



## **FULL-TIME EMPLOYEE BENEFITS PACKAGE**

### **COMPENSATION / PAY PLAN**

- New hires are placed in the pay plan based on the position and compensated according to qualifications, skills, education, and prior experience.
- After a 6-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 1/1/24, the COLA is 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**

**Seven Holidays & Six Floating Holidays:** The seven holidays are: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and the day after, and Christmas Day. Floating holidays are granted in consideration of Martin Luther King's Birthday, Lincoln's Birthday, President's Day, Juneteenth, Veteran's Day, and day before Christmas.

**Vacation:** Ten regular working days per year for the first four years of employment. An additional day is earned every year thereafter up to 20 vacation days per year, with additional days available after 21 years of employment up to a maximum of 25 vacation days.

**Sick Leave:** Employees earn one sick day per month.

**Family Sick Leave:** An employee may use up to ninety-six (96) hours of sick leave annually to take care of a sick family member as defined in the personnel manual.

**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.

**Administrative Leave:** Exempt employees (those not eligible for overtime pay) are eligible to use up to 40 hours per year of administrative leave for compensation for work performed outside of normal working hours (i.e. Village Board meetings).

**Emergency Leave:** Employees with the approval of the Village Manager are eligible for three days of paid Emergency Leave per year, due to an unexpected illness of a family member requiring the employee's presence.

## **INSURANCE**

**Benefit Program:** Village pays employees \$30 per pay period or \$720 per year to offset the cost of insurance premiums.

**Health Insurance:** Village offers the choice of two HMO plans (\$10 copay and \$20/\$40 copay), and a \$500 deductible PPO plan through Blue Cross / Blue Shield (BCBS). The Village pays 95% for any single coverage and pays between 86% - 92% for other family plans.

**Dental Insurance:** Village offers participation in a PPO or HMO dental insurance programs through Delta Dental for the employee and eligible dependents. The employee completely pays this cost.

**Vision Reimbursement Program:** Delta Vision of Illinois administers the vision plan. The cost of this benefit is included in the medical PPO plan. Individuals in the HMO plan have the option to elect this program for a small premium.

**Life Insurance (Village paid):** Village provides term life insurance equal to 1 ½ times the employee's annual salary not to exceed \$110,000 through Madison National Life Insurance.

### **Supplemental Life Insurance:**

Employees have the option of purchasing additional life through insurance Madison National Life Insurance up to a maximum of \$300,000 as selected and paid for by the employee.

IMRF participating employees can select additional life insurance through the National Conference on Public Employee Retirement (NCPERS) for a cost of \$16 per month.

**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).

## **RETIREMENT PLANS**

**Pension:** Village employees (except sworn Fire and Police personnel) 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 a Voluntary Additional Contribution (VAC) 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 MissionSquare Retirement f/k/a 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).

## **OTHER AVAILABLE BENEFITS**

Tuition Reimbursement program

Employee Assistance Program

Identity Theft Assistance Program

Annual on-site Health & Wellness Screening Program (employee and dependents)

## **QUESTIONS**

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