

Hourly/Seasonal Employees Employment and Benefits Information

Holiday Pay: An hourly employee who works the scheduled work day before and the scheduled work day after the holiday (or has absence pre-approved in writing by the supervisor) will receive pay for the holiday.

Wisconsin Retirement System (WRS):

An employee who participated in WRS before July 1, 2011 and has not taken a lump sum/annuity benefit from that participation: Upon completion of 12 months of employment and working at least 600 hours in a rolling calendar period, the employee is eligible to participate in the retirement system.

An employee who did not participate in WRS before July 1, 2011 or has taken a lump sum/annuity benefit from their participation before July 1, 2011: Upon completion of 12 months of employment and working at least 1200 hours in a rolling calendar period, the employee is eligible to participate in the retirement system.

An eligible employee will be notified by Central Payroll when eligible for WRS participation and automatically enrolled. Contributions are based on earnings. The City of Madison and the employee each contributes a percentage set by the Employee Trust Funds Board for each year. The employee's contribution is deducted from their gross earnings and shown on the employee's pay check.

Health Insurance: Eligibility for health insurance is based on WRS eligibility. An hourly employee who is enrolled in WRS is also eligible to enroll in the City's health insurance plans; the City of Madison will not, however, contribute to the cost of the health insurance premium until the employee has been participating with WRS for six (6) complete months. After completion of six months of WRS participation the contribution the City will make toward the health insurance premium will be based on the number of hours worked by the hourly employee in the preceding 12 months. **An employee who worked more than 600 hours but fewer than 1044 hours in the previous 12 months** will be eligible for City contribution of **25%** of the regular City contribution to the health insurance premium. **An employee who worked more than 1044 hours in the previous 12 months** will be eligible for City contribution of **50%** of the regular City contribution to the health insurance premium. The number of hours worked will be re-evaluated on an annual basis. Any change to the City's contribution will go into effect for January's coverage.

Sick Leave: An hourly/seasonal employee shall receive one (1) day (8 hours) of sick leave on completion of each 200 hours of work, to a maximum of three (3) days in the payroll year. If an hourly/seasonal employee is terminated or resigns prior to the end of the season or payroll year, he/she shall forfeit accumulated sick time. If an hourly/seasonal employee is laid off at the end of the season or returns to school the employee shall receive a payout for one-half (1/2) of the unused accumulated sick time. If an hourly/seasonal employee is assigned continuing work into a new year the employee may carry forward up to three (3) days (24 hours) of sick leave. Any greater amount of time will be half paid out and half vacated (lost).

Eligibility for Applying for City Positions: An hourly/seasonal employee is eligible to apply and compete for position vacancies that are open only to current City employees as well as those open to all applicants. Announcements are posted on bulletin boards in departments and on the City of Madison's EmployeeNet web page. Some vacancies may limit applicants to those currently employed in a specific department/division; information will be included in the announcement, and questions directed to Human Resources at 608-266-4615 or hr@cityofmadison.com. An hourly or seasonal employee who is selected for a regular full-time or regular part-time position who has not had a break in service may receive credits for the time worked as an hourly/seasonal employee, and may be credited with vacation and sick leave entitlements, in accordance with the Employee Benefits Handbook for General Municipal Employees. Such time will be credited and available to the employee on successful completion of the probation period.

Mayor's Administrative Procedure Memorandum 3-7 provides that City employees may hold only one position or classification with the City of Madison at one time.

City of Madison Metro Bus Pass: An hourly/seasonal employee is eligible to receive a City of Madison employee bus pass for use while actively employed. An employee must contact their agency Payroll Clerk to request this pass.