



PERMANENT PART-TIME EMPLOYEE BENEFITS

COMPENSATION / PAY PLAN

- New hires are placed 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 1st of each year, the pay plan, and in conjunction the employee's salary is adjusted by a cost-of-living adjustment (COLA); on 1/1/23, the COLA was 2.75%.
- 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

Paid Time-off (PTO) for permanent part-time employees who work 1,040 hours per year (20+ hours per week): the employee will receive 40 hours of PTO per year for the first 10 years; and 80 hours of PTO starting with 11 years of service and on.

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.

Funeral Leave: Employees with the approval of the Village Manager are eligible for three consecutive days of paid Funeral Leave, per incident, due to a death in the employee's family

FLEXIBLE SPENDING ACCOUNTS

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 childcare 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).

TUITION REIMBURSEMENT

Part-time employees, that have successfully completed their probationary period, are eligible to participate in the Village's tuition reimbursement program as provided for in this Personnel Manual for up to 50% of the reimbursement provided to full time employees.

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.

IMRF Voluntary Additional Contribution (VAC) – IMRF also provides an optional retirement savings plan in which employees can elect to contribute up to 10% of their salary and receive a guaranteed rate of return. The current interest rate is 7.25%.

Voluntary Deferred Compensation Plan (457 Plan): Employees are eligible to contribute to a deferred retirement plan managed by MissionSquare Retirement. There is no Village match for this program. For more information, visit their website at www.ICMARC.org.

EMPLOYEE ASSISTANCE PROGRAM

Part-time employees and their families are eligible to participate and use the Village's EAP.

QUESTIONS

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