INFORMATION SUMMARY POSITION: PART-TIME ADMINISTRATIVE ASSISTANT II (ASSESSOR'S OFFICE) CITY OF MARSHFIELD, WISCONSIN

Note: This summary is provided for information purposes only. It does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend the salary/benefits plan at any time subject only to approval by the Common Council. Please note that the City of Marshfield has access to insurance related data. The data is used to analyze the City's group as a whole and does not identify individual users. The City will not misuse insurance related data and will maintain confidentiality.

Current Compensation:

2013 Wages
\$16.26 - \$19.78

<u>Length of Probationary Period</u>: 12 months

Immediate Supervisor: Barry Feig, Deputy Assessor

Life Insurance: The City offers a group term life insurance plan offered by the Wisconsin Retirement System (WRS). The plan offers basic coverage based on an employee's annual earnings reported to the WRS, accidental death and dismemberment coverage, waiver of premiums during periods of disability, and insurance with further contributions for eligible employees who retire at age 65 or later (active employees pay premiums to age 70). The employee is eligible for such coverage on the first day of the month following the first six months of employment, and the City pays the full premium cost for the employee's coverage. Optional coverage's - at the employee's expense - are available to the employees which provide coverage for spouse and eligible dependents and additional coverage on the employee equal to 100% of the employee's basic coverage. Eligibility follows the WRS rules under section labeled retirement.

<u>Holidays</u>: 10 paid holidays annually, including New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve, Christmas Day and two personal holidays. The employee is eligible to use the personal holidays following 90 days of employment.

<u>Vacation Leave</u>: All vacations are based on the employee's anniversary date of hire. Employees receive one week of paid vacation after six months, one week of paid vacation after one year (12 months) of service; two weeks of paid vacation after two years of service; three weeks of paid vacation after seven years of service; four weeks of paid vacation after thirteen years of service; and five weeks of paid vacation after twenty years of service.

<u>Retirement</u>: The City participates in the Wisconsin Retirement Fund. Employees pay the employee portion of WRS which for 2013 is 6.5%.

<u>Sick Leave:</u> Employees shall accumulate one (1) day sick leave credit for each month of service, not to exceed sixty (120) days. Each day of sick leave so accumulated shall be used as a basis for sick leave pay when an employee is absent due to illness.

<u>Deferred Compensation</u>: Program available to all employees, with periodic opportunities for employees to schedule appointments with the deferred compensation representative.