



BENEFITS FOR FULL TIME EMPLOYEES

Workforce Connections, Inc.(WCI) is a performance driven, family friendly organization with an excellent benefit package to ensure our workforce is effectively compensated within a nonprofit environment. Our benefits for Full Time Employees (Employees who average 60 or more hours per pay period) include, but are not limited to:

PAID TIME OFF

Fixed Holidays: 9 days/yr. These paid holidays will be granted each year:

- New Year’s Day
- Spring Holiday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Winter Break (December 24 & 25)

Accrued Leave: Accrued annual leave is cumulative and is accrued by all regular employees at the following rates, based upon an 80-hour pay period.

Employee Length of Services	Hours Accrued	Annual Leave (8 hour day)
<1 Year	4.5 hours per pay period	14.625 Days Per Year
1-5 Years	5.0 hours per pay period	16.25 Days Per Year
6-10 Years	5.5 hours per pay period	17.875 Days Per Year
11-15 Years	6.0 hours per pay period	19.5 Days Per Year
16-20 years	6.5 hours per pay period	21.125 Days Per Year
21-25 years	7.0 hours per pay period	22.75 Days Per Year
> 25 years	7.5 hours per pay period	24.375 Days Per Year

Personal Holidays: In addition to accrued leave, employees who have been on staff for 3 months to 5 years, receive 2 personal days every fiscal year; and for employees who have been on staff for more than five years, 3 personal days are available every fiscal year. Personal days are prorated based on start date, and no carryover or pay out for personal days is available.

Funeral Leave Pay: In the event of a death, after notifying the supervisor, an employee may take three (3) days paid leave for immediate family member, or one (1) day pay leave for extended family member.

Military Leave: Military leave will be granted pursuant to Federal and State laws.

Court Appearances: Employees who are subpoenaed for court appearances related to agency business or for jury duty will be given the necessary leave of absence with full pay less any fee paid for the service.

Family & Medical Leave: All employees who have worked for Workforce Connections, Inc. for 12 months and have worked at least 1,000 hours during those 12 months will be granted Family & Medical Leave pursuant to Federal and State laws. Family & Medical Leave is unpaid leave however employees may use any accrued sick, vacation, or personal holiday time for pay during leave.

INSURANCE

Health Insurance: Workforce Connections, Inc. provides the option to all staff to enroll in an employer sponsored health plan. WCI will pay 80% of the premium/month for coverage for group health insurance. In addition to the employer sponsored plan WCI contributes to a Health Reimbursement Account to offset deductibles and out of pocket expenses.

Health Reimbursement Arrangement (HRA) – Available to employees enrolled in the corporation’s health insurance program. The HRA is for deductible and coinsurance related expenses. The employee is responsible for the first \$1400 for a single plan or the first \$2800 of a family plan for deductible and out of pocket related expenses. The corporation sponsored HRA will then contribute up to \$1600 for a single or \$3200 per family towards deductible and coinsurance related expenses.

Dental Insurance: Workforce Connections, Inc. will pay 100% of single coverage or 90% of the premium/month for coverage for group dental insurance.

Vision Insurance: Workforce Connections, Inc. will pay 100% of single coverage or 90% of the premium/month for coverage for group vision insurance.

Life Insurance: Workforce Connections, Inc. pays 100% of Term Group Life Insurance premiums for \$100,000 in employee coverage, up to \$2,000 for dependent, and up to \$5,000 for spousal coverage. The maximum amount allowable to staff over the age of 65 is \$7,500. Employees are responsible for taxes associated with the provided coverage. Employees also have the ability to elect Voluntary life coverage at their expense administered through the organization.

Disability Insurance: Workforce Connections, Inc. will provide a short and long-term disability program to employees who meet the eligibility criteria. Regular full-time employees with 12 months of consecutive service are eligible for short and long-term disability leave effective the first of the month following completion of 12 months of consecutive service. There are two levels of disability coverage, based upon the extent and duration of the work prohibiting condition.

Accident and Critical Illness: Workforce Connections, Inc. offers employees the option to enroll in voluntary supplemental Accident and Critical Illness plans.

FLEXIBLE BENEFITS/RETIREMENT

Flexible Benefit Plan: Employees may elect to have a pre tax portion of their paycheck put into an eligible Section 125 flex spending account to pay for eligible health care and/or dependent care expenses.

Health Savings Account: Employees participating in the organizations sponsored major medical plan may elect to have a pretax portion of their paycheck put into an Health Savings Account to pay for eligible medical related expenses.

Retirement Plan:

- Simplified Employee Pension (SEP) Plan

Workforce Connections, Inc. will contribute 6% of each employee's gross salary or wages to a Simplified Employment Pension (SEP) Plan. Employees must have completed six (6) months of continuous employment and be at least 21 years of age to participate. Employees are fully vested at the first contribution.

- 403(b) Tax Sheltered Annuity

An employee may elect to contribute additional amounts to a 403(b) tax-sheltered annuity through payroll deductions. Employees are solely responsible for assuring additional contributions do not exceed limits established by the IRS.

ADDITIONAL BENEFITS

Employee Assistance Program: All employees and their family members will have an Employee Assistance Program available to them to assist them with personal and or work related problems, which may affect job performance, health, mental, and emotional well-being. Participation is strictly voluntary, and confidentiality is guaranteed.

Training and Development: As budgets permit, the agency pays for time, transportation, food, lodging, and fees for employee training opportunities. Employees, after successfully completing their orientation period of service, who are interested in furthering their educational training through an educational institution, will be reimbursed for some of the cost of books and/or tuition fees once the course is successfully completed.

Flexible Schedules: The services offered by WCI require that employees sometimes work flexible hours to meet the needs of our customers. We also recognize that Staff need flexibility at times for life events. Employees have the ability to request permanent flex scheduling following 6 months of employment based on organization and position specific requirements.

Workforce Connections is committed to creating a diverse and inclusive space, both internally for staff and externally for each person we serve. No matter your race, age, religion, gender, orientation, identity, or experience; our goal is to create a welcoming environment for all to ensure universal service accessibility. We strive to present our authentic selves while fostering healthy relationships within our community.



Workforce Connections, Inc. is an affirmative action equal opportunity employer/program. Workforce Connections, Inc. does not discriminate on the basis of disability in the provision of services or employment. If you need this material interpreted or in a different form, or if you need assistance in using the service, please contact us. Deaf, hearing or speech impaired callers may reach us through the Wisconsin Relay System at 1-800-WIS-RELAY (947-3529).