

Summary of Employment Benefits

Listed below is a summary of the employment benefits available to all full-time employees of Chippewa Valley Technical College. Part-time employees with bargaining unit (union) status are eligible for prorated benefits.

Insurance

Health: Two plan choices—PPO Plan and Alternative Benefit (Opt-Out) Plan. The Alternative Benefit Plan is a cash-payment option in lieu of CVTC coverage. Coverage becomes effective on date of hire.

Dental: Self-funded dental plan with the freedom to choose any dentist. Includes an orthodontic benefit. Coverage becomes effective on date of hire.

Life: Standard policy of basic and supplemental term life insurance to all eligible employees* (policy value equal to annual earnings rounded to the next higher \$1,000 then doubled). Optional coverage available, to include additional employee coverage and spouse/dependent coverage.

***Note:** Employees must have six months of Wisconsin Retirement System (WRS) service (either prior to or after hire) to be eligible for coverage (e.g., a new employee's life insurance would take effect six months after employment if he/she did not have six months of WRS service prior to employment at CVTC).

Long-Term Disability: Monthly benefit equal to 90 percent of monthly salary, payable to age 65.* Coverage becomes effective on date of hire.

***Note:** Employees must satisfy an elimination period (period of consecutive dates of disability due to injury or illness) to qualify for benefits.

Section 125 Flexible Spending Plan

Participation in CVTC's Section 125 Flexible Spending Plan allows employees to set aside (shelter) pre-tax dollars (as a payroll deduction) for certain unreimbursed medical expenses and dependent care expenses.

Leaves of Absence and Holidays

Personal Leave: **All Employees**—4 days (32 hours) each fiscal year, which shall not be cumulative.

Sick Leave: **Leadership Staff, Support Staff, and Custodial/Maintenance Employees**—15 days (120 hours) each fiscal year, which shall be cumulative to 135 days (1,080 hours).

Faculty—105 hours each fiscal year, which shall be cumulative to 945 hours.

Vacation/Noncontract Time: **Leadership**—20 days (160 hours) of noncontract time each fiscal year, which shall not be cumulative.

Support Staff—vacation **accrual** based on years of employment, beginning at 10 days (80 hours) of accrual for the first 4 years; 15 days (120 hours) for years 5-11; 20 days (160 hours) for years 12-18; and 25 days (200 hours) for years 19 and beyond.

Custodial/Maintenance Employees—vacation **accrual** based on years of employment, beginning with 10 days (80 hours) of accrual for the first 4 years; 15 days (120 hours) for years 5-11; 20 days (160 hours) for years 12-18; and 25 days (200 hours) for years 19 and beyond.

Faculty—length of employment contract determines the amount of noncontract time each school year.

Holidays: **Leadership Staff, Support Staff, and Custodial/Maintenance Employees**—10 paid holidays per year—New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day.

Faculty—Prorate of four holidays built into employment contract.

Wisconsin Retirement System (WRS)

Retirement benefit plan for eligible public employees*.

***Note:** Employees must meet **both** of the following criteria to be enrolled in the WRS: (1) Expected to work one third of full-time per year (600 hours for nonteaching employees; 440 hours for teachers), and (2) Expected to be employed for at least one year from date of hire.

Investment Opportunities

403(b) Tax-Sheltered Annuity Program: Supplemental retirement savings program regulated by Section 403(b) of the Internal Revenue Code. Employee option of payroll deduction. Prescribed list of providers.

Wisconsin Deferred Comp. Program: Supplemental retirement savings program regulated by Section 457 of the Internal Revenue Code. Employee option of payroll deduction.

Employee Assistance Program

The Employee Assistance Program (EAP) offers assessment, short-term counseling, and referral for personal problems. Confidential service for employees and family members, free of charge.