CITY OF MARSHFIELD, WISCONSIN
POLICIES AND PROCEDURES

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CHAPTER: Employee Benefits

SUBJECT: Group Insurance Programs

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APPROVED BY:
Chairman, Finance, Budget and Personnel Committee

DEPARTMENT OF PRIMARY RESPONSIBILITY: Finance Department, City Administrator's Office

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 group insurance program of the City of Marshfield provides health, dental, life and disability insurance for its employee groups listed in each section, with the employee contributing a portion of the cost of the premiums.

Employees will be considered regular part-time employees (benefit eligible) if they regularly work a minimum of twenty (20) hours but less than forty (40) hours per week on a continuous basis and their positions are authorized and budgeted as, minimally, 0.5 full-time equivalent (FTE), or 1,040 work hours annually but less than 1.0 full-time equivalent (FTE), or 2,080 work hours annually. All such, regular part-time employees are eligible for partial employee benefits, including group health, dental and life insurance, with the employer's contributions for such employee benefit costs pro-rated on the basis of the number of annual hours budgeted divided by 2,080 hours.

When premiums are split between two deductions the employee share shall be an even amount

with the employer picking up the extra penny due to rounding.

PROCEDURE FOR ENROLLMENT:

1. Newly-hired employees desiring to enroll in the health, dental, life or disability insurance plans will be provided with the appropriate information and forms at the time of their appointment. New enrollees who elect to participate in the health and/or dental plans have coverage effective on the first day of the month following the completion of thirty (30) days of continuous employment. For life insurance, the coverage is effective on the first day of the month following the completion of six months of employment under the Wisconsin Retirement System.

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

3. Any employees who have questions about insurance coverage may contact Human Resources for assistance.

PREMIUMS PAID BY CITY:

1) HEALTH INSURANCE: The City of Marshfield will pay the following towards the cost of the health insurance premiums for each benefit group:

Elected Aldermen	0%
Mayor, City Clerk, City Assessor and all benefit eligible employees	85%

2) DENTAL INSURANCE: The City of Marshfield will pay the following towards the cost of dental insurance for each benefit group below:

Elected Aldermen; Street, Custodial and Parks and Recreation Group; Wastewater Utility Group; Ordinance Enforcement Officers Group; Fire Fighter Group; Police Officers Group	0%
Mayor, City Clerk, City Assessor; Non-Represented; Clerical and Technical Group	85%

3) LIFE INSURANCE: The City of Marshfield will offer to its employees a group term life insurance plan offered by the Wisconsin Retirement System (WRS). This plan does not have a cash or loan value, but provides a post-retirement benefit. The plan offers coverage based on an employees' annual earnings reported to the WRS, accidental death and dismembership 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).

   Optional coverages are available to employees which provide basic, supplemental and one, two or three units of additional coverage for eligible employees. Each unit of coverage is equal to one times an employee's prior year's WRS earnings. Employees who have basic life insurance may elect the additional and supplemental units of life insurance. Employees who do not enroll in insurance during the open enrollment period but decide to enroll at a later date will be required to provide evidence of insurability.

A) The City will pay the following towards the monthly premium on the basic coverage only for each benefit group below:

Mayor, City Clerk, City Assessor; Non-Represented, Clerical and Technical Group; Ordinance Enforcement Officers Group	100%
Street, Custodial and Parks and Recreation Group	First $5,000
Wastewater Utility Group	First $10,000

B) If an employee elects to participate in the optional coverages available to them, (available only if they participate in the basic coverage), the employee will pay 100% of the monthly premiums for the option(s).

C) The City will continue to provide $4,000 of life insurance coverage to active Common Council members. The City will underwrite the plan. There will be no premium contributions by Common Council members.

PROCEDURE FOR TERMINATION OF GROUP INSURANCE:

1) When an employee voluntarily terminates from employment, he/she has the option of remaining a participant in the City's group health and/or dental insurance programs for eighteen (18) months from the date of termination of employment with the City. Employees electing to remain in the City's group health and/or dental insurance programs will be responsible for 100% of any premium costs effective the first day of the month following termination.

2) Employees terminating employment have an additional option of converting the group coverage to an individual policy. An employee choosing this option must complete a conversion form available in the Human Resource's Office.

3) Employees granted leaves of absence may remain covered by any of the City's group insurance plans. The City will contribute the City's share of the group insurance premium(s) through the end of the calendar month in which the leave of absence begins. For any subsequent months and through the end of the calendar month in which the employee is removed from leave status, the employee will be responsible for 100% of the insurance premium(s).

4) Employees placed on layoff status will follow the procedures outlined in section (1) above of the Procedure for Termination of Group Insurance.

PROCEDURE FOR CONTINUATION OF GROUP HEALTH INSURANCE UPON RETIREMENT:

Effective January 1, 2012 retiree health and dental insurance option will no longer be offered going forward. Any retirees currently on the plan as of December 31, 2011 will be grandfathered in and allowed to remain on the City's health and/or dental insurance coverage, with the individual paying 100% of the premium.

1. Those electing this option must pay the full premium to the Finance Department and

such payment must be timely according to the payment schedule set by the Finance Director.

2. The option is contingent upon approval by the City's health insurer, and the City will be held harmless for any changes made beyond its control.

DISABILITY INSURANCE: The City will offer to its employees in the following groups a voluntary short-term disability plan. Employees opting to participate in the plan will pay 100% of the premium:

Groups Offered Disability Insurance on January 1, 2012
Mayor, City Clerk, City Assessor; Non-Represented; Clerical and Technical Group; Street, Custodial and Parks and Recreation Group
Groups Offered Disability Insurance on January 1, 2014 include: Wastewater Utility Group and Ordinance Enforcement Officers Group