

**Wisconsin Public Employers
Income Continuation Insurance Administration Manual**

CHAPTER 4 — Employee and Employer Premiums

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400 Basis for Premium Rates

Insured employees, except those newly hired or with a permanent change in percentage of appointment*, have monthly premiums based on:

- Average monthly earnings, determined by rounding the previous year's WRS earnings to the next higher thousand and dividing by 12;
- and*
- The employee's selected elimination period of either 30, 60, 90, 120 or 180 calendar days. An elimination period represents the number of consecutive calendar days that must elapse between the first date of disability and the date benefit payments begin. ICI benefits are not paid during the elimination period. Higher premium rates are charged for shorter elimination periods; lower rates are charged for longer elimination periods.
 - Premiums for supplemental ICI coverage are paid entirely by the employee; the employer cannot contribute to the supplemental ICI premium.

Newly hired employees, or those with a **permanent change in percentage of appointment***, have monthly premiums based on the following:

- Projected average monthly earnings, determined by rounding the projected annual earnings to the next higher thousand and dividing by 12.
- The employee's selected elimination period of either 30, 60, 90, 120 or 180 calendar days. An elimination period represents the number of consecutive calendar days that must elapse between the first date of disability and the date benefit payments begin. ICI benefits are not paid during the elimination period.

* Refer to subchapter 504 on permanent change in percentage of appointment.

Note: An employee who wants to shorten their elimination period after coverage has gone into effect must apply through evidence of insurability by completing the *Evidence of Insurability Application* (ET-2308). Lengthening an elimination period does not require evidence of insurability, but an employee must complete a new *Income Continuation Insurance Application* (ET-2366).

Note: At times the Group Insurance Board may approve a premium holiday due to the strong financial position of the local ICI plan. Employers and employees will not be required to pay premiums for the period the Board declares a premium holiday. The premium holiday includes supplemental ICI coverage. ETF will issue an *Employer Bulletin* notifying employers when a premium holiday is declared and when the premium holiday ends.

Employers must still submit the *Monthly Premium Report Group Income Continuation Insurance* (ET-1629) form to ETF during any declared premium holiday so enrollment data can be recorded. Refer to Chapter 5 for information on completing this form.

401 Calculating Employer Contribution and Employee Premium

Employer contribution is based on a percentage of the employee’s average monthly earnings in the preceding calendar year (or projected average monthly earnings for those employees noted in subchapter 400) and the employee’s selected elimination period.

The employer contribution toward the total premium may be increased but not decreased, at the employer’s discretion. For supplemental ICI coverage, the employee pays the entire premium; there is no employer share. Employers cannot contribute to the supplemental ICI premium.

Employers are not required to contribute the same percentage of ICI premium for all employees and may elect to pay some or all of the employee portion of the premium based on employee classification or union contracts.

The following table shows the current employer and employee premium rate percentages based on the elimination period selected. These rates are subject to annual revision. (Refer to subchapter 402 for information on annual premium update.)

Calendar Day Elimination Period	Monthly premium as a percentage of average monthly earnings		
	Total	Employer Minimum	Employee Maximum
30	1.00%	.25%	.75%
60	.775%	.25%	.525%
90	.625%	.25%	.375%
120	.475%	.25%	.225%
180	.25%	.25%	0%

Examples of Premium Calculation:

- A. Previous year's WRS reported earnings are \$22,100; rounded to \$23,000. Employee selects 90-calendar day elimination period.

The monthly **employer contribution** is calculated as follows:

$$\begin{array}{r} \$ 23,000.00 \\ \div 12 \text{ (months)} \\ \hline \$ 1,916.67 \\ \times \quad .25\% \\ \hline \$ 4.79 \text{ (employer contribution)} \end{array}$$

The monthly **employee contribution** is calculated as follows:

$$\begin{array}{r} \$ 23,000.00 \\ \div 12 \text{ (months)} \\ \hline \$ 1,916.67 \\ \times \quad .375\% \\ \hline \$ 7.19 \text{ (employee contribution)} \end{array}$$

- B. A new employee's projected annual earnings are \$35,900; rounded to \$36,000. Employee selects 30-calendar day elimination period.

The monthly **employer contribution** is calculated as follows:

$$\begin{array}{r} \$ 36,000.00 \\ \div 12 \text{ (months)} \\ \hline \$ 3,000.00 \\ \times \quad .25\% \\ \hline \$ 7.50 \text{ (employer contribution)} \end{array}$$

The monthly **employee contribution** is calculated as follows:

$$\begin{array}{r} \$ 36,000.00 \\ \div 12 \text{ (months)} \\ \hline \$ 3,000.00 \\ \times \quad .75\% \\ \hline \$ 22.50 \text{ (employee contribution)} \end{array}$$

Note: The examples indicate the minimum amount contributed by employers. The contribution toward the total premium made by employers may be increased but not decreased, at the discretion of the employer.

Minimum Employer Contribution Effective March 1, 2004		
WRS Earnings in the Previous Calendar Year	Equivalent Average Monthly Earnings	Employer .25% Contribution
0.00 - 5,000.00	416.67	1.04
5,000.01 - 6,000.00	500.00	1.25
6,000.01 - 7,000.00	583.33	1.46
7,000.01 - 8,000.00	666.67	1.67
8,000.01 - 9,000.00	750.00	1.88
9,000.01 - 10,000.00	833.33	2.08
10,000.01 - 11,000.00	916.67	2.29
11,000.01 - 12,000.00	1,000.00	2.50
12,000.01 - 13,000.00	1,083.33	2.71
13,000.01 - 14,000.00	1,166.67	2.92
14,000.01 - 15,000.00	1,250.00	3.13
15,000.01 - 16,000.00	1,333.33	3.33
16,000.01 - 17,000.00	1,416.67	3.54
17,000.01 - 18,000.00	1,500.00	3.75
18,000.01 - 19,000.00	1,583.33	3.96
19,000.01 - 20,000.00	1,666.67	4.17
20,000.01 - 21,000.00	1,750.00	4.38
21,000.01 - 22,000.00	1,833.33	4.58
22,000.01 - 23,000.00	1,916.67	4.79
23,000.01 - 24,000.00	2,000.00	5.00
24,000.01 - 25,000.00	2,083.33	5.21
25,000.01 - 26,000.00	2,166.67	5.42
26,000.01 - 27,000.00	2,250.00	5.63
27,000.01 - 28,000.00	2,333.33	5.83
28,000.01 - 29,000.00	2,416.67	6.04
29,000.01 - 30,000.00	2,500.00	6.25
30,000.01 - 31,000.00	2,583.33	6.46
31,000.01 - 32,000.00	2,666.67	6.67
32,000.01 - 33,000.00	2,750.00	6.88
33,000.01 - 34,000.00	2,833.33	7.08
34,000.01 - 35,000.00	2,916.67	7.29
35,000.01 - 36,000.00	3,000.00	7.50
36,000.01 - 37,000.00	3,083.33	7.71
37,000.01 - 38,000.00	3,166.67	7.92
38,000.01 - 39,000.00	3,250.00	8.13
39,000.01 - 40,000.00	3,333.33	8.33
40,000.01 - 41,000.00	3,416.67	8.54
41,000.01 - 42,000.00	3,500.00	8.75
42,000.01 - 43,000.00	3,583.33	8.96
43,000.01 - 44,000.00	3,666.67	9.17
44,000.01 - 45,000.00	3,750.00	9.38
45,000.01 - 46,000.00	3,833.33	9.58
46,000.01 - 47,000.00	3,916.67	9.79
47,000.01 - 48,000.00	4,000.00	10.00
48,000.01 - 49,000.00	4,083.33	10.21
49,000.01 - 50,000.00	4,166.67	10.42
50,000.01 - 51,000.00	4,250.00	10.63
51,000.01 - 52,000.00	4,333.33	10.83
52,000.01 - 53,000.00	4,416.67	11.04
53,000.01 - 54,000.00	4,500.00	11.25
54,000.01 - 55,000.00	4,583.33	11.46
55,000.01 - 56,000.00	4,666.67	11.67
56,000.01 - 57,000.00	4,750.00	11.88
57,000.01 - 58,000.00	4,833.33	12.08
58,000.01 - 59,000.00	4,916.67	12.29
59,000.01 - 60,000.00	5,000.00	12.50
60,000.01 - 61,000.00	5,083.33	12.71
61,000.01 - 62,000.00	5,166.67	12.92
62,000.01 - 63,000.00	5,250.00	13.13
63,000.01 - and up	5,333.33	13.33

402 Annual Review and Premium Update

Employers update payroll records and calculate the insured employee's new monthly ICI premiums effective March 1 each year. The updated premiums are reported on the *March Monthly Premium Report Group Income Continuation Insurance – Locals* (ET-1629) form due at ETF on or before February 24th.

The following checklist may be used to complete the annual review and premium update:

1. Determine each insured employee's WRS earnings for the preceding calendar year and round to the next higher thousand, **or**, continue to use projected WRS earnings for employees who were newly hired or have had a permanent change in percentage of appointment since January 1st of the previous year.
2. Verify that insured employees are reported according to their selected elimination period.
3. Calculate the amount of monthly premiums for each employee and the corresponding employer contribution.
4. Fill in the total premium amount on the *Monthly Premium Report Group Income Continuation Insurance – Locals* form.

Annual Open Enrollment Period for Supplemental Coverage (January 1-30)

As part of the annual review, employers must also determine whether their employees meet the salary threshold to qualify for Supplemental ICI coverage (i.e. earnings exceeding \$64,000 in the previous calendar year.) Employers are responsible for informing eligible employees of this enrollment opportunity and providing them with an ICI application if the employee wishes to enroll.

Employees with Standard ICI coverage and earnings exceeding \$64,000, who failed to enroll for Supplemental coverage during their initial enrollment period, are also eligible to enroll during the annual open enrollment period.

Applications must be received by the employer by January 30th. (If January 30th falls on a weekend, the annual open enrollment period will be extended to the following business day.)

Eligible employees on leave of absence during the annual open enrollment period have 30 days from the date they return to work to apply for Supplemental ICI coverage. Employees currently receiving ICI benefits may enroll when they return to work and are no longer receiving ICI benefits.