



CITY OF MARSHFIELD, WISCONSIN
POLICIES AND PROCEDURES

- 1. COMMON COUNCIL
- 2. ADMINISTRATIVE
- 3. PERSONNEL
- 4. FINANCIAL
- 5. PUBLIC WORKS
- 6. PARKS AND RECREATION

CHAPTER: Employee Benefits

SUBJECT: Post Employment Health Plan

POLICY NUMBER: 3.571

PAGES: 2

APPROVAL DATE: January 1, 2012

DEPARTMENTS OF PRIMARY RESPONSIBILITY: City Administrator and Finance Department

Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.

POLICY:

The Post Employment Health Plan (PEHP) is designed to help eligible employees defray the costs of health care after separation of service.

The Post Employment Health Plan (PEHP) is eligible to those employees working regular part-time or regular full time per year as defined in Personnel Policy 3.130. Upon an eligible employees severance from employment with the City for any reason or disability, the employee, or in the event of a deceased employee, their dependents, shall be entitled to be reimbursed from the PEHP for qualifying medical care expenses and for health care insurance premiums incurred by the employee subject to the limits set forth in the PEHP plan document.

There are two possible types of contributions to PEHP accounts, employer contributions and mandatory employee contributions. Employer contributions will sunset as of December 31, 2013. Those contributions are as follows:

Group Name	Employer Contributions	Mandatory Employee Contributions
All non-represented (unless specifically noted otherwise below)		\$500
Clerical and Technical Group	\$140	
Street Division/Parks and Recreation/Custodial Group	\$140	
Groups Effective As of 1-1-14		

Wastewater Utility Group		\$780
Ordinance Enforcement Officer Group		

Newly-hired employees will be referred to the Human Resources Manager for the processing of necessary forms.

Grandfathered non-represented employee's termination: Effective December 31, 2011 the existing non-represented group will be grandfathered for the purpose of sick leave payout with their sick leave balances frozen on December 31, 2011 for the purposes of this section. Grandfathered non-represented employees will be paid out the lesser of their current sick leave balance or the frozen balance as of December 31, 2011. Upon termination, the employer shall deposit the equivalent dollar value of all the eligible accrued unused sick leave in the Post Employment Health Plan (PEHP) administered by the Public Employees Benefit Services Corporation (PEBSCO) to pay for future health insurance premiums. To be eligible to participate, the employee must have worked for the City for twenty (20) consecutive years and also be eligible and accepted to receive an annuity under the Wisconsin Retirement System (WRS) or disability. The value of the amount placed in PEHP shall be determined using the employee's current level of compensation at the date of termination or disability. For the shift Deputy Chiefs of the Fire & Rescue Department and Sergeants of the Marshfield Police Department, the compensation will be determined by dividing their annual salary by 2,080 hours. This amount will be multiplied by the accrual up to a maximum of 960 hours. Employees not listed in the grandfathered non-represented group as of December 31, 2011 are not eligible for sick leave payout.