



## Employee Benefits – Regular, Full-time Employment

*Effective January 1, 2018*

### Vacation

Vacation accruals begin with the employee’s first paycheck. Vacation earned during a pay period may be taken immediately following the end of the pay period.

<i>Length of Employment</i>	<i>Days Per Year</i>
Date of Hire through 7 years	15
8-11 years	17
12-15 years	20
16-20 years	22
21-24 years	25
Over 24 years	27

### Personal Time Off (PTO)

All active regular full-time employees accrue 84 hours of PTO per calendar year. PTO is used to supplement vacation and for non-work related illness or injury, family medical emergencies, personal business, medical appointments, and extended bereavement leave. If assigned to a 24/7 rotating shift, shift employees accrue 124 hours of PTO per calendar year. PTO is accrued from date of hire and is available for use after the successful completion of the initial 90 day evaluating period.

### Extended Disability Bank (EDB)

Employees are eligible to establish EDB through unused PTO hours. The maximum allowable amount for an employee’s EDB is 1,040 hours. Regular full and part-time employees are able to access their EDB for non-work related personal or family illness or injury after using 24 contiguous work hours of PTO or vacation and providing written medical evidence as to the reason for the absence.

### Bereavement Leave

In case of death in the immediate family, a regular employee will be allowed to take bereavement leave with pay up to 24 hours scheduled between the date of death and two days following the day of the funeral.

### Holiday

The following days will be considered paid calendar holidays: New Year’s Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, day following Thanksgiving, Christmas Eve, and Christmas Day.



### **Wellness Physicals and Inoculations**

All new full and part-time employees will be required to successfully complete a work-related fitness-for-duty assessment by NEW Water's designated medical provider prior to beginning work. All new employees will have the choice of being inoculated against Hepatitis A, Hepatitis B, and tetanus. Flu shots are available annually. Wellness physicals and inoculations are free of charge.

### **Wellness Program**

Full and part-time employees are eligible to earn cash incentives by participating in the NEW Water Wellness Program. Participation requires an annual health risk assessment. Additional incentives are earned by participating in various wellness activities and events.

**Employee Assistance Program (EAP)** Through the EAP, employees and their family members may contact ERC for a confidential interview with a professional counselor to discuss their issues. The program is strictly voluntary and confidential and no information on participants will be released to NEW Water without the employee's written consent. While the initial counseling visits are free, subsequent visits or referrals may be submitted to NEW Water's group health insurance for payment consideration.

### **Health Insurance**

The effective date of coverage is the first of the month following employment. Single and family coverage is offered. NEW Water is a participating employer under the Wisconsin Public Employers' Group Health Insurance Program administered by the Wisconsin Department of Employee Trust Funds. Employee premium sharing costs vary and are determined by the employee's choice in plans.

### **Dental Insurance**

The effective date of coverage is the first of the month following employment. Single and family coverage is offered. Employee premium sharing costs vary and are determined by the employee's choice in plans.

### **Life Insurance**

The effective date of coverage is the first day of the month following 30 days from the date of hire. NEW Water provides coverage of one times annual salary at no cost to the employee. Supplemental, additional, and dependent coverage are optional and paid 100% by the employee.

### **Long Term Disability Insurance (LTD)**

The effective date of coverage is the first of the month following employment. NEW Water provides coverage of 66 2/3% of base salary following a 90-day waiting period.

### **Vision Insurance**

The effective date of coverage is the first of the month following employment. Premiums are paid 100% by the employee.



### **Wisconsin Retirement Plan**

Employee contributions are required as soon as eligibility requirements are met and are calculated as a percentage of earnings. The employee contribution for 2018 is 6.7%. NEW Water pays the employer's portion of the Wisconsin retirement contributions, through the Employee Trust Fund. The employer contribution for 2018 is 6.7%.

### **Deferred Compensation (457 plan)**

All employees have the option of participating in a tax deferred compensation program, which is a 457 Plan under IRS regulations. Upper dollar limits for participation are established by the IRS. 100% of the contributions are paid for by the employee.

*This summary is provided as an outline only. More detailed information is available through insurance policies and the Human Resources and Benefits Manual.*

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