



Human Resources Department

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cityofmadison.com/human-resources

Welcome to City Employment!

We look forward to presenting benefit and other information to you when you attend New Employee Orientation. Orientation will be held virtually via Zoom until further notice. Orientation participants should be logged into the Zoom meeting location at <https://zoom.us/j/437123970> at 12:30 pm on their orientation date. A Zoom invite will be sent to the participant's supervisor for orientation meeting.

Health Insurance

The City offers eligible employees the choice between multiple plans, allowing you to select the best option for you. For employees who reside in Dane County, or plan to seek treatment in Dane County, available plans include Dean Health, GHC-SCW Dane Choice and Quartz UW. Other plans are available outside of Dane County but may have higher premiums (employee pays the difference between the total premium and the maximum employer contribution). Each plan is required to provide the same level/type of coverage. All plans have annual medical deductible- \$500 for single plans, \$1,000 for family plans. During orientation you will be given an overview of the plan design and premium information. You have 30 calendar days from date of hire to submit your health insurance application to the Human Resources department. There is an annual Open Enrollment period for health insurance.

Dental Insurance

The City of Madison offers **optional** dental insurance through Delta Dental. The City does not contribute to the premium for this benefit. You have 30 calendar days from date of hire to submit your dental application to the Human Resources department. There is an annual open enrollment period for dental insurance.

Vision Insurance

The City of Madison offers **optional** vision insurance through Delta Vision, using EyeMed Select network. The City does not contribute to the premium for this benefit. You have 30 calendar days from date of hire to submit your vision insurance application to the Human Resources department. There is an annual open enrollment period for vision insurance.

Flex Spending

The City of Madison offers an **optional** Flexible Spending Accounts (FSA) program. Employees can place pre-tax dollars in a **Healthcare Account** and/or a **Dependent Care Account**. The money will be automatically deducted for participants from their biweekly paycheck and deposited into the respective account by Central Payroll. For 2024 employees can contribute a maximum of \$3,200 annually to a healthcare flexible spending account and/or a maximum of \$5,000 to a dependent care flexible spending account (a maximum of \$2,500 for married individuals filing separately).

Income Continuation Insurance

The City of Madison offers **optional** Disability Income Continuation Insurance (Wage Insurance). New employee premiums are based on the employee's biweekly rate of pay. The initial employer contribution to premium is 20% of the total premium, with the employee paying the remaining 80%. Employees may enroll in coverage within 31 calendar days of starting employment with the City. After the initial 31 day enrollment period, medical underwriting is required to provide evidence of good health. There is **no** open enrollment period for income continuation insurance.

Life Insurance

The City of Madison offers **optional** employee and dependent life insurance. Employees may enroll in coverage within 31 calendar days of starting employment with the City. After the initial 31 day enrollment period, an employee will be required to either experience a qualifying life change event (marriage, divorce, birth, adoption etc.) or through the medical underwriting process provide evidence of good health to enroll or make changes to coverage. Premiums are based on your age and annual salary, and increase over time. The City does not contribute to the premium for this benefit. There is no open enrollment period for life insurance.

Pet Insurance

Employees may receive a group discount on Nationwide pet insurance. Premiums may not be paid through payroll deduction; employees who enroll in pet insurance will be direct-billed by Nationwide for the monthly premium.

Here is a link that will take you to our benefits page. By reviewing this information in advance of your orientation, you will be more prepared to make the best decisions for yourself and your family.

<https://www.cityofmadison.com/human-resources/benefits>

The following forms will need to be completed during your first day of employment:

Income Tax Withholding: You will be asked to fill out both Federal and Wisconsin forms. Following the instructions on the respective forms, you will be asked to complete the Internal Revenue Service form W-4 and Wisconsin Department of Revenue form WT-4 so that the City can withhold the correct amount of federal and state income tax from your pay.

I-9 Form: Employment Eligibility Verification. Form I-9 is used for verifying the identity and employment authorization of anyone hired for employment in the United States. All U.S. employers must ensure proper completion of Form I-9 for each person hired within three (3) business days of hire. **Please come prepared with appropriate documentation.** For example, a valid passport, or a driver license along with a Social Security card or birth certificate are often used. A list of acceptable documents can be found at: <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>

You will have an opportunity to ask questions during the orientation, we do hope that this will give you a basic understanding of what to expect. You are allowed 30 calendar days to make decisions about above benefits and have them sent and received in the Human Resources department within those 30 calendar days for enrollment or waiving coverage. Forms will need to be returned to the Human Resources department In-Person, or via interdepartmental mail (Inter-D), fax or a secure electronic method, benefits email with #secure in subject line.

A copy of the orientation presentation power point will be sent to your department supervisor to be forwarded to you, so you can review the information that we went over during your session.

Please direct any questions that you might have to either Human Resources Analyst Denise Nettum or Benefit Program Assistant Katarina Klafka at benefits@cityofmadison.com.

Congratulations, Welcome and we look forward to meeting you!