



Human Resources Department

Harper Donahue, IV, Director
Madison Municipal Building, Suite 261
215 Martin Luther King, Jr. Blvd.
Madison, WI 53703
Phone: (608) 266-4615 | Fax: (608) 267-1115
hr@cityofmadison.com
cityofmadison.com/human-resources

April 8, 2020

Welcome to City Employment! We look forward to presenting benefit and other information to you when you attend New Employee Orientation. Due to COVID-19, Orientation will be held virtually via Zoom until further notice. Orientation participants should be logged into the Zoom meeting location at <https://zoom.us/j/437123970> at 12:30 pm on their orientation date. Here is a quick overview of what will be presented:

- **Health Insurance**

The City offers eligible employees the choice between multiple plans, allowing you to select the best option for you. For employees who reside in Dane County, or plan to seek treatment in Dane County, available plans include Dean Health Insurance, Group Health Cooperative, and Quartz- UW Health. Other plans are available outside of Dane County but may have higher premiums (the employee pays the difference between the total premium and the maximum employer contribution). Each plan is required to provide the same level/type of coverage. All plans have an annual medical deductible - \$500 for single plans, \$1,000 for family plans. During orientation you will be given an overview of the plan design and premium information. You will have 30 calendar days to make a selection. There is an annual open enrollment period for health insurance.

- **Dental Insurance**

The City of Madison offers **optional** dental insurance through Delta Dental. The City does not contribute to the premium for this benefit. You will have 30 calendar days to enroll. There is an annual open enrollment period for dental insurance.

- **Vision Insurance**

The City of Madison offers **optional** vision insurance through Delta Vision, using the EyeMed Select network. The City does not contribute to the premium for this benefit. You will have 30 calendar days to enroll. There is an annual open enrollment period for vision insurance.

- **Flex Spending**

The City of Madison offers an **optional** Flexible Spending Accounts (FSA) program. Employees can place pre-tax dollars in a **Healthcare Account** and/or a **Dependent Care Account**. Participants will automatically have the money deducted from their paycheck and deposited into the respective account by payroll. Employees can contribute a maximum of \$2,750 annually to their healthcare flexible spending account and/or a maximum of \$5,000 to a dependent care flexible spending account (a maximum of \$2,500 for married individuals filing separately). Employees are able to pay medical expenses upfront, or to obtain reimbursement for eligible expenses directly.

- **Disability Insurance**

The City of Madison offers **optional** Disability Income Continuation Insurance (Wage Insurance). New employee premiums are based on the employee's biweekly rate of pay. The initial employer contribution to premium is 20% of the total premium, with the employee paying the remaining 80%. Employees may enroll in coverage within 31 calendar days of starting employment with the City. After the initial 31-day enrollment period, medical underwriting is required to provide evidence of good health. There is **no** open enrollment for disability insurance beyond 31 days from the first date of employment.

- **Life Insurance**

The City of Madison offers **optional** employee and dependent life insurance. Employees may enroll in coverage within 31 calendar days of starting employment with the City. After the initial 31-day enrollment period, an employee will be required to either experience a qualifying life change event (marriage, divorce, birth, adoption, etc.) or provide evidence of good health through a medical underwriting process to enroll or make changes to coverage. Premiums are based on your age and annual income, and they increase over time. The City does not contribute to the premium for this benefit. There is **no** open enrollment period for life insurance beyond 31 days from the first date of employment.

- **Pet Insurance**

Employees may receive a group discount on Nationwide pet insurance. Premiums may not be paid through payroll deduction; employees who enroll in pet insurance will be direct-billed by Nationwide for the monthly premium.

Here is a link that will take you to our benefits page. By reviewing this information in advance of your orientation, you will be more prepared to make the best decisions for yourself and your family. <https://www.cityofmadison.com/human-resources/benefits>

The following forms will need to be completed during your first day of employment:

- **Income Tax Withholding:** You will be asked to fill out both Federal and Wisconsin forms. Following the instructions on the respective forms, you will be asked to complete Internal Revenue Service form W-4 and Wisconsin Department of Revenue form WT-4 so that the City can withhold the correct amount of federal and state income tax from your pay.
- **I-9 Form:** Employment Eligibility Verification. Form I-9 is used for verifying the identity and employment authorization of anyone hired for employment in the United States. All U.S. employers must ensure proper completion of Form I-9 for each person hired within three (3) days of hire. **Please come prepared with appropriate documentation.** Typically, a valid passport, or a driver license along with a Social Security card or birth certificate are often used. A list of acceptable documents can be found at: <https://www.uscis.gov/i-9-central/acceptable-documents>

You will have an opportunity to ask questions during the orientation, but we hope that this will give you a basic understanding of what to expect. You are allowed 30 calendar days to make decisions about benefit enrollment. Forms will need to be returned to the Human Resources Department via interdepartmental mail, U.S. postal service, or a secure electronic method such as encrypted email. Please direct any questions that you might have to either Human Resources Analyst Denise Nettum (dnettum@cityofmadison.com) or Accommodations Specialist Tory Larson (vlarson@cityofmadison.com) so that you can come prepared to complete forms.

Congratulations, and we look forward to meeting you!