

## **PART-TIME EMPLOYEE - BENEFITS OVERVIEW**

An employee is not eligible to receive certain fringe benefits unless his/her employment meets certain requirements. Eligibility is based on a number of factors, including previous service and expectations for current service. Determining eligibility can be complex. An employee should contact the Human Resources Officer at (608) 267-0630 or a Benefit Specialist (see below) for information on eligibility for specific benefits. The following is a general overview of eligibility requirements.

### **WISCONSIN RETIREMENT SYSTEM**

A new Court System employee who has no prior state service is not eligible to participate in the Wisconsin Retirement System (WRS) if their appointment is less than 58% or 1,200 hours annually. An employee must be eligible for WRS in order to be eligible to participate in the state benefit package which includes health insurance, life insurance, disability insurance, and other supplemental insurances. Payroll Specialists track part-time employee hours to monitor if an employee meets the eligibility requirements listed above.

Employees with prior state service could be eligible for WRS and the state benefit package upon hire. Each prior employment situation needs to be evaluated individually based on WRS rules. Prior service is evaluated based on where the service was, how long it has been since the employee completed the service, and if the employee took certain separation benefits from WRS.

### **EMPLOYEE ASSISTANCE PROGRAM**

All Court System employees are eligible to use the Employee Assistance Program (EAP) services. Comprehensive, confidential services are available to you and your family through KEPRO, including:

- Stress, depression, and personal problems
- Balancing work and personal needs
- Family and relationship concerns
- Alcohol or drug dependency
- Workplace conflicts

Other available services from KEPRO include financial consultation in the areas of budget development, credit report information, debt management, and more. KEPRO also provides legal consultations with an attorney in the areas of consumer law, traffic citations, family law, estate planning, and more. Contact information is (833) 539-7285 or at <https://sowi.mylifeexpert.com/login> A password will be made available during new hire orientation.

### **DEFERRED COMPENSATION**

The Wisconsin Deferred Compensation (WDC) offers options for employees to save for retirement. WDC is a simple way to supplement your WRS earnings and Social Security benefits. Investment options include before-tax (traditional) and after-tax (ROTH). There are options to build your own investment portfolio, or get help from professionals at WDC. More information about the WDC, including program highlights and fee information is available online at [www.wdc457.org](http://www.wdc457.org) or by calling (877) 457-9327.

### **LEAVE BENEFITS**

Permanent part-time employees are eligible to earn leave benefits. The level of benefits will be prorated based on the full-time equivalent (FTE). Leave benefits include vacation, personal time, sick leave and legal holidays. For more information contact a benefit specialist.

### **STAFF ARE AVAILABLE TO ANSWER QUESTIONS**

Specialist Advance - Terry Hopkins (608)266-6808 or [terry.hopkins@wicourts.gov](mailto:terry.hopkins@wicourts.gov)  
HR Officer – Melissa Bohse (608) 267-0630 or [melissa.bohse@wicourts.gov](mailto:melissa.bohse@wicourts.gov).