

POLICY 4.15 PAY SCHEDULE

Employees shall be compensated at the rate established by the Common Council and shall be paid on a bi-weekly basis. Payday is the Friday two weeks after the completion of the two-week pay period. When the normal Friday payday is a designated non-workday, employees will be paid on the banking day preceding the regular payday.

POLICY 4.16 DIRECT DEPOSIT

All employees shall be required to have direct deposit. Up to three (3) financial institutions may receive funds, as designated by the employee. One (1) financial institution shall be designated as receiving 100% of the remaining direct deposit; the other two (2) options, if elected, need to identify a designated dollar amount of the deposit.

POLICY 4.17 PAYROLL DEDUCTIONS

Automatic payroll deductions shall be made as required by applicable State and Federal law. The following items are among the deductions that may be made from an employee's gross pay, although not all are applicable to every employee and some are paid by the City: Federal income taxes, State income taxes, FICA (Social Security), Medicare, charity deductions, deferred compensation program deductions, wage assignments, health insurance deductions, life insurance deductions, and deposits to credit unions or other financial institutions.

POLICY 4.18 TAX IMPLICATIONS

Employees should be aware that certain benefits may be subject to State and/or Federal tax. The City assumes no responsibility as to items taxed or as to the amount of such taxes.

POLICY 4.19 INSURANCE OPTIONS

The City of Sheboygan provides comprehensive benefit offerings for qualified employees. Permanent, full-time employees (regularly scheduled to work 30 or more hours per week) are eligible for all available benefits. Permanent, part-time employees who work between 20-29 hours per week are eligible for a prorated portion of benefits.

Medical Coverage

The specific details of the health insurance plan are approved annually by the Common Council including premium rates, opt-out benefits, HSA contributions, etc. The current parameters of the insurance plan can be requested from Human Resources and are referenced in the Benefit Guide.

Dental Insurance

The specific details of the dental insurance plan are approved annually by the Common Council including premium rates. The current parameters of the insurance plan can be requested from Human Resources and are referenced in the Benefit Guide.

Vision Insurance

The City offers vision insurance. See the current Benefit Guide for an overview of the benefits.

Income Continuation Insurance (ICI)

The City offers income continuation insurance to eligible employees as determined by WI Employee Trust Fund (ETF). ICI is a voluntary “income replacement” benefit payable to state or local government employees that are deemed disabled.

Life Insurance

Upon completion of the qualifying period as determined by WI Employee Trust Fund (ETF), the City provides eligible employees with the Wisconsin Group Life Insurance Plan equal to one year of an employee’s annual salary. Premiums for the first unit of coverage are paid 100% by the City for full-time employees. Employees have the option to purchase up to 4 additional units of life insurance at 100% employee cost. Additional coverage is available for spouse and/or children at the employee’s expense.

POLICY 4.20 IMMUNIZATIONS

To protect the health and safety of our employees, Hepatitis B vaccinations will be provided free of charge to employees who are at risk of exposure to bloodborne pathogens as part of their job duties. These vaccinations will only be available at the InHealth Clinic. Please note that reimbursements for any Hepatitis B vaccinations received outside of the InHealth Clinic will not be provided. Employees who may be exposed to bloodborne pathogens will be informed about their eligibility and how to schedule the vaccination. For any questions or further information, please contact HR Department.

To support the health and well-being of our employees, flu vaccinations will be made available onsite annually during the fall season. The vaccinations will be administered by the InHealth Clinic, at no cost to employees. Specific dates and times for the flu vaccination clinics will be communicated ahead of time. We encourage all employees to take advantage of this opportunity to protect themselves and their colleagues during flu season.

POLICY 4.21 EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program (EAP) is a program designed to provide professional counseling services to City employees and their immediate family members. The services provided are confidential and include up to six visits free of charge. The City is not notified which employees have used the service.

POLICY 4.22 FITNESS AND NUTRITION REIMBURSEMENT PROGRAM

To support employee efforts of healthy living and wellness, the City of Sheboygan will reimburse benefit eligible employees up to \$50/month to offset/cover the cost of a qualifying nutrition program or gym membership for those employees who visit their gym eight (8) or more times a month. Employees must submit both proof of payment and proof of participation documentation to be eligible to receive the reimbursement. Proof is due to Human Resources by the 10th of the following month in order to be reimbursed. Reimbursements shall be on the second payroll of each month. Said reimbursement will only be for the actual cost of the employee’s membership up to \$50. More information is available from the Human Resources Department.

POLICY 4.23 RETIREMENT AND PENSION PLANS

Wisconsin Retirement System (WRS)

Employment with the City of Sheboygan may qualify an employee to participate in the Wisconsin Retirement System. The qualification parameters are set by the Wisconsin Employee Trust Fund. All