

## Benefits and Employment Information (Hourly/Seasonal Employees)

Hourly/Seasonal employees are eligible for:

**Paid Holidays:** You must work the scheduled work day before and the scheduled work day after the holiday to receive this benefit unless your absence has been pre-approved in writing by your supervisor.

### Wisconsin Retirement System (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 12 months of employment and working at least 600 hours, you are eligible to participate in the retirement system.

**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 7/1/11 participation:** Upon completion of 12 months of employment and working at least 1,200 hours, you are eligible to participate in the retirement system.

Eligible employees will be automatically enrolled as a participating member by Central Payroll. Contributions are based on earnings. The City of Madison and employee each contribute a percentage. The employee's (your) percentage is deducted from your gross earnings on your paycheck. Each year a total (%) contribution rate is determined by Wisconsin Retirement System. You will be notified by Central Payroll when you are eligible for this benefit.

**Health Insurance:** Hourly employees who are enrolled in the WRS are also eligible to enroll in health insurance plans. The City of Madison will not, however, contribute to the health insurance premium cost until you have been participating with the WRS (see above) 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 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. You will be notified by the Human Resources Department when you are eligible for this benefit.

**Sick Leave:** Seasonal/hourly employees shall 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 a seasonal/hourly employee is terminated or resigns prior to the end of the season or payroll year, s/he shall forfeit accumulated sick time. If a seasonal/hourly employee is laid off at the end of the season or to return to school, the employee shall receive a payout for 1/2 of the unused accumulated sick time.

As an Hourly/Seasonal employee, 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 on bulletin boards in each 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 our office at (608) 266-4615. 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 the 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.

Mayor's Administrative Procedure Memorandum No. 3-7 restricts City employees from holding concurrent multiple positions and/or classifications with the City of Madison. You may hold only one position in one classification in one agency at any time.

Hourly/Seasonal employees are also eligible to receive an annual Madison Metro Employee Bus Pass. Just take your City of Madison photo ID to the City Treasurer's Office, Room 107, City-County Building, to pick up your employee bus pass. This is an annual pass that has to be renewed each year.