



**Rebecca Grill**  
City Administrator  
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March 20, 2024

Re: Transition to the City of West Allis (Southwest Suburban Health Department)

On behalf of the City of West Allis, we are pleased to welcome you as our new employee effective April 1, 2024. We are excited to have you join our team and contribute to the growth and success of the Southwest Suburban Health Department.

As you transition from your current role at the City of Greenfield, an overview of your new position and benefits at the City of West Allis is included in this correspondence. The benefits and details provided are what are in place at this time but are subject to change by the Common Council. Unless otherwise noted, all the benefits begin on April 1 (including health and free dental.)

Any existing vacation, sick leave, and compensatory time (if applicable) that remains on April 1, when you become a City of West Allis employee will be placed in your Paid Time Off Bank (PTO Bank.) Your position will be placed in the City of West Allis position that is most comparable to your current position. Your hourly rate will be the same as your current hourly rate, unless the rate is between the steps in our salary schedule, then you will go up to the next step.

Your eligibility for benefits will be commensurate with your years of service with Greenfield.

Please note: You will be provided with the same benefits that are provided to City of West Allis employees as outlined in Policy 1410 and summarized in the subsequent pages.

None of the City of Greenfield benefits will carry over for you as a City of West Allis employee. This includes retiree benefits. If you plan to have the City of Greenfield benefits when you retire, you will need to make arrangements with the City of Greenfield.

If you have any questions or concerns regarding your transition, please don't hesitate to reach out to our Human Resources department at [hr@westalliswi.gov](mailto:hr@westalliswi.gov). They will be more than happy to assist you.

Once again, we are happy to have you join the City of West Allis team. We look forward to working with you and supporting your professional growth.

Best regards,

Rebecca Grill  
City Administrator  
City of West Allis



**Please read the information on the following pages and sign the acknowledgement on page 6.**

**Here Is Your Position Summary**

	City of Greenfield	City of West Allis
Position Title	Public Health Specialist	Public Health Specialist
Years of Service*	5	5
Hire/Anniversary Date	3/20/2024	3/20/2024
Salary Grade	Unspecified	I2
Pay Step	2	6
Hourly Rate	\$34.94	\$35.54
Annual Pay	\$72,675.20	\$73,923.20
Vacation Accrual	80	0
Sick Time Accrual	96	0
PTO Bank	NA	200 hours/25 days per year (16.67 hours accrued per month)
Observed Holiday	11 days (88 Hours)	9 days (72 hours)
Total Hours	264 (33 days)	272 (34 days)

\*For purposes of benefit eligibility, does not “double up” WRS years of service.

**Benefits Comparison**

	Greenfield	West Allis
Holidays	11	9 (does not include New Years Eve or Good Friday.)
Sick Leave Accrual	96 hours/12 days per year	NA - See PTO
Vacation	80 hours/10 days per year	NA - See PTO
Paid Time Off (PTO)	NA	Policy 1410 - Less than 5 yrs of service - 16.67 hours/25 days 5-10 years of service - 20.00 hours/30 days 10-25 years of service - 23.33 hours/35 days 25+ years of service - 26.67 hours/40 days
Extended Sick Leave Bank.	NA	Policy 1410 - Employees may choose to convert up to 200 hours annually from their time off bank into the ELSB. The ELSB will be available for all employees to use to receive pay for FMLA eligible events for the employee and their family members, with a balance of hours up to 720.
PTO Negative Balance	NA	Policy 1410 - Full-time employees may, upon approval of the department head, borrow up to 40 hours of time off before it is earned and credited.



<p>FMLA</p>	<p>Policy 465 of the Employee Handbook. The City of Greenfield complies with the Wisconsin and Federal Family and Medical Leave Acts (FMLA). Employees are eligible under Wisconsin FMLA if they have worked for the City at least 52 consecutive weeks and for at least 1,000 hours during that 52-week period, and under federal, if the employee has been employed by the City for at least 12 months (not necessarily consecutive) and has worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave.</p>	<p>Policy 1410 - The City of West Allis complies with the Wisconsin and Federal Family and Medical Leave Acts (FMLA). Employees are eligible under Wisconsin FMLA if they have worked for the City at least 52 consecutive weeks and for at least 1,000 hours during that 52-week period, and under federal, if the employee has been employed by the City for at least 12 months (not necessarily consecutive) and has worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave.</p>
<p>Voluntary Time Off</p>	<p>Policy 460 of the Employee Handbook and Non-Rep Resolution – additional leaves may be requested; must be approved by Department Head, HR and Mayor.</p>	<p>Policy 1410 - Up to 40 hours per year, request must be authorized by Dept. Head, with approval by the HR Director, Finance Director and City Administrator; all leave in Time off Bank, but not ESLB must be exhausted.</p>
<p>Funeral Leave</p>	<p>Policy 460 of the Employee Handbook and Non-Rep Resolution – paid bereavement is provided up to 3 days for spouse, child, stepchild, parent, parent-in-law, sibling; up to 2 days daughter/son-in-law and brother/sister-in-law; and 1 day for grandparent/grandchild</p>	<p>Policy 1410 - Bereavement Leave - Paid Bereavement leave is provided for employees who are in paid status consistent with the following – Up to 10 days off for the death of a legally recognized spouse, child (adult or minor); Up to 5 days for the death of a brother, sister, mother, father; includes step and in law relationships for all listed relatives.</p>
<p>Donation of Time Off</p>	<p>NA</p>	<p>Policy 1410 - 120 hours of time from time off bank may be transferred from one employee to another for the purpose of providing income continuation during an employee's or immediate family member's catastrophic illness, injury or death. (40 additional hours subject to CA approval.)</p>
<p>Tuition Reimbursement</p>	<p>Non-Rep Resolution – 100% up to \$1,000 per year per employee for</p>	<p>Policy 1410 - 50% up to \$1,500 per year; lifetime max per employee \$4,500 for seminars, conferences, certificates, required text books or exams.</p>



	seminars, certifications, courses, books, exams, no lifetime maximums	
Tuition Repayment	NA	Policy 1410 - \$75 per month or \$900 per year; lifetime max per employee \$2700.
Long Term Disability Insurance	NA	Policy 1410 - Coverage will be provided at 66 2/3 % of the employee's pay for non-work related injuries or illnesses after a ninety (90)-calendar day waiting period, during which time the employee is able to use Time Off Bank and ESLB to cover pay. The City shall pay the full cost of the premium. Long-term disability insurance is effective on the first of the month after ninety (90) (uninterrupted) calendar days of employment. Employees may choose to defer tax withholding until annual tax filing. LTDI is paid by the City.
Life Insurance	Policy 415 of Employee Handbook - The City provides paid basic life insurance policy with coverage in the amount of the employee's annual salary adjusted to the next highest one thousand dollars. Supplemental Coverage. Employees may enroll in the Additional (up to 3 units) and/or Supplemental (one unit) Life Insurance coverage at their own expense. Spouse and Dependent Coverage – Employees have the option to purchase Spouse and Dependent coverage (up to 2 units). 1 unit = \$1.75 per month for \$10,000 spousal coverage and \$5,000 for dependent.	Policy 1410 - Basic Coverage The City provides a paid basic life insurance policy with coverage in the amount of the employee's annual salary adjusted to the next highest one thousand dollars. Supplemental Coverage Employees may enroll in the Additional (up to 3 units) and/or Supplemental (one unit) Life Insurance coverage at their own expense. Spouse and Dependent Coverage – Employees have the option to purchase Spouse and Dependent coverage (up to 2 units). 1 unit = \$1.75 per month for \$10,000 spousal coverage and \$5,000 for dependent.
Dental Insurance	Policy 410 of Employee Handbook – Employee pays 100% of premium.	Policy 1410 and Benefit Book - City Pays Entire Premium; \$1500 benefit per person, per plan year.
Health Insurance	Policy 405 of Employee Handbook and Non-rep Resolution – Employees pay 12.6% of full premium.	Policy 1410 and Benefit Book - 12% Employee Premium Share (\$250 Single/\$750 Family Deductible).
Voluntary Vision Plan	Employee pays 100% of premium.	Policy 1410 and Benefit Book - Vision Materials Plan - \$5.95 Single/\$16.21 Family.



Employee Assistance Program	EAP for work/life balance.	Policy 1483 and Benefit Book - The Employee Assistance Program also offers comprehensive work-life services that can make life a little easier for you and your family.
Quad Med Clinic Services	NA	No cost services at Quad Med Clinics (West Allis and Sussex) begins May 1. - Information will be available after 4/15.
Wellworks	UHC Rewards	Wellness program solution
Retiree Health Insurance – Eligibility**	Non-rep Resolution – If retire under WRS, with 15 years continuous full-time service with the City and at least age 57, may continue health insurance as a retiree (single or family plan).	Policy 1410 - When an employee retires, they can choose a single, couple, or family health insurance plan. This can start this plan on the first day of the month after they retire, as long as: <ul style="list-style-type: none"> <li>• The Wisconsin Employee Trust Funds-Wisconsin Retirement System (WI ETF-WRS) approves their retirement date, and</li> <li>• The employee's WRS retirement annuity starts on their retirement date, and</li> <li>• The employee has worked for the City of West Allis for 15 years in a row.</li> </ul>
Retiree Health Insurance - Duration	Non-rep Resolution – Retiree and dependents may continue retiree health insurance until first reaching Medicare eligible.	Policy 1410 - The City will stop providing contributions for health insurance to anyone covered under the retiree's plan when one of these things happens first: <ol style="list-style-type: none"> <li>1. When a person becomes eligible for Medicaid, Title 19, or Medicare Parts A and/or B, or</li> <li>2. When a person reaches the age to get Medicare, or</li> <li>3. When the retiree has had coverage for 12 years after retiring.</li> </ol>
Retiree Health Insurance - Premium Share	Non-rep Resolution – Retiree will pay 12.6% of the full premium in effect.	Policy 1410 - Retiree will pay a percentage of the premium as established annually by the Common Council. (The minimum percentage paid by the retiree shall be 50%.) See Policy 1410
Retiree Health Insurance - Surviving Spouse and/or Dependents of Deceased Retired Employee.	Non-rep Resolution – Surviving spouse may continue the coverage until Med-eligible by paying the full premium.	Policy 1410 - If a retired employee who was using the City's retiree health insurance dies, their surviving spouse and/or dependents can keep getting the same benefits, except if: <ol style="list-style-type: none"> <li>1. The surviving spouse gets remarried, or</li> <li>2. The surviving spouse gets a job with another employer that provides health insurance.</li> </ol> In either case, the City may offer COBRA continuation coverage.
Disability Retirement	NA	Policy 1410 - An employee who qualifies for a disability retirement under the WI ETF-WRS is eligible to participate in the City's retiree health insurance program if, within ten (10) calendar days from the date a health care provider determines the employee is permanently and totally disabled, or will never return to duty within the City of West Allis service, the employee makes application for disability retirement benefits under the WI ETF-WRS, provided he or she is otherwise eligible for such benefits.



Medicare Advantage or Medicare Supplemental Program, if offered	NA	Policy 1410 - Retirees and their eligible dependents may choose to participate bearing 100% of the premiums and costs if transitioning from an active City plan to the then current Medicare Advantage or Medicare Supplemental Plan.
Pay for Performance Exceptional Program	NA	Policy 1113 - Additional Paid Time Off, Bonus, Pay Increases for Exceptional Performance. (See Policy 1113 for further details.)
Educational Achievement Awards	NA	Policy 1113 - Completion of an accredited or recognized certification program, or associate's, bachelor's or master's or doctoral degree that is relevant to the employee's current position. (Initial Certification/Licensure \$400; Associate's \$500; Bachelor's \$1000; Master's \$1500; Doctoral \$2000).
Employee Recognition Program	Annually, minimum service 10 years	Policy 1111 - Monthly and Annual
Flex Spending Account	Employee Benefit Guide – voluntary benefit to set aside tax-free dollars to cover eligible out of pocket health care and daycare expenses; deductions taken from paycheck.	Policy 1483 and Benefit Book - This voluntary benefit allows employees to have dollars deducted from their paycheck on a pre-tax basis to pay for certain planned expenses, such as monthly health and/or dental insurance premiums, medical/dental/vision expenses, and dependent care..
HSA	NA	Policy 1483 and Benefit Book - This voluntary benefit allows employees to have dollars deducted from their paycheck on a pre-tax basis to pay for medical expenses for employees participating in HDHP.
Bone Marrow and Organ Donation Leave	State law – Up to six weeks leave in a 12 month period for purpose of serving as a bone marrow or organ donor.	Policy 1485 - Eligible employees may take up to 6 weeks of protected leave in a 12-month period necessary to undergo a bone marrow or organ donation procedure and to recover from the procedure.

\*\*If you want to have the City of Greenfield benefits when you retire, you will need to make arrangements with the City of Greenfield.

**Please sign below and return this document to [hr@westalliswi.gov](mailto:hr@westalliswi.gov).**

I have read and acknowledge this document and understand that the benefits and details provided are what are in place at this time but are subject to change by the Common Council.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Additional benefits information:

- City of West Allis Employee Benefits Book | <https://www.westalliswi.gov/employeebenefits>
- Policies and Procedures | <https://www.westalliswi.gov/policiesandprocedures>
- Salary Schedule | <https://shorturl.at/lxT47>
- Total Benefit Package Policy | <https://shorturl.at/jswX9>