



# **PERMANENT PART-TIME EMPLOYEE BENEFITS**

## **COMPENSATION / PAY PLAN**

- New hires are slotted into a compensation plan based on the position and previous professional experience.
- A newly hired part-time employee is paid an hourly rate based on their starting pay grade and step.
- After a six-month probationary period, the employee will receive a performance evaluation.
- After one year of employment, the employee will advance to the next step in their pay grade. The pay plan has 20 steps from 1 to 20 – there is a 1.5% salary increase between steps.
- On January 1<sup>st</sup> of each year, the pay plan, and in conjunction the employee's salary is adjusted by a cost of living adjustment (COLA); on 1/1/21, the COLA was 2.50%.
- Every year from the anniversary date (date of hire), an employee is eligible to advance to the next step in the pay plan.
  - Therefore, employees are generally receiving an average of 3.5% to 4% pay increase annually. Annual salary increases are subject to budget appropriations.

## **TIME OFF WITH PAY**

**Personal Time-off for employees who work 20+ hours per week (for a total of 1,040 hours for the year):** After one year of employment, the employee will earn paid time off incrementally to be used for any purpose (sick, vacation, emergency, etc.). After the 1<sup>st</sup> year of employment, 5 hours are earned; 2<sup>nd</sup> year – 10 hours are earned; 3<sup>rd</sup> & 4<sup>th</sup> years – 30 hours are earned, etc.

**Jury Duty Compensation Pay:** Employees are compensated for the regular number of hours scheduled to work the day(s) away for jury duty/civil service.

## **INSURANCE**

**Flexible Spending Plan:** This benefit allows employees to set aside a fixed amount of pre-tax wages to pay for qualified expenses. Qualified expenses may include out-of-pocket medical, dental and vision expenses to include child care and public transportation/parking fees with pre-tax dollars, which lowers your tax liability. The employee decides the amount they want to set aside for the year (within the maximum limits set forth by the IRS).

**Life Insurance (for IMRF participating members):** Village employees who are eligible to participate in IMRF can elect life insurance through the National Conference on Public Employee Retirement Systems (NCPERS) whose insurance is issued by Prudential Insurance Company. The cost is a flat rate of \$16 per month.

## **RETIREMENT PLANS**

**Pension:** Village employees who work 1,000 hours or more per year participate in a defined benefit pension plan covered by the Illinois Municipal Retirement Fund (IMRF). The IMRF program provides mandatory retirement and disability benefits, as well as an optional life insurance benefit. Employees contribute 4.5% of their salary to their pension plan and the Village contributes approximately 11%. An employee becomes vested in the plan after ten years of service. If an employee decides to leave prior to this time, his or her share will be returned upon request. More information can be found at [www.IMRF.org](http://www.IMRF.org).

IMRF also provides an optional retirement savings vehicle in which employees can elect to contribute up to 10% of their salary and receive a guaranteed rate of return.

**Voluntary Deferred Compensation Plan (457 Plan):** Employees are eligible to contribute to a deferred retirement plan managed by the International City/County Management Association – Retirement Corporation (ICMA-RC). There is no Village match for this program. For more information, visit their website at [www.ICMARC.org](http://www.ICMARC.org).

## **QUESTIONS**

For any questions regarding these benefits, please contact Alex Cease, Human Resources Manager at [Ceasea@wilmette.com](mailto:Ceasea@wilmette.com) or (847) 853-7503.