

Pewaukee School District

Benefits and Enrollment Guide

2023 Plan Year



R&R
INSURANCE
the knowledge brokers™

What Makes R&R Different?



Family Friendly Workplace

- 37.5 hour work week
- College scholarships for dependents
- Flexible schedule program (***Half day off every other Friday pending approval from your manager***)



Flexibility

- Paid time-off benefits after 30 days of employment
- Annual paid time-off carryover
- Smart casual dress/Dress for your day



Membership Fringes

- Free passes to the Milwaukee Public Museum
- Free passes to the Milwaukee County Zoo
- Automotive discounts through Ewald Auto
- Discount tickets for Summerfest, Noah's Ark, and WI State Fair



Employee Development

- Tuition reimbursement
- Paid pre-licensing expenses
- Paid continuing education expenses
- Insurance designation bonus program
- Committee opportunities ranging from wellbeing to leadership



Wellbeing Program

- Onsite weight management programs
- Free onsite flu immunizations
- Wellbeing learning sessions
- Monthly chiropractic visits
- Monthly chair massages
- Annual onsite biometric screening
- Earn points for rewards
- Fitness Center- Waukesha office



Competitive Compensation Programs

- Annual profit sharing contribution
- 401K company contribution
- New Client Referral Bonus Program
- New employee referral bonus program ranging from \$300 - \$5,000
- Discount on personal lines insurance through several companies
- Milestone anniversary recognition gifts

Benefit Summary Guide Overview

We offer eligible employees a variety of benefits to provide you and your family with health care, accident coverage, financial protection and more.

A strong benefits program is an important part of your overall compensation, and we are regularly assessing the quality and cost of the benefits to ensure we offer the most competitive package possible. Changes and relevant information are addressed on the following pages; you are encouraged to review this guide in its entirety.

Annual Enrollment Information

Enrollment for coverage is only available during Open Enrollment. This is the only opportunity-- except for specific Qualifying Events-- that you will have during the year to make changes to your benefit elections.

Contents

Eligibility
Section 125 Information
Benefit Descriptions
Employee Contributions
Contact Information

Employee Contributions

Employees are required to share the cost of some elected insurance benefits. Your contribution amounts are outlined in this Benefit Summary Guide or in UKG, our online benefit self-service system.

Your Available Benefits:

- Medical: United Healthcare
- Dental: United Healthcare & Care Plus
- Vision: United Healthcare
- Life/AD&D (Company Paid): Sun Life
- Disability (Short Term & Long Term): Sun Life
- Voluntary Life/Voluntary AD&D: Sun Life
- Flexible Spending Account: Diversified Benefit Services
- Health Reimbursement Arrangement: United Healthcare
- Employee Assistance Program(s): Empathia
- Critical Illness & Accident: Sun Life
- 401K/Profit Sharing: John Hancock
- Identity Theft Protection: NortonLifeLock

Customer Service

In order to help you with your benefit questions, claim issues, and general inquiries, you and your covered dependents may contact the insurance carriers directly (see last page of this booklet). In addition, you are always welcome to contact Human Resources.

Administration Contact

For questions about enrolling or making changes to the benefits provided by R&R Insurance Services, Inc, please contact:

Nicki Johnson, HR Director
(262) 953-7207
Nicki.Johnson@rrins.com

Eligibility

R&R Insurance Services, Inc is pleased to offer our employees an excellent benefit program. These health and welfare benefits are designed to protect you and your family while you are an active employee.

Employee Eligibility: Health and welfare plans are available to all employees who work 30+ hours per week.

Some benefits are available to employees who work 20 hrs. per week.

Dependent Eligibility: If you wish, dependents may be covered under some benefit plans. Eligible dependents include:

- Legal spouse, as defined by Federal Law; and
- Children under age 26

New Hire Coverage

As a new hire, your plan eligibility date is the 1st of the month following your date of hire. Once your enrollment has been completed, benefits are effective on your plan eligibility date. Information on each plan's required service period appears on the following pages.

New hires have up to 30 days from their eligibility date to enroll. If you do not enroll by that deadline, you may not be eligible again for coverage until the next annual enrollment period.

Qualifying Events

It is important that you make your benefit selections carefully, since changes to those elections can generally only be made during the annual enrollment period. Exceptions will be made for changes in family status, allowing you to make a mid-year benefit change. A family status change can include:

- Marriage/ Divorce
- Birth or adoption
- Death of a dependent
- Change in your spouse's employment
- Loss of coverage by a spouse

If you have a family status change, you must change your benefit election within 30 days of the qualifying event, or else wait until the next annual enrollment period.

COBRA / Continuation Coverage

When you or any of your dependents no longer meet the eligibility requirements for health and welfare plans, you may be eligible for continued coverage as required by the Consolidated Omnibus Budget Reconciliation Act (COBRA) and/or State Continuation law.



Section 125 Information

The Section 125 - Cafeteria Plan allows you to contribute "before-tax" dollars to pay for your coverage under a portion of the Company's Benefit Plans (e.g. medical, dental and vision coverage). By paying your premiums with "before-tax" dollars, you generally may reduce the amount of income and social security taxes that you otherwise would be required to pay.

The elections you make during the Cafeteria Plan enrollment period are effective for the entire 12-month Plan Year. You generally cannot change your elections during the year unless you experience a qualifying change in status event. The circumstances that permit a change of election vary from one benefit to another. If you believe you have experienced a change in status event and you wish to change your elections, notify HR within 30 days of the change.