

## Human Resources Department

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## Welcome to City Employment!

We look forward to presenting information about City benefits, perks, Affinity Groups, shared values, and more when you attend New Employee Orientation. Orientation will be held virtually via Zoom from 12:30pm until 3:00pm. Your supervisor will provide you with the Zoom link; it is important that you are logged into the link by **12:30pm**.

### Benefits Information



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>

**Note:** With the exception of Deferred Compensation 457(b) Plans and pet insurance, which can be enrolled in at any time, and WRS, in which you are automatically enrolled, you have **30 calendar days** from date of hire to submit your benefits forms to the Human Resources Department. Failure to submit forms timely will result in waiting periods and/or underwriting.

### Health Insurance

The City offers optional health insurance. Eligible employees are given 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 Plan, GHC of South Central Wisconsin - Dane Choice, and Quartz - UW Health. Other plans are available outside of Dane County but may have higher premiums (the employee pays the difference between the total premium and the maximum employer contribution for their position). Each plan is required to provide the same level/type of uniform benefit coverage as a baseline, and all plans have the same 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. There is an annual Open Enrollment period for health insurance.



- If you are planning to cover a spouse and/or minor dependent(s), the Department of Employee Trust Funds (ETF) requires in-person verification of proof of marriage and/or parenthood documentation by authorized Human Resources staff before Family coverage will be approved. The verification deadline is 30 calendar days, the same as the benefit paperwork deadline.

### Dental Insurance

The City of Madison offers optional dental insurance through Delta Dental. The City does not contribute to the premium for this benefit. There is an annual Open Enrollment period for dental insurance.

- Employees who enroll in dental insurance but not vision insurance will have access to Delta's Vision Care Discount. This is a discount program and is less comprehensive than standalone vision 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. There is an annual Open Enrollment period for vision insurance.

## Flex Spending

The City of Madison offers an optional Flexible Spending Account (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. Annual IRS maximum contribution amounts are listed on the Flex Spending page (linked above). There is an annual Open Enrollment period for Flex Spending.



## Disability Income Continuation Insurance (Wage 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%. **After the initial 30 day enrollment period, enrollment requires approval via medical underwriting. There is no Open Enrollment period for wage insurance.**

## Life Insurance

The City of Madison offers optional employee and dependent life insurance. After the initial 30 day enrollment period, an employee will be required to either experience a qualifying life change event (marriage, divorce, birth, adoption, etc.) or provide evidence of good health through the medical underwriting process to enroll or make changes to coverage. Premiums increase over time, and are based on your age and annual salary. The City does not contribute to the premium for this benefit. **There is no Open Enrollment period for life insurance.**



## Wisconsin Retirement System (WRS)



Eligible City employees are automatically enrolled in the Wisconsin Retirement System (WRS) pension plan. The City of Madison matches the employee contribution, which is taken out of the employee's paycheck with pre-tax dollars; employee and employer contribution amounts are set annually by the Department of Employee Trust Funds (ETF). Employees may also make voluntary, after-tax, additional contributions to their WRS account to supplement the regular WRS benefit. When an employee has accumulated at least five years of creditable service with WRS, they are considered "vested" and would be eligible to retire from WRS upon reaching minimum retirement age.

## Deferred Compensation 457(b) Plan

The City of Madison offers an optional Deferred Compensation 457(b) Plan to permanent employees. 457 Plans are primarily set up for public employees to replace private sector 401(k) Plans; many City employees opt to enroll in a Deferred Comp Plan to help supplement the WRS annuity. Employees have the opportunity to participate in the 457(b) Plan with two separate plan administrators: [MissionSquare](#) and [Fidelity](#). Both Traditional (pre-tax) and Roth (post-tax) 457 options are available to City employees, and the standard minimum contribution is \$25. Because there is no defined enrollment period, eligible employees may enroll in the 457(b) Plan at any time during employment with the City. **The City does not make matching contributions toward the 457(b) Plan.**



## 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.

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## Initial Employment Forms



The following forms will need to be completed during your first week 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. If you are unsure if or how many exemptions to claim it is a good idea to consult with a tax professional.

**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:** either one (1) List A document (such as a valid passport), or one (1) **each** of a List B document (such as a valid driver license) **and** a List C document (such as a Social Security card or birth certificate). A list of acceptable documents can be found at: <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>



While you will have an opportunity to ask questions during orientation, we hope that this document gives you a basic understanding of what to expect. Please note that the Human Resources Department must be **in receipt** of your benefits forms as either enrollments or waivers within 30 calendar days, as outlined above, and that in-person verification of documentation is required for the I-9 and may also be required for health insurance. Forms will need to be returned to the Human Resources Department either in-person (our recommendation); via interdepartmental mail (Inter-D); via fax; or via encrypted email from an email address on file for you.

A copy of the orientation PowerPoint presentation will be sent to your supervisor to be forwarded to you so that you can review the information that we went over during your session. It is also available on the [Orientation page](#) of the Benefits website.

Please direct any questions that you might have to the City of Madison Human Resources Benefits team at (608) 266-4615 or [benefits@cityofmadison.com](mailto:benefits@cityofmadison.com).

Congratulations, welcome, and we look forward to meeting you!

- **City of Madison Benefits team**

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## Still have questions?

Check out the [EmployeeNet Webpages](#) for information or email [benefits@cityofmadison.com](mailto:benefits@cityofmadison.com).