

# Marathon County 2024 Employee Benefits Guide

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This brochure summarizes the benefit plans that are available to Marathon County eligible employees and their dependents. Official plan documents, policies and certificates of insurance contain the details, conditions, maximum benefit levels and restrictions on benefits. These documents govern your benefits program. If there is any conflict, the official documents prevail. These documents are available upon request through the Human Resources Department. Information provided in this brochure is not a guarantee of benefits.

## A Message to Our Employees

### On the Marathon County team

Marathon County employs more than 852 talented and diverse people who provide a broad array of services to over 136,000 residents. We offer a wide variety of interesting careers for people who want to make a difference in our communities.

And while we strive to provide high-quality services that enhance the lives of our residents, we aim to provide a competitive benefits package that invests in you and your family's lives.

The purpose of this booklet is to provide a high-level overview of the benefits provided to you as an employee of Marathon County.

Refer to the County's Personnel Policies & Procedures Manual for more specific language on each benefit.

***NOTE: The contents of this booklet do not apply to those employees who are covered under a collective bargaining agreement.***

### USI Mobile App

Marathon County is pleased to offer on-the-go access to key benefit information through the USI MyBenefits2GO app. Download in the App Store or Google Play Store and enter code T103357 in the app to access your benefit highlights.

## Benefits Information When You Need It Most

### Marathon County

#### FIND IT IN THE APP STORE

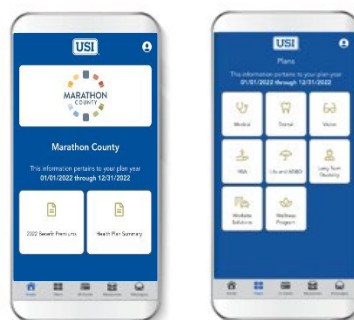
Search for 'MyBenefits2GO' and download our free app.

Enter this code when prompted:

**T103357**

#### HIGHLIGHTS OF THE MyBenefits2GO APP

- Access benefits information on the go
- Convenient contact information for Carriers and HR
- Organized plan information in one place
- View the most updated plan information
- Store your ID cards in the app



## Benefits for You & Your Family

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Marathon County benefit program is designed to help you stay healthy, feel secure, and maintain a work/life balance. Offering a competitive benefits package is just one way we strive to provide our employees with a rewarding workplace. Please read the information provided in this guide carefully. For more information about our plans, please visit Marathon County's internet site – [Link](#):

Listed below are the Marathon County benefits available during open enrollment:

- Health
- Dental
- Flexible Spending Account

### Who is Eligible?

Employees working at least 30 hours per week and their eligible dependents may participate in the Marathon County health and dental benefits program.

Generally, for the Marathon County benefits program, dependents are defined as:

- Your spouse
- Dependent "child" up to age 26. (Child means the employee's natural child, stepchild or adopted child and any other child as defined in the certificate of coverage)

Employees working at least 24 hours per week are also eligible for paid time off benefits and to participate in the Wisconsin Retirement System and Dependent Care Flexible Spending Accounts.

### When and How Do I Enroll?

**New hires** must enroll within 30 calendar days from date of hire and benefits are effective the first of the month following their date of hire.

**Open enrollment** is normally held during November of each year.

- Health & Dental – passive open enrollment. You only need to complete a change form if you want to make a benefit change.
- Flexible Spending Account – active open enrollment. You must re-enroll in the flexible spending account each year if you want to participate.
- The effective date for your benefits is January 1<sup>st</sup> unless otherwise determined by the County.

### Changing Coverage During the Year:

You can change your coverage during the year when you experience a qualified change in status, such as marriage, divorce, birth, adoption, placement for adoption, or loss of coverage. The change must be reported to the Human Resources Department within 30 days of the event. The change must be consistent with the event.

For example, if your dependent child no longer meets eligibility requirements, you can drop coverage only for that dependent.

Coverage is effective the first of the month following receipt of the completed enrollment.



## Health Insurance

Marathon County offers health coverage through WCA/GHT. The chart on the following page is a brief outline of the plan. For further information about the plans, please visit Marathon County's internet site – [Link](#).

Marathon County is a traditional health plan. Please see the chart on the next page for further details.

The network of providers remains the same – UHC Choice Plus Network. This is one of the largest networks in the nation. Most providers, chiropractors and pharmacies in the area are covered in-network. You can search the network by visiting - [Link](#):

The County's pharmacy benefit manager is Caremark. For prescription medical information and mail order is available at the following [Link](#) or by calling 1-866-818-6911.

### **SUMMARY OF BENEFITS COVERAGE**

Refer to your summary of benefit coverage (SBC) for a more detail explanation about your health plan benefits, including mail order prescriptions and other health services.

### **QUESTIONS?**

Call UMR's customer service at **1-800-207-3172** or call the phone number on the back of your ID card or [visit](#). You can also contact Group Health Trust at 1-800-236-6885.





## Medical Benefits Overview

	WCA Group Health Trust 76-440003	
	In-Network Benefits	Out-of-Network Benefits
<b>Annual Deductible</b>		
Individual	\$2,000	\$2,000
Employee + 1	\$2,750	\$2,750
Family	\$3,500	\$3,500
Coinsurance	90%	70%
<b>Maximum Out-of-Pocket</b>		
Individual	\$4,000	\$4,500
Employee + 1	\$5,250	\$6,000
Family	\$6,500	\$7,500
<b>Physician Office Visit</b>		
Primary Care	\$25 Copay, Deductible, 90% Coinsurance	\$50 Copay, Deductible, 70% Coinsurance
Specialty Care	\$25 Copay, Deductible, 90% Coinsurance	\$50 Copay, Deductible, 70% Coinsurance
<b>Preventive Care</b>		
Adult Periodic Exams	100%	\$50 Copay, Deductible, 70% Coinsurance
Well-Child Care	100%	\$50 Copay, Deductible, 70% Coinsurance
Annual Vision Exam	100%	100%
<b>Diagnostic Services</b>		
X-ray and Lab Tests	90% After Deductible	70% After Deductible
Complex Radiology	90% After Deductible	70% After Deductible
Urgent Care Facility	\$25 Copay, Deductible, 90% Coinsurance	\$50 Copay, Deductible, 70% Coinsurance
Emergency Room Facility Charges	\$200 Copay -Deductible then 90% Coinsurance – Copay waived if admitted	\$200 Copay -Deductible then 90% Coinsurance – Copay waived if admitted
Inpatient Facility Charges	90% After Deductible	70% After Deductible
Outpatient Facility and Surgical Charges	90% After Deductible	70% After Deductible
<b>Mental Health</b>		
Inpatient	Deductible/90%	Deductible/70%
Outpatient	Deductible/90%	Deductible/70%
<b>Substance Abuse</b>		
Inpatient	Deductible/90%	Deductible/70%
Outpatient	Deductible/90%	Deductible/70%
<b>Other Services</b>		
Chiropractic	\$25 Copay, Deductible, 90% Coinsurance. <i>Limited to 12 visits per Calendar Year</i>	\$50 Copay, Deductible, 70% Coinsurance. <i>Limited to 12 visits per Calendar Year</i>
<b>Retail Pharmacy (30 Day Supply)</b>		
Generic (Tier 1)	\$5 copay / Value Priced Generic \$0	
Preferred (Tier 2)	\$20	
Non-Preferred (Tier 3)	\$40	
Preferred Specialty (Tier 4)	\$20 or \$40	
<b>Mail Order Pharmacy (90 Day Supply)</b>		
Generic (Tier 1)	\$5 copay	
Preferred (Tier 2)	\$40	
Non-Preferred (Tier 3)	\$80	
Preferred Specialty (Tier 4)	N/A	
<b>Rx Out-of-Pocket</b>	Included in Medical Out of Pocket	

**WCA Group Health Trust**  
**76-440003**

In-Network Benefits

Out-of-Network Benefits

**Vision Hardware Benefit****Limited to Either Eyeglasses or Contact Lenses per Benefit Year)****Eyeglass Lenses**

*(Limited to 1 Pair Single Vision, Bifocal, No-Line Bifocal or Trifocal Lenses per Benefit Year)*

100% - Deductible Waived

100% - Deductible Waived

**Pediatric Services - Up to 19 years of age**

*(Frames and Contact Lenses: Limited to 1 set per Benefit Year. Disposable Contact Lenses Limited to 1-year Supply per Benefit Year)*

100% - Deductible Waived

100% - Deductible Waived

**Non-Pediatric Services - Ages 19 and Older**

*(Frames and Contact Lenses: Limited to \$100 per Benefit Year)*

100% - Deductible Waived  
*(\$100 Limit)*100% - Deductible Waived  
*(\$100 Limit)***Employee Contributions (Monthly)****All Full Time Employees**

Employee	\$127.92
Employee & 1 Dep	\$307.04
Employee & 2+ Deps	\$360.78
<b>All Full Time Employees – 5% Wellness Incentive</b>	
Employee	\$85.28
Employee & 1 Dep	\$204.69
Employee & 2+ Deps	\$240.52

## Employee Health & Wellness Center

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The Aspirus Clinic at the Employee Health & Wellness Center provides convenient, high quality, cost-effective health care for Marathon County employees.

The Aspirus Clinic is open to all employees and dependents covered by the County health plan (WCA Group Health Trust).

The services you receive at the clinic will be provided at **no cost** to you.

Video visits are available! Video visits are offered during normal clinic hours. You must have access to a phone, tablet, laptop, etc., with a functioning camera.

The Center is located at 1100 Lake View Dr, Wausau (North Central Health Care Campus Door 34) with the following hours:

Monday, Wednesday, and Friday: 8:00 am - 4:30 pm

Tuesday: 6:30 am - 3:00 pm

Thursday: 9:30 am - 6:00 pm

See brochure for details and provider information – [Link](#).

To schedule an appointment, call 715-843-1256.



## Wellness Program Information

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Marathon County's 2024 Wellness Program is available to employees regardless of whether you are enrolled in the county's health insurance program. By participating in the Wellness Program, you are eligible for some great incentives including a health insurance premium reduction for the following year, a paid "wellness day," or a 2025 gym membership reimbursement up to \$500! All you need to do is complete your Preventive Exam and 150 points of other preventive services. Complete additional activities for a total of 1,000 points and be entered to win additional great prizes.

### ***HOW DO I PARTICIPATE AND EARN INCENTIVES?***

Marathon County's Wellness Program will start on January 1, 2024, and ends on October 31, 2024. The Program focuses on preventive health, safety, and behavioral change. To qualify for the Program, all you need to do is complete your annual preventive exam plus 150 points of other preventive services. Those that strive to be a "Champion of their Health" by receiving additional health services or participating in various activities sponsored by your Wellness Team throughout the year can earn additional wellness points. Those that meet 1,000 total points qualify for some great prizes!

### ***WHAT REWARDS AM I ELIGIBLE FOR?***

**450 POINT SUCCESS** - Employees enrolled in Marathon County's Health Plan will receive a 5% premium discount on their 2025-health insurance premiums. Non-Health Plan Employees: will qualify for one entry for prize drawings.

**1,000 POINT SUCCESS** - Employees that are enrolled in Marathon County's Health Plan and who achieve 1,000 points will receive a 5% premium discount on their 2025 health insurance premiums plus one entry for a prize drawing. Non-Health Plan Employees: In addition to an entry for a prize drawing for completion of 450 points, those that achieve 1,000 points will be entered into a second entry for a prize drawing.

**INCENTIVES** - All prize incentives will be provided to winners after December 2024. Employees must be in active employment status on 12/31/2024 to be eligible for prizes. Prize incentives may be subject to taxation.

Refer to the 2024 Wellness Program flyer for further details of participation – [Link](#).



## Health Reimbursement Account

Marathon County offers a Health Reimbursement Account in conjunction with their medical plans. Each employee enrolled on the medical plan has an account that will reimburse up to \$750 for individual; \$1,125 for employee + one or \$1,500 for family medical expenses.

The HRA reimbursement is for eligible out-of-pocket medical expenses only. Eligible expenses include deductible expenses, coinsurance, and copays (both medical and prescription drug) associated with the WCA/GHT County medical plan.

- Funds run according to the calendar year (January 1st – December 31st)
- Participants may rollover 100% of their unused HRA dollars.
  - Balance Maximum: The total amount you can accumulate in your HRA (Balance Maximum) is \$3,750 / Single, \$5,625 / Employee + 1, and \$7,500 / Family. The Balance Maximum includes the Funding Level amounts and Rollover amounts.

### How do I use the HRA?

#### ***For deductible & coinsurance expenses:***

1. Marathon County deposits money into the HRA.
2. The Explanation of Benefits you receive for deductible and coinsurance is automatically sent to DBS from UMR. You don't need to do anything.
3. As DBS receives the electronic information, the deductible and coinsurance amounts will be paid directly to the vendor/provider based on your employer's HRA reimbursement plan parameters.
4. If you have dual health coverage, you must submit EOB forms from the secondary insurance carrier manually along with a signed claim form for reimbursement.

#### ***Copays, prescription drug and smoking cessation expenses***

1. When you receive a receipt, affix a completed 105-HRA claim form to the receipt(s) and send a copy of the documents to DBS. Receipts must indicate the date of service, service provided and cost of the service. The forms may also be faxed to DBS at 262-367-5938, submitted online, or by mobile phone app for processing.
2. These expenses are reviewed by the DBS claims department and if approved, reimbursement is sent directly to you.
3. Any reimbursements due for claims received by Friday (9:00 a.m. CST) will be issued the following Friday.

For any questions regarding the HRA, please call DBS at 1-800-234-1229 or visit their website at [DBSebenefits.com](https://www.DBSebenefits.com). You can also refer to the Marathon County internet at [Link](#).



## Dental Insurance

Marathon County will continue to offer a dental program with Delta Dental of Wisconsin. The chart below is a brief outline of the plan. Please see Marathon County's internet site for complete plan details – [Link](#). For questions about Delta Dental coverage or providers, please contact Delta Dental at 1-800-236-3712 or [Link](#).

Benefit Coverage	Delta Dental of Wisconsin Inc. 91402		
	PPO Dentists	Premier Dentists	Out of Network Dentists
<b>Annual Deductible</b>			
Individual	\$25	\$50	\$50
Family	\$50	\$150	\$150
Waived for Preventive Care?	Yes	Yes	Yes
<b>Annual Maximum</b>			
Per Person / Family	\$1,500	\$1,500	\$1,500
Preventive	100%	80%	60%
Basic	80%	50%	50%
Major	80%	50%	50%
<b>Orthodontia – Dependents to age 26</b>			
Benefit Percentage	50%	50%	50%
Adults (and Covered Full-Time Students, if Eligible)	Covered	Covered	Not covered
Dependent Child(ren)	Covered	Covered	Covered
Lifetime Maximum	\$2,000	\$1,000	\$1,000

### Dental Employee Contributions (Monthly)

All Full Time Employees	
Employee	\$19.02
Employee & 1 Dep	\$38.10
Employee & 2+ Deps	\$71.23



## Flexible Spending Accounts

The Flexible Spending Account (FSA) plan with Diversified Benefit Services, Inc. allows you to set aside pre-tax dollars to cover qualified expenses you would normally pay out of your pocket with post-tax dollars. The plan is comprised of a health care spending account and a dependent care account. You pay no federal or state income taxes on the money you place in an FSA.

Note that you cannot participate in the health care FSA if you are enrolled in a high deductible health plan with health savings account. You may still participate in the dependent care account.

### How an FSA works:

- Choose a specific amount of money to contribute each pay period, pre-tax, to one or both accounts during the year.
- The amount is automatically deducted from your pay at the same level each pay period.
- As you incur eligible expenses, you may submit the appropriate paperwork to be reimbursed by the plan.

### Important rules to keep in mind:

- The IRS has a strict “use it or lose it” rule. If you do not use the full amount in your FSA, you will lose any remaining funds. However, the County does have a carryover of up to \$640 that you will be rolled into the next plan year if you do not use the funds in your current plan year.
- Once you enroll in the FSA, you cannot change your contribution amount during the year unless you experience a qualifying life event.
- You cannot transfer funds from one FSA to another.

Please plan your FSA contributions carefully, as any funds not used by the end of the year will be forfeited. Re-enrollment is required each year.

Maximum Annual Election	
Health Care FSA	\$3,200
Dependent Care FSA	\$5,000

For any questions regarding the HRA, please call DBS at 1-800-234-1229 or visit their website at [DBSbenefits.com](http://DBSbenefits.com). You can also refer to the Marathon County internet at [Link](#).



## ICI, Disability Retirement & Life Insurance

### Income Continuation Insurance (ICI)

The Income Continuation Insurance (ICI) benefit is a voluntary “income replacement” benefit payable if you become disabled. This insurance is available to employees who are eligible for Wisconsin Retirement System (WRS) benefits whose employers have elected to participate.

ICI benefits provide up to 75% of your average monthly earnings based on your previous calendar year WRS earnings rounded to the next highest \$1,000 and divided by 12. For newly hired employees, your estimated annual earnings are rounded to the next highest \$1,000 and divided by 12.

**Coverage** covers up to \$120,000 of annual earnings.

- The maximum benefit is \$7,500 per month.
- The premiums are paid by the employer and employee. (Currently on a premium holiday.)

ICI provides replacement income for short- and long-term disabilities. The benefit usually lasts until you are no longer disabled, or you reach age 65 (with some exceptions), whichever is sooner.

### Premiums

Currently ETF has a premium holiday. You may elect a 30, 60, 90, 120, or 180-days elimination period. The County pays the premium for a 90-day elimination period. If an employee chooses the 30 or 60-day elimination period, the premium will be the difference from the 90-day elimination period that the County contributes. At no time will the County reimburse premiums to employees if they choose an elimination period greater than 90 days. Employees should contact the Human Resources Department if they wish to change their elimination period or would like to confirm which elimination period they have elected.

More information is located on the County’s Internet – [Link](#).

## Disability Retirement Benefit

What is a Disability Retirement Benefit? A disability retirement benefit is a lifetime annuity (monthly payment) paid to eligible Wisconsin Retirement System employees who become disabled and are unable to work until normal retirement age (NRA). See the Eligibility section for additional information. The benefit is based on your final average earnings and your years of actual creditable service but adds assumed service as though you worked until NRA. This benefit comes from your WRS retirement account. If your disability retirement benefit application is approved, your WRS account is closed and you become a WRS retiree, receiving a monthly disability annuity. The benefit is administered by the Department of Employee Trust Funds and governed by Wis. Stat. § 40.63.

To be approved for a disability benefit, you must meet the WRS definition of disability:

Disability means the inability to engage in any substantial gainful activity by reason of a medically determinable physical or mental impairment which can be expected to result in death or to be of long-continued and indefinite duration. Substantial gainful activity is employment in any position for which the compensation will exceed the earnings limit in a calendar year. The earnings limit is subject to annual adjustments.

Two licensed physicians (M.D. or D.O.) must certify that you meet this definition. One of the doctors must specialize in the area of your disability.

If you stop working because of a disability or want more information on Disability Retirement Benefits, contact the Human Resources Department or through [Link](#).

## Life Insurance

Marathon County offers life insurance to employees who are eligible for Wisconsin Retirement System (WRS) benefits. Employee Life Insurance provides a lump sum payment to your beneficiary in the event of your passing. The amount of Employee Life Insurance varies depending on how much was purchased. The maximum amount allowed is 5x your previous year's WRS earnings rounded to the next \$1,000 (5 units available, each unit is 1x your previous year's WRS earnings rounded to the next \$1,000). There are three different options through Employee Trust Funds (ETF). Basic Employee Life Insurance 1x; Additional Employee Life Insurance 1, 2 or 3x; Supplemental Employee Life Insurance 1x. If you elect Basic Employee Life Insurance, you are eligible to elect Spouse/Dependent Life Insurance. Contact information for life insurance is ETF at 1-877-533-5020 or [Link](#).





## Retirement and Saving

While you are a valued asset to the Marathon County team, you should be planning for the eventuality of a well-earned retirement, complete with financial peace of mind. The next great chapter in your life will be here before you know it. Making informed financial decisions at all ages will help set you up for your future.

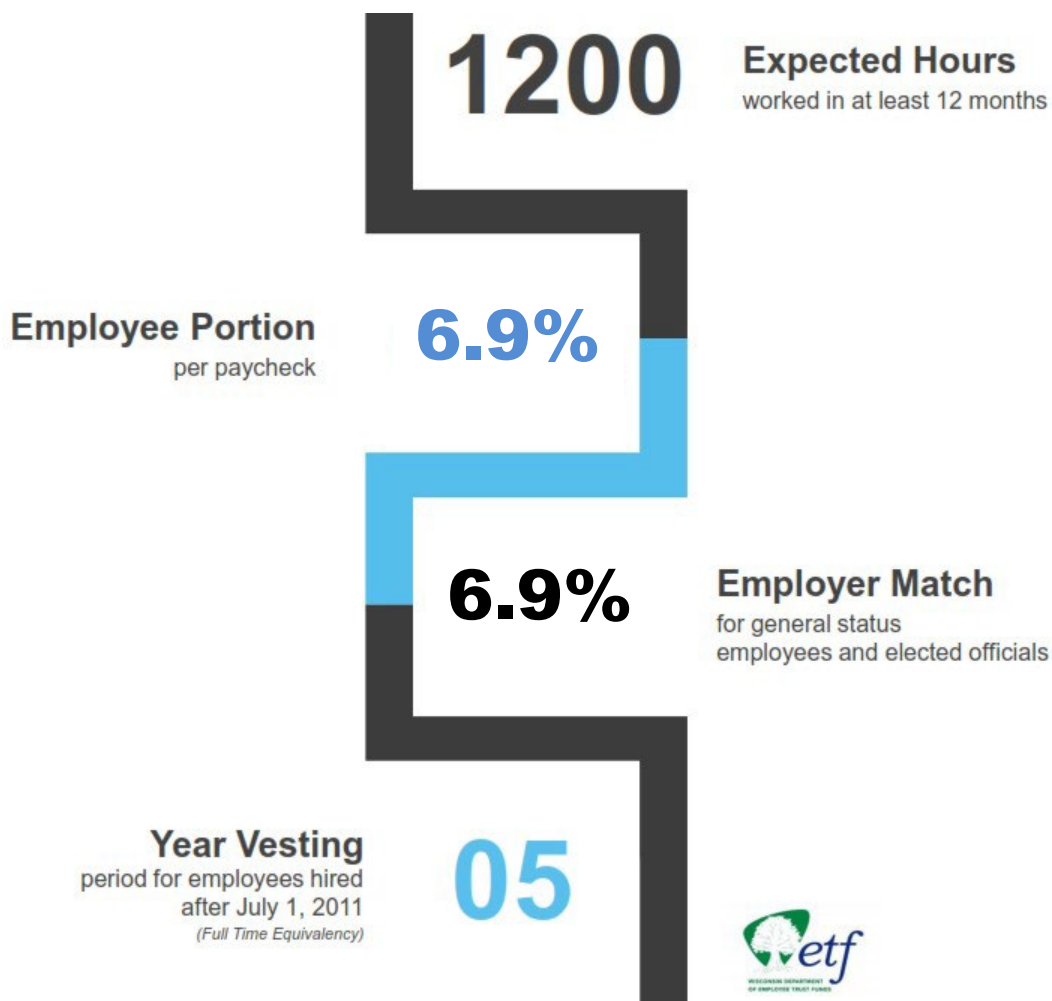
### Wisconsin Retirement System

Employees working 1,200 hours per year for at least 12 months are automatically enrolled in the Wisconsin Retirement System upon hire.

After enrollment, a mandatory pre-tax payroll deduction will occur based on a percentage of your salary.

Employees participating in WRS may choose to make additional post-tax contributions as well.

For more information, visit [Link](#).





## Deferred Compensation

You may wish to elect to save more of your income for retirement purposes into a deferred compensation retirement plan.

Open to all active employees, pre-tax contributions to a deferred compensation plan are exempt from State and Federal income taxes until the funds are withdrawn. Roth (after-tax) contributions are also an option.

The Deferred Compensation (457) Plan is a supplemental benefit available to all regular employees. The Deferred Compensation Plan is a tax advantaged retirement savings program that together with your Wisconsin Retirement System benefits can help you achieve a comfortable retirement. As a voluntary benefit, you can enroll at any time. Marathon County offers two Deferred Compensation (457) plans to choose from.

You may elect to participate using either deferred compensation organization at any point during your employment with Marathon County.

Contact information for WI Deferred Compensation is Shawn Bresnahan at 608-241-6604 or [shawn.bresnahan@empower-retirement.com](mailto:shawn.bresnahan@empower-retirement.com) or [Link](#).

Contact information for Nationwide Retirement Solutions is Kerry Johnson at 608-825-2516 or [johnk46@nationwide.com](mailto:johnk46@nationwide.com) or [Link](#).

## Post-Employment Health Plan (PEHP)



The Post Employment Health Plan (PEHP) provides employees funds for reimbursement of qualified health care expenses once you sever employment with Marathon County. Marathon County contributes \$21 each pay period into your personal Nationwide PEHP account. Once you sever employment, reimbursements can be made for health care expenses incurred by you, your spouse, or other qualified dependents.

Marathon County employees who retire will also have any remaining banked time e.g., PTO, converted into their PEHP account as well. Funds are converted into the PEHP account with no taxes withheld and may be used to pay for qualified insurance premiums!

Additional information is found on the County's Internet – [Link](#).

## Leave Benefits

### Paid Time Off (PTO)

PTO is a combination of time used for vacation, sickness, and other personal time under single accrual that includes time off due to a funeral in the extended family. Full-time employees will accrue approximately 160 hours / 20 days over a twelve-month period. During the initial 6-months of employment and with supervisor approval, employees may go negative by 80 hours. After 6-months, may go negative by 40 hours. Regular employees must work a minimum of 24 hours per week or 60% full-time equivalent to be eligible for PTO. Accrual is earned each payroll period.

PTO can be used for any purpose, subject to necessary request and approval procedures consistent with County and department policies.

#### PTO Accrual Rates for Employees Allocated to Full-Time Position

Years of Continuous Service Completed	Biweekly Accrual	Approximate Maximum Annual Accrual		Maximum Eligible Payout	Maximum Accumulation Allowed Hours
		Hours	Days		
0 through 4	6.1538	160	20	200	320
5 through 9	7.0769	184	23	224	320
10 through 14	8.0000	208	26	248	320
15 through 19	8.9230	232	29	272	320
20 +	9.8461	256	32	296	320

**Scheduled and Unscheduled Absences - Medical and Child Rearing:** When an employee is requesting paid time off for a personal or family illness or injury, or an emergency, the employee must report the reason for time off in accordance with department procedure, or at least one (1) hour before the start of the workday, or as soon as practical. If an emergency or development of the illness occurs during work hours, let your supervisor know as soon as practical. Certain medical conditions involving employees or family members including child rearing leave may qualify for Federal & Wisconsin leave entitlements. Employees should contact Human Resources Department to obtain information regarding Federal and Wisconsin Family Medical (FMLA) leave.

**Separation From Employment:** Employees who leave County employment in good standing and provide the required written notice will receive payment for earned but not used PTO up to the maximum eligible payout amount based on their years of service at their current hourly rate on their last payroll. However, employees who retire or who are forced to retire due to medical disability and give required notice shall receive payment for earned but unused PTO up to the maximum eligible payout based on their continuous years of service, into the employee's Post Employment Health Plan (PEHP) account.

## Holidays

The County recognizes 9 paid holidays for most of our employees. Departments working in groups identified in Group 2 and Group 3, will receive 7 paid holidays and 2 floating holidays. Holidays and floating holidays are awarded based on your standard daily hours and are prorated based on FTE. Floating Holidays are awarded on the beginning of the first full payroll in January. An employee hired before June 30th, will receive 1 floating holiday for current year. Floating holidays not used by the end of calendar year will be forfeited and will not be paid out upon termination.

<b>Holiday</b>	<b>General Employees (1)</b>	<b>Communications and Corrections Employees</b>	<b>CW Airport &amp; Highway Employees</b>
New Year's Day	1 day	1 day	1 day
Memorial Day	1 day	1 day	1 day
July 4 <sup>th</sup>	1 day	1 day	1 day
Labor Day	1 day	1 day	1 day
Thanksgiving	1 day	1 day	1 day
Day After Thanksgiving	1 day		1 day
Christmas Eve	1 day	1 day	
Christmas Day	1 day	1 day	1 day
New Year's Eve	1 day		
Floating Holidays		2 days	2 days

- (1) This group also covers Corrections Supervisors, Corrections Team Leads, and Corrections Officers who follow a Monday through Friday 5/2 work schedule and are given the day off on holidays instead of floating holidays.

## Reward Time Off

Employees may be awarded reward time off for displaying exceptional core value behaviors. An employee may receive up to their standard daily hours of reward time off per annual evaluation period with department head approval. The reward time off bank is capped at 40 hours and prorated for part-time employees. Reward time off will not be paid at termination, including retirement.

## Funeral Leave

Employees shall be granted up to 3 working days of paid funeral leave following the death of an immediate family/household member or County employee. Employees normally use the funeral leave in consecutive workdays unless other arrangements are approved by their supervisor. Immediate family shall include the employee's: spouse, children, daughter-in-law, son-in-law, grandchildren, parents, grandparent, mother-in-law, father-in-law, brother, sister, any person who has resided with the employee immediately preceding the person's death, or for domestic partner or domestic partner's parent and a miscarriage or stillbirth shall be considered as a death of a child. The definition of immediate family includes step-relatives. Plus, employees may receive up to 4 hours of paid funeral leave to attend funeral activities due to the death of a current County employee. Supervisors should try to approve these requests keeping in mind the operational needs of the department.

Funerals involving extended family members requires the use of PTO. Employees shall be granted 1 day, and additional time off may be granted by the department. Extended family means the employee's or the employee's spouse's brother-in-law, sister-in-law, uncle, aunt, niece, or nephew and the employee's spouse's grandparent.

## Jury or Witness Leave

An employee is called upon to serve jury duty, as a witness, or when subpoenaed in connection with County business shall receive the regular rate of pay for such time required to be in Court based upon the employee's standard scheduled workday, excluding shift differential. The employee must return any compensation, less mileage payment, received through Jury Pay or Witness Fee to their department payroll representative that should be deposited into the employee's salary account. If an employee is excused from jury duty, or as a witness, on a particular day, they shall return to work, if there are two or more hours remaining in the workday or they may elect to use remaining time as PTO or other paid time off.

## Federal & Wisconsin Family Medical Leave (FMLA)

FMLA is available to eligible employees and if eligible for both Federal & Wisconsin leaves, the County runs them concurrently.

### Federal FMLA

To be eligible for Federal FMLA leave, the employee must have been employed by the County for at least 12 months and must have worked at least 1,250 hours in the 12 months before taking leave.

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- For the birth of a child or placement of a child, within one year of the child's birth or placement.
- For the care for the employee's spouse, child, or parent.
- For the employee's own serious condition.
- For "qualifying exigencies" related to the foreign deployment of a military member who is the employee's spouse, child, or parent.
- For the care for the employee's spouse, son, daughter, parent, or next-of-kin with a serious injury or illness incurred as a member of the military in the line of duty.

### Wisconsin FMLA

To be eligible for leave under the Wisconsin Family Medical Leave Act, the employee must have been employed by the County for at least 52 consecutive weeks and must have been paid for at least 1,000 hours (including paid leave) during the preceding 52-week period.

Eligible employees can take job-protected leave in a 12-month period for the following reasons:

- Up to six weeks leave for the birth or adoption of a child, within 16 weeks of the child's birth or placement.
- Up to two weeks leave for the care of a child, spouse, domestic partner, or parent (including parent-in-law and parent of a domestic partner).
- Up to two weeks leave for the employee's own serious condition.

## Requesting Leave

Generally, employees must give 30-days advance notice of the need for FMLA leave. If it is not possible to give 30-day notice, an employee must notify the employer as soon as possible and, generally, follow the County and department's time off policies.

Employees do not have to share a medical diagnosis but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform their job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

The County may require certification or periodic recertification supporting the need for leave. If the County determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

## Paid Leave

Federal and Wisconsin FMLA are both unpaid and are taken concurrently. The County may require employees to use paid leave after Wisconsin FMLA is exhausted (two weeks for the employee's or a family member's serious health condition, or six weeks for the birth of a child). Employees may elect to use their paid leave, unpaid leave, or combination of paid and unpaid leave. After exhausting the Wisconsin FMLA leave, employees are required to use their paid leave. When employees have 40 hours of eligible leave remaining, employees may request approval from their supervisor to save up to 40 hours of paid leave and use unpaid leave instead. Sick leave may only be used for qualifying FMLA leave conditions: employee medical, maximum of 80 hours for family medical leave, and a maximum of 6 calendar weeks (240 hours) for child rearing leave.

For more detailed information, please contact the Human Resources Department.

Leave Donation Program: The County have a leave donation program to assist an employee faced with serious medical illness or injury to themselves or an immediate family member by allowing other County employees transfer accrued PTO, vacation or PAL hours to another eligible employee who has exhausted all the paid leave. Employee may request leave donations for a qualifying medical condition under Federal & Wisconsin Family Medical (FMLA) leave. Donated hours may not be used to child rearing leave following the birth or placement of a child for adoption or foster care.



## Additional Benefits

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### Investments in learning

#### Education Expense Reimbursement Program

The County provides financial assistance to eligible employees who take college or technical college courses during their off time to complete an Associate's Degree, Bachelor's Degree, Master's Degree Public or take courses to complete certificate programs related to County employment. Contact Human Resources Department for application and questions regarding this program.

#### IDEAS Academy



Marathon County's IDEAS Academy provides all employees with the tools to innovate through education and mentorship on the principles of continuous improvement, with the goal of making Marathon County the preferred place to live, work, visit and do business in the State.

The acronym **IDEAS** stands for Improvement Driven by Employee Awareness and Study, and serves to reinforce our message.

#### Imagine Day On

This full-day professional development in-service event filled with opportunities to connect with other county departments, complete required annual training, sharpen leadership skills, and develop a deeper understanding of the various populations in Marathon County and how we can best serve them.

### Pay for Performance

Pay increases are discretionary and based on job performance and employee behaviors. Management will consider your alignment with core values, success in delivering on goals and objectives, your relationship to the salary control point, internal equity, and budgetary allocations when determining pay for performance increases.

## Marathon County Employee Credit Union



### 24H Access Anywhere

- Mobile App
- Online - MCECU.ORG
- Telephone Banking- 715.256.7925

### Cards

- VISA With Rewards - 11.9%
- Debit - Free ATM Access
- HSA Debit Card

### Free Checking

- Regular Checking
- 55+ Checking
- Small Business Checking

### Loan Services

- Online Application
- Quick Approval and Turn Around
- Auto - New and Used
- Recreational Vehicle - New and Used
- Line of Credit
- Business Loans
- Signature Loans
- Loans for Any Reason
- Motor Home
- Mortgage Loans of All Types
- Home Equity Line of Credit
- Debt consolidation
- Same day financing on all vehicle loans

### Savings

- Regular Savings Accounts
- Certificate of Deposit - All Ages
- Money Market Accounts
- Health Savings Account
- Christmas Club Accounts
- Funeral Trusts
- Tax Accounts

### IRAs

- Traditional • Roth • SEP
- Education
- Qualified Retirement Plan Conversions

### Additional Services

- E-Statements
- Free Online Bill Pay
- Drive Thru
- Payroll Deduction and Direct Deposit
- Coin Counter
- Free Notary Service
- Foreign Currency
- Gift Cards
- Certified Financial Counselors
- Money Desktop - Personal Financial Management Tool
- Government Inter Office Mail Service
- DocuSign
- Courtesy Pay

## Public Service Loan Forgiveness Qualified employment

Say goodbye to Student Loans. The public service loan forgiveness program promotes full-time public sector employment. Public employees may qualify for public service loan forgiveness after making 120 payments toward their student loans while working full-time in public service. This means that nurses, policeman, firefighters, public health, and government employees can be eligible for participation. Find out if you qualify for a forgiveness program and we can prepare all the necessary documents to make sure you are eligible, it's all done with just a phone call.

Call Now: 866-706-5005

OR

Internet: [Link](#)

Please note this is only available to public employees.

## Employee Assistance Program

EAP is a free and confidential service for you and your immediate family to help deal with life's stresses. EAP's certified counselors offer support and direction to resolving problems or concerns. Appointments can be made by calling 1-800-540-3758 or [Link](#).



Ascension

### Employee Assistance Program

#### EAP Service Offerings

**Counseling for Employees** - Confidential assessment, referral and short-term counseling for all company employees and their immediate family members. Specialties include: interpersonal conflict, marital, child/adolescent issues, grief, trauma, mental illness, stress, work issues, alcohol/drug assessment, strategic/team planning, and more.

**Resource Referral** - Assistance in locating community, professional and benefit resources such as financial assistance, legal advice, support groups, long term professional treatment, employer benefits and more.

**Immediate Phone Support** - A counselor is available to talk immediately on the phone Monday-Friday, 9-5.

**24/7 Answering Service** - You'll never have to talk to a machine! A live person answers every call and can page an on-call crisis counselor any time of the day or night.

**Trauma Response** - For those unfortunate and unexpected events such as death, suicide, accidents, and crime, etc. Our staff are all trained in Psychological First Aid and Critical Incident Stress Management.

**Online Resources** - Compassion fatigue, trauma response, mental health topics, suggested reading, handouts, worksheets and more on our website: [ministryeap.org](http://ministryeap.org) as well as Facebook, Twitter, and Pinterest.

**Monthly Mailings** - On wellness topics to your employees by e-mail or through the postal service, as well as other promotional materials such as posters, tear-off cards, magnets, pens and more.

**Onsite Education and Training** - On topics ranging from Work/Life Balance to Reasonable Suspicion. Our experienced trainers will customize any topic to fit your needs, time constraints and group size.  
On-line Web-Ex trainings—When you want training but just can't find the time, we can Web-Ex with your team or pre-record a training for your employees to watch at their convenience.

**Case Management** - When an employee struggles with work performance we work directly with them to help them meet your goals and expectations. We always assess for a full spectrum of problems and provide a range of interventions and support, including, but not limited to: Conflict Resolution Coaching, Self Awareness Training, and one-on-one Anger Management Courses.

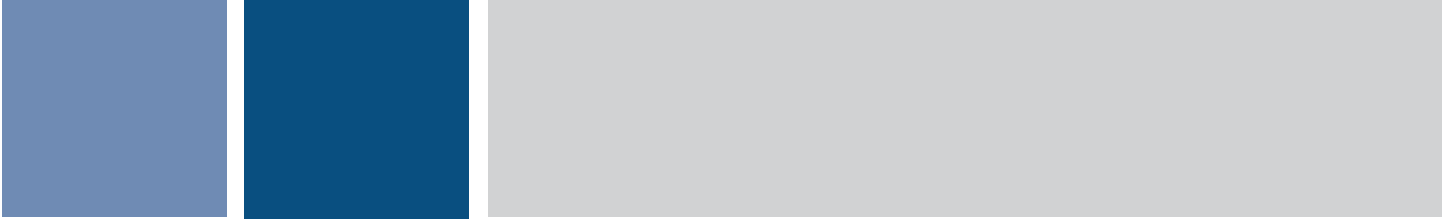
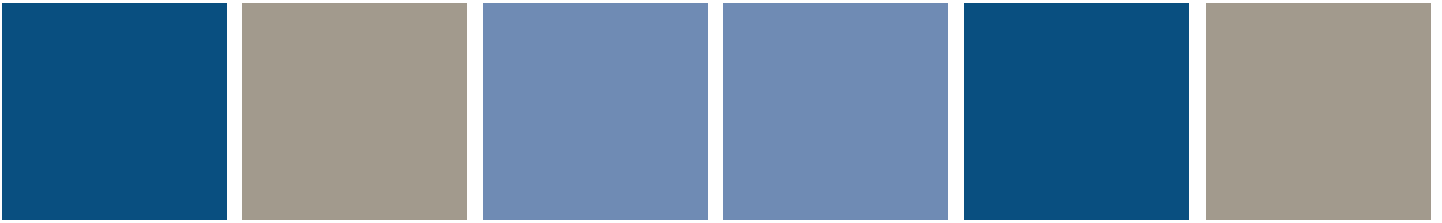
**Organizational Consultation** - Whether it's one department or a work culture problem affecting the whole organization, EAP staff will assess the situation and offer recommendations for improvement as well as support through change efforts.

**Leadership Development Seminars** - Our staff have created a dynamic, interactive, research-based seminar just for leaders. The full seminar is typically "above and beyond" standard EAP service so there is some additional cost, however; "stand alone" sessions may be offered at no cost upon request.

**Additional Services Upon Request** - We strive to help you improve your bottom line through counseling, coaching, consultation and support. We commit to on-going learning and continual improvement, so if you have a great idea or an opportunity where we can serve you better, we want to know!

#### Contact Us

Don't hesitate to contact us at 800-540-3758 or [eap@ascension.org](mailto:eap@ascension.org).



Human Resources  
500 Forest St.  
Wausau, Wisconsin 54403-5568  
715-261-1451

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