing Authority or designated representative shall meet with the grievant and her/his representatives to discuss the grievance. The Appointing Authority or a designated representative shall, in consultation with the Human Resources Director, submit a written reply giving the reason for her/his determination to the employee within 10 calendar days after the meeting with the grievant.

Step Three:

1. The grievance shall be considered settled on the basis of the Employer's answer at Step Two unless the employee submits the issue to a Dispute Resolution Panel by filing a written request with the employee's Appointing Authority with a copy to the Human Resources Director within 15 calendar days after the Employer's answer in Step Two. No item or issue may be the subject of dispute resolution unless the written request is submitted in a timely manner. The Dispute Resolution Panel shall consist of 5 members appointed by the Mayor. The panel shall not include any person directly involved in the issue giving rise to the grievance or any employee of the same unit or division as the grievant. The 5 Dispute Resolution Panel members shall be:

    a. A department or division head, who shall act as a management representative
    b. A member of the Personnel Board

c. A representative of Compensation Group 19
d. A representative of Compensation Group 18
e. A representative of Compensation Group 17.

2. Duties of the Dispute Resolution Panel: The Dispute Resolution Panel shall have no right to amend, modify, nullify, ignore, add to or subtract from the Madison General Ordinances, City of Madison Personnel Rules or Mayor's Administrative Procedure Memoranda. The panel shall consider and decide only the specific issue(s) submitted to it and shall have no authority to make a decision, submit observations or make declarations of opinions on any other issue(s) not so submitted. No item or issue may be submitted to the panel that has not been first submitted at Step One or Step Two of the grievance procedure. The Human Resources Director shall assist the Appointing Authority in presenting his/her case to the Dispute Resolution Panel. In cases where discretionary authority is granted to an employer representative, the panel shall sustain the exercise of such discretion unless the exercise is found to be arbitrary or capricious. No award of the panel may be retroactive for a period greater than 30 days prior to the presentation of the grievance in Step One.

   The decision(s) of the Dispute Resolution Panel shall be final and binding unless such decision is determined by the City Attorney to require the approval of the Common Council, in which case the matter(s) shall be submitted to the Common Council for consideration and final approval.

Domestic Partner/Family Partner Benefits Summarized

As discussed herein, the City of Madison extends a number of benefits to an employee's domestic partner. The City recognizes both registered and unregistered domestic partners, as defined in the Wisconsin Stats. s. 40.04(21c) or 770.01(1), under the general umbrella of family partner. In order to ensure that employees receive all benefits they are entitled to as domestic or family partners, employees should register as family partner with Human Resources.

Section 40.04(21c) defines a Domestic Partnership as follows:

- Each individual is at least 18 years old and otherwise competent to enter into a contract;
- Neither individual is married to, or in a domestic partnership with, another individual;
- The 2 individuals are not related by blood in any way that would prohibit marriage under s. 765.03 of Wisconsin law;
- The 2 individuals consider themselves to be members of each other's immediate family; and
- The 2 individuals agree to be responsible for each other's basic living expenses.

Under s. 40.02(21c), individuals in a domestic partnership need not be of the same sex, and this is the definition recognized by the Department of Employee Trust Funds to participate in their benefit programs.

Section 770.01 defines a domestic partner as one who has registered with the County. The criteria as defined in s. 770.05 are as follows:

- Each individual is at least 18 years old and capable of consenting to the domestic partnership;
- Neither individual is married to, or in a domestic partnership with, another individual;
- The 2 individuals share a common residence;
- The 2 individuals are not nearer of kin to each other than 2nd cousins, including by adoption; and
- The individuals are members of the same sex.

Section 40.04(21c) refers to unregistered domestic partners while Section 770.01 refers to registered domestic partners.

The following table is designed to assist employees in determining whether certain City of Madison benefits apply to family partners and if so, to what extent the benefit applies:

City of Madison Benefit	Applicability to Family Partners	For more information
Sick Leave	Employees are allowed to use sick leave to take care of a family partner, and members of the family partner's family.	MGO 3.32(6)
Bereavement Leave	Employees receive up to 3 days without loss of pay in the case of death of a family partner, and members of the family partner's family as defined in MGO 3.32(13).	MGO 3.32(13)
Health Insurance	The City's health insurance plans offer coverage for an employee's domestic partner and children of a domestic partner, as defined above. Employees will have to file an affidavit with Employee Trust Funds certifying the relationship.	It's Your Choice dual choice enrollment booklet/HR website/ etf.wi.gov
Life Insurance	Currently the City's Life Insurance plan does not allow coverage for a family partner. However, employees can designate a family partner as beneficiary on the Employee's account.	
Dental Insurance	The City's dental insurance plan offers coverage for an employee's family partner and children of a family partner.	
Income Continuation Insurance (Wage Insurance)	Wage Insurance only covers lost wages of an employee.	
Flexible Spending Account	Flexible Spending Accounts cannot be used for medical expenses related to a	

City of Madison Benefit	Applicability to Family Partners	For more information
	domestic/family partner.	
Federal FMLA	Federal FMLA does not apply to the serious health condition of a domestic partner.	APM 2-21 defines coverage under the Federal FMLA
Wisconsin FMLA	Employees can request up to 2 weeks unpaid leave to care for a family partner or parent of a family partner.	APM 2-21 defines coverage under the Wisconsin FMLA
Wisconsin Retirement System	A Domestic Partner as defined above registered through Employee Trust Funds will automatically receive benefit if no other beneficiary is designated.	etf.wi.gov