

**Capital Area Regional Planning Commission
Benefits-at-a-Glance
2025**

Paid Time Off (PTO)

Agency Holidays

All full-time employees shall be entitled to the following named holidays with pay:

- January 1 (New Year’s Day)
- Third Monday in January (Martin Luther King Jr Day)
- Last Monday in May (Memorial Day)
- June 19 (Juneteenth)
- July 4 (Independence Day)
- First Monday in September (Labor Day)
- Fourth Thursday of November (Thanksgiving)
- Fourth Friday of November (day after Thanksgiving)
- December 24 (Christmas Eve)
- December 25 (Christmas Day)
- December 31 (New Year’s Eve)

Regular half-time or more employees will receive holiday hours on a prorated basis. If a holiday falls on a Sunday, the following Monday will be the holiday. If the following Monday is also a holiday or if the holiday falls on a Saturday, employees will receive a “floating holiday” to be used within the same or the following two pay periods.

Vacation

All regular employees, except part-time hourly and seasonal employees or employees who are on a per diem basis, shall be entitled to annual vacation and personal holidays each calendar year, prorated based on their FTE classification.

Years of Employment	Hourly	R Range
1 through 5	2 weeks	3 weeks
6 through 10	3 weeks	4 weeks
11 through 14	3 weeks, 4 days	4 weeks 2 days
15 through 20	4 weeks, 2 days	5 weeks 3 days
21 and up	5 weeks, 2 days	6 weeks

Sick Leave

Sick leave shall be accrued at the rate of 5.00 hours on a prorated basis each pay period during which an employee receives compensation for forty (40.00) or more hours of work or the equivalent compensation. Sick leave may be accrued to a maximum of 1,700.00 hours (212.50 days).

Personal Holidays

An additional 32.00 hours of Personal Holidays shall be granted to each regular full-time employee on the first pay date in February of each year. Personal Holidays shall be granted on a prorated basis for regular employees who are less than full-time or who are hired throughout the calendar year.

Wellness Hours

Wellness Hours are only available to employees who participate in the Agency's disability insurance plan and select premium payment option 3. These hours are intended to offset the premium payments and may vary depending upon how much sick leave is used in the previous calendar year (lookback period). Wellness Hours shall also be granted on the first pay date in February each year and shall be granted on a prorated basis for employees who become eligible throughout the calendar year.

Bereavement

Permanent employees shall be allowed three (3) consecutive workdays leave with pay in the event of the death of such employee's mother, father, grandparents, spouse, children, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, member of alternative family, grandchildren, stepchildren, stepparents, foster children, or foster parents. Such leave shall be prorated for part-time employees (i.e., half-time employees get three (3) half-days, etc.).

Jury Duty

A regular full-time, regular part-time or PTE employee called to jury duty shall be paid the difference between their remuneration for jury duty and their regular pay, or the employee may elect to use accumulated paid time off in which case they shall receive pay for jury service plus full pay.

Paid Parental Leave

Agency employees who meet the eligibility criteria and have a qualifying event will be granted up to 240 hours of Paid Parental Leave (PPL) once per calendar year.

Unpaid Leave**Military Leave**

Employees who serve in the U.S. military organizations or in the state national guard may take the necessary unpaid time off to fulfill this obligation.

Insurance Programs

Group Health Insurance

Coverage for group health insurance is currently offered through Dean Health Plan. Agency employees are eligible to participate on the first day of the calendar month following the 30th day after employment. Employees have a choice of coverage between the Dean Health Plan HMO or Point of Service (POS) plans (see the Administrative Services Coordinator for information on each plan).

HMO: For both single and family coverage, the Agency will pay 100% of the premium.

POS: For both the single and family coverage, there will be some cost sharing to the employee:
Single POS per Month: The employee will pay \$152.59, and the Agency will pay \$1,531.03.
Family POS per Month: The employee will pay \$358.58, and the Agency will pay \$3,597.73.

Opt-Out Incentive

Employees who elect to obtain health insurance through spouses or other sources are eligible to receive an opt-out incentive of up to \$2,000 per year, prorated at a rate of \$166.67 per month for each month that the employee is eligible for the employer contribution towards a health insurance premium. An employee who opts out will be required to sign a waiver that states they have other health care coverage for themselves and their dependents. Opt-outs must occur during the open enrollment period or meet CARPC's insurance provider's criteria for a qualifying event.

Group Dental Insurance

Coverage for dental insurance is currently offered through Delta Dental and is paid 100% by the Agency for both single and family coverage. This coverage is also available to Agency retirees. For the retirees, the premiums will be as follows:

- **Single Coverage:** \$51.75 per month or \$621 annually
- **Family Coverage:** \$145.51 per month or \$1,746.12 annually

Group Life Insurance

The Agency participates in the State of Wisconsin Group Life Insurance plan on a shared cost basis. Eligible employees under the age of 70 may obtain coverage by completing an application and submitting it to the Administrative Services Manager no later than 30 days after hire/return from leave of absence/change in family status ("qualifying events"). Coverage becomes effective on the first day of the month following 30 days from the date of the qualifying event. Employees who do not want coverage must complete a waiver of life insurance form.

This plan provides each participant under age 70 with term insurance equal to the gross amount of total earnings for the previous year, which, if not in even thousands, is increased to the next higher thousand. Premiums for an employee who reaches age 70 will be discontinued and the amount of his/her Basic insurance will be adjusted. The Agency pays a portion of this insurance. For every \$1.00 paid on Basic insurance coverage by the employee, the Agency pays an additional 20 percent.

Group Disability Insurance

The Agency offers a choice between **two disability plans**:

- **Plan A:** Short-Term – Long-Term coverage (with a 42-day elimination period)
- **Plan B:** Long-Term coverage only (with a 90-day elimination period)

Upon selection of a plan listed above, **three premium payment options** are available:

- **Premium Payment Option #1:** Agency-paid premium* is tax-free; employee paid premium is pre-tax, and benefits are taxable when received by employee.
- **Premium Payment Option #2:** Agency-paid premium* is imputed (taxable income) to employee; employee-paid premium is post-tax and benefits are tax-free when received by employee.
- **Premium Payment Option #3:** Premiums are paid entirely by the employee post tax, and benefits are tax-free when received. Wellness hours are granted to offset the premium payments.

Eligible employees may participate in the disability insurance program upon completion of six months of employment.

*The portion of the premium paid by the Agency is determined by hours of sick leave used in the previous payroll year.

Retirement Programs

Wisconsin Retirement System Benefit (WRS)

Each eligible employee shall be a participant in the Wisconsin Retirement System as provided by Wisconsin statutes and rules established by the state Employee Trust Fund Board. For 2023, the Agency will match the 6.80% that is deducted from the gross wages in each paycheck of eligible employees. This is a mandatory deduction for both the employee and the Agency. Employees may also make additional contributions to their WRS account if they remain employed under WRS. Payroll deductions are made on a pre-tax basis.

Wisconsin Deferred Compensation Program (WDC)

The Agency participates in the State of Wisconsin Deferred Compensation Plan, which is administered by Empower Retirement Services. The plan allows employees to defer a portion of their income into tax-deferred investment options chosen from those made available to participants in the program. Payroll deductions may be made on a pre-tax or post-tax (Roth) basis or a combination of both. See the Administrative Services Coordinator for details.

Transportation Programs

Commute Card Program

The Agency offers Metro Transit Commute Cards to employees for the purpose of getting to and from work and travel to and from the office for meetings. These passes are provided through the City of Madison/Metro Transit and are free to employees. The Commute Cards are renewed annually in January.

Parking Program

The Agency has made provisions to include RPC employees in the prepaid parking program available through the Dane County Parking Ramp. Those employees who choose to participate will have \$14.22 deducted from their “B” period paycheck each month. This allows them to park in any unreserved 8- or 10-hour metered space at the Dane County Ramp during working hours.

Government Mandated Benefit Programs**Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA)**

The consolidated Omnibus Budget and Reconciliation Act (COBRA) is a federal law allowing most employees who lose their health coverage under the Agency’s group health plan for any reason (except gross misconduct associated with employment) to continue coverage at their own expense, along with their spouses and dependents, for up to 18 months.

Family and Medical Leave Act of 1993 (FMLA)

Employees shall be entitled to family and medical leave without pay for a period not to exceed three months. Employees may choose to use Paid Time Off in conjunction with FMLA leave.

Social Security and Medicare Contributions (FICA)

The Agency and all employees shall also pay their share of Social Security and Medicare taxes as required under the Federal Insurance Contributions Act (FICA). The current tax rate for Social Security is 6.2% imposed on the employee and 6.2% on the employer. The current tax rate for Medicare is 1.45% for the employee and 1.45% for the employer.

Unemployment Compensation Fund (UC)

As required by Wisconsin law, unemployment compensation benefits are provided to all employees under the provisions of the law.

Worker’s Compensation (WC)

If an Agency employee is injured while at work and because of said injury receives worker’s compensation disability pay, said employee shall continue to be paid by the Agency at the same rate and on the same basis as he or she was paid prior to the injury.