

South Central Library System  
Staff Benefits Overview  
Updated 1/2025

**Salary:**

Salaries are to be determined by the System Director at the time of hire. Step raises will be awarded based on performance evaluations and budgetary allowances.

**Wisconsin Retirement System:**

SCLS is a local government employer. All qualifying employees will be enrolled in the Wisconsin Retirement System upon hire. Qualified employees are those expected to be employed at least 1200 hours per year (if hired after 7/2011) and are expected to maintain employment for at least one year. Employees contribute 6.95% (effective 1/1/2023) of their gross salary to the WRS, and SCLS matches employee contribution of 6.95% to WRS, totaling 13.9% of salary.

Part-time employees, or those employees who do not meet qualifications for participation in WRS upon hire, will be enrolled once they meet the eligibility requirements. Exceptions for enrollment do apply to those employees who have participated in the WRS with a previous employer.

**WI Deferred Compensation:**

This is an optional supplemental retirement plan available to employees at the employees' expense.

**Insurance:**

**Income Continuation Insurance:**

Coverage shall be effective the first day of the calendar month that first occurs during the 30-day enrollment period. After the 30-day enrollment period, employees desiring coverage must apply through evidence of insurability. This plan provides replacement income during a period of disability. Premiums paid by SCLS.

**Life Insurance:**

Start date is the 1<sup>st</sup> day of the month following 30 days after the start of employment for qualifying employees. Basic and supplemental coverage is equal to 2 times an employee's annual salary. Premiums paid by SCLS. Additional coverage is available at the employee's expense.

**Health Insurance:**

Start date is the 1<sup>st</sup> day of the month following date of hire.

Single coverage - SCLS pays 88% of the average of the Tier 1 premium rates.

Family coverage - SCLS pays 88% of the average of the Tier 1 premium rates.

The following providers are available in Dane County: Quartz, GHC and Dean. SCLS offers the Local Traditional Plan without Uniform Dental, through the Wisconsin Department of Employee Trust Funds.

Part-time employees have the option to receive health insurance coverage through SCLS even though they are not in a benefited position, but they must qualify and be enrolled in WRS. Part-time WRS

employees working 1044 hours or more per year: Employer contribution is 50% of premium. Part-time WRS employees working fewer than 1044 hours per year: Employer contribution is 25% of premium.

**Dental Insurance:**

Dental insurance is available only to employees working 30 or more hours per week. Start date is the 1<sup>st</sup> day of the month following the waiting period of 30 days, after the date of hire. Delta Dental is the insurance provider. Single or Family plans are available. 100% of premiums paid by SCLS.

**DeltaVision Insurance:**

This is an optional supplemental vision plan available to employees at the employees' expense.

**Time off and Paid Benefit Time:**

**Holidays:**

Entitled employees will receive 10 paid holidays per year. SCLS is officially closed on the following holidays: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, and New Year's Eve Day.

**Vacation Time:**

Vacation time shall be available to entitled employees for use at the start of the calendar year in which it is to be earned and will be prorated for employees who begin work with SCLS during the year.

Entitled employees will be granted annual vacations according to the following schedule:

1-5 years of service = 10 work days

6-10 years of service = 15 work days

11-15 years of service = 20 work days

16+ consecutive years of service = 25 work days (effective 3/1/23)

Vacation totaling no more hours than five of the employee's average work days may be carried forward into a new year. Unused vacation in excess of this amount will be transferred to accumulated sick leave or lost.

**Personal Time:**

Every entitled employee shall receive personal time equivalent to 3 ½ work days per calendar year.

**Sick Time:**

Eligible SCLS employees will earn sick days at the rate of 1 work day per month. New employees are granted 6 days of sick time at the start of employment and begin to accrue additional time in the 7<sup>th</sup> month of employment.