

# Benefits and Employment Information

## (Hourly/Seasonal Employees)

Welcome to the City of Madison!

Hourly and seasonal employees of the City of Madison are eligible for several benefits through their City employment, outlined below. More details are available in Appendix A of the Employee Benefits Handbook for general municipal employees, available on the Human Resources website here: <https://www.cityofmadison.com/human-resources/benefits/employee-handbooks>.

### Paid Holidays

You must work the scheduled workday before and the scheduled workday after the holiday to receive this benefit unless your absence has been pre-approved in writing by your supervisor. Holiday pay is based on the number of hours worked in the payroll period that precedes the payroll period in which the given holiday falls.

- **Note:** Paid holidays are distinct from paid leave days (Ho-Chunk Day (the day after Thanksgiving), 12/24, and 12/31). Hourly/seasonal employees are not eligible for paid leave days.

### Sick Leave

You will receive one (1) day (8 hours) of sick leave upon completion of every two hundred (200) hours of work to a maximum of three (3) days in the payroll year. If your employment is terminated or you resign prior to the end of the season or payroll year, you will forfeit accumulated sick time. If you are laid off at the end of the season or to return to school, you shall receive a payout for half of the unused accumulated sick time.

### Overtime

If you work overtime, that time will be paid at an overtime rate of 1.5 times your regular pay.

### Wisconsin Retirement System (WRS)

Eligibility for WRS depends on whether you have participated in WRS prior to July 1, 2011, and on whether you have previously separated from WRS.

- **For employees who participated in WRS before July 1, 2011 and have not taken a lump sum/annuity benefit from that participation:** Upon completion of twelve (12) months of employment and working at least 600 hours, you are eligible to participate in WRS.
- **For employees who have not previously participated in WRS prior to July 1, 2011 or have taken a lump sum/annuity benefit from their prior to July 1, 2011 participation:** Upon completion of twelve (12) months of employment and working at least 1,200 hours, you are eligible to participate in WRS.

Eligible employees will be automatically enrolled as a participating WRS member by Central Payroll; you will be notified by Central Payroll if/when you are eligible for this benefit. Contributions are based on earnings. The City of Madison and employee each contribute a percentage; your percentage is deducted from your gross earnings on your paycheck. Each year a total (%) contribution rate is determined by the Department of Employee Trust Funds (ETF), which manages WRS.

### Health Insurance

Eligibility for City health insurance is tied to WRS eligibility. If you are enrolled in WRS, you are also eligible to enroll in health insurance plans. The City of Madison will not contribute to the health insurance premium cost until you have been participating with WRS (see above) six (6) complete months. Upon completion of 6 months of participation in WRS, the contribution the City of Madison will make toward your health insurance premium is based on the number of hours you worked in the previous twelve (12) months:

- If you worked more than **600 hours** but fewer than 1,044 hours in the previous 12 months, the City of Madison will contribute **25%** of the regular City contribution to the health insurance premium.
- If you worked more than **1,044 hours** in the previous 12 months, the City of Madison will contribute **50%** of the regular City contribution to the health insurance premium.

Enrollment in City health insurance (if eligible) is optional, and requires you to complete a Health Application/Change Form and return that form to Human Resources within the deadline for your qualifying event.

## **Promotional Opportunities**

You are eligible to apply and compete for promotions that have been exclusively posted to City employees in addition to those available to the general public. Job announcements are posted in each City department or may be accessed through the City of Madison EmployeeNet. Please watch the postings carefully, as some positions may be limited to employees of a particular department/division. If you have questions on your eligibility to apply for certain positions, please contact the Human Resources Department at (608) 266-4615 or [hr@cityofmadison.com](mailto:hr@cityofmadison.com).

If you are selected for a permanent position and you have not had a break in service, you may be given credits for the length of employment as an hourly/seasonal employee. In accordance with the Employee Benefits Handbook for General Municipal Employees, and based on your total hours of employment as an hourly/seasonal employee, you may be credited with vacation and sick leave. This time will be given to you upon successful completion of your probation period.

- **Note:** You may hold only one City position at a time per Administrative Procedure Memorandum (APM) No. 3-7.

## **Bus Pass**

Hourly and seasonal employees are also eligible to receive a free Madison Metro bus pass. Please contact your agency Payroll Clerk to obtain your bus pass.

## **Certain Ineligible Benefits**

You are not eligible for paid leave days, vacation time, floating holiday time, dental insurance, vision insurance, life insurance, wage insurance, pet insurance, Flexible Spending Accounts, or Deferred Compensation Plans through the City of Madison. If you become a permanent employee, you will (upon conversion to permanent status) become eligible for all of these benefits.

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## **Questions?**

If you have questions about City benefits, please reach out to the Human Resources Benefits Team at (608) 266-4615 or [benefits@cityofmadison.com](mailto:benefits@cityofmadison.com).