

EMPLOYEE BENEFITS

Any policy change that affects a benefit earned on January 1st will take effect January 1st following the policy change approval. Any policy change that affects a benefit earned during the year (vacation, etc.) is effective immediately upon policy approval. Employees receive the new benefit on their anniversary date following the policy change approval.

5.1 Holidays

Full-time & Part-time employees are entitled to the following holidays with pay if regularly scheduled to work:

- *New Year's Day ***
- Presidents' Day
- Good Friday
- Memorial Day
- *Independence Day ***
- Labor Day
- Thanksgiving Day ***
- Friday after Thanksgiving
- **Christmas Holiday

* When Independence Day or New Year's Day falls on Saturday, the library will be closed on Friday. When Independence Day or New Year's Day falls on Sunday, the library will be closed on Monday.

** The library is closed December 24-26. If any of these days falls on a Sunday, the library is closed December 23-26. Full-time Employees regularly scheduled to work are paid for any of these closed days that fall on Monday through Friday.

*** Full-Time & Part-time employees may use personal, vacation time or reschedule time missed when the library closes early to observe holidays.

Part-time employees regularly scheduled to work at least 24 hours per week year round are entitled to holidays with pay for the hours regularly scheduled to work on the observed holidays. Holiday hours are only given on the above observed holidays, not for hours the library closes early to observe holidays. ~~to 32 hours of pay for the above holidays recognized by the library with pay per calendar year. Part-time employees regularly scheduled to work at least 24 hours per week year round are granted one additional 8-hour holiday after 15 years of part-time service. These holidays can be used only on days the part-time employee is regularly scheduled to work. Employees hired at or increasing to 24 hours per week, receive prorated holiday hours from starting date to December 31st. If an employee drops below 24 hours per week during the calendar year, the employee will no longer qualify for holiday benefits. all unused holiday hours will be forfeited. An employee increasing to full time during the calendar~~

~~year is automatically entitled to all remaining designated library holidays with pay. Therefore, any unused part-time holiday hours will be forfeited at the full-time commencement date.~~ Holiday time is not cumulative per year, and no compensation is made for unused holiday time upon resignation, retirement, or termination.

~~For the remaining holidays part-time employees may~~

- ~~• Take time without pay.~~
- ~~• Take the hours lost as a personal or vacation day.~~
- ~~• Reschedule the time missed at a time agreed on by the library director or the supervisor and the staff member.~~

5.2 Personal Business

Full-time employees are granted 24 hours and 24 hour employees are granted 8 hours with pay each calendar year for personal business. Employees hired at or increasing hours to 24+ hours per week receive prorated personal hours from starting day to December 31st. This prorated amount is added to any unused personal time balances, provided the total does not exceed the maximum yearly benefit amount. If an employee decreases hours during the calendar year, any unused balances may be kept until the end of the calendar year. No compensation is made for unused personal time upon resignation, termination, or retirement. Personal business time is not cumulative per year.

5.3 Vacation

The employee's anniversary date falls on the date of employment each year and is used as a base for calculating vacation time earned. Vacation time is given on the anniversary date according to the employee's current hourly status for the upcoming year. The anniversary date changes only when the employee's hours increase to earn benefits.

Vacation is granted as follows:

Full Time (Regularly scheduled for 30-40 hours/week)

After 1 year of full-time service = 2 weeks (60-80 hours dependent on hours scheduled) or 3 weeks (90-120 hours dependent on hours scheduled) if the employee holds a Librarian or Specialist Certification I, II, or III from the Indiana State Library Certification Board.

After 5 years of full-time service = 120 hours (15 days)

After 15 years of full-time service = 160 hours (20 days)

After 25 years of full-time service = 200 hours (25 days)

Part Time (Regularly scheduled for 24 or more hrs/week)

After 1 year of part-time service = 24 hours

After 5 years of part-time service = 48 hours

After 15 years of part-time service = 72 hours

After 25 years of part-time service = 96 hours

Library Director

After 1 year of service = 160 hours (20 days) each year
(Received immediately if previously employed at least one year in another library position.)

After 25 years of full-time service = 200 hours (25 days)

- If an employee working less than 24 hours per week increases hours to 24+ hours per week, the anniversary date changes and the employee is granted 24 (part-time) or 80 (full-time) hours of vacation immediately, provided the employee has completed one year of employment. If the employee increases hours to earn vacation during the first year of employment, the anniversary date changes, but no vacation is granted until the first anniversary of 24+ hours per week worked.
- If an employee working 24+ hours per week increases hours to full time, the employee's anniversary date changes to the date full-time employment begins. When an employee becomes full-time, part-time benefits except for sick time, are forfeited. An employee, not yet completing 1 year of service, receives the full-time vacation benefit on the employee's new anniversary date. Future vacation benefits are granted based on years of full-time service.
- If an employee decreases hourly status, the anniversary date remains the same. The employee may keep any unused vacation until the next anniversary date. Years of full-time service are included when calculating any part-time vacation earned.
- When an employee who is currently scheduled at 24+ hours per week drops below the 24 hour average for an extended period of time, their benefits will appropriately reflect the policy for part-time employees. If they remain employed by the library and increase their hours back to 24+ per week, their anniversary date will be reset to reflect the date when their hourly average increased back to 24+ hours. Any previous years of service at the 24+ hour rate will be taken into consideration when updating the employee's benefits.

Temporary employees, substitutes, and those regularly scheduled less than 24 hours per week are not granted vacation days with pay.

Vacation time cannot be accumulated. All vacation time must be taken prior to an individual's anniversary date.

Any unused vacation hours will be compensated upon resignation, termination, or retirement.

5.4 Sick Leave

Sick leave will be determined in the following manner
Sick Leave is granted on January 1st each year as follows

Full Time = 96 hours (cumulative to 480 hours)

Part Time = ~~36~~ 48 hours (cumulative to 180 hours)

(Part-time sick hours can only be used for days the employee is regularly scheduled to work)

Sick leave is prorated from hire or anniversary date if employee hours have increased to earn this benefit to December 31st. Employee receives prorated amount immediately. No new sick time is posted until the balance falls below the maximum cumulated hours allowed. If an employee decreases hours worked per week, the employee may keep any unused sick leave posted.

Sick leave can be used for personal, spouse, children, parents, parents-in-law, or siblings illness, dental, eye, or medical appointments. **Sick leave abuse may result in discipline up to and including termination.**

No compensation will be made for unused sick leave upon resignation, termination, or retirement.

5.5 Funeral Bereavement Leave

When an employee loses a family member they may take bereavement time. Immediate family members include spouse, child, parents, mother- and father-in-law, stepparents, stepchildren, siblings and half or stepsiblings. Extended family members include grandparents, grandparents-in-law, aunt, uncle, grandchildren, step-grandchildren, brother-and sister-in-law, and daughter-or son-in-law.

Full Time (Regularly scheduled for 40 hours/week)

Full-time employees may use up to ~~5 days~~ **40 hours** of regularly scheduled hours with pay for each death of an **immediate family member** ~~spouse, child, or parent~~ and up to ~~3 days~~ **24 hours** with pay for each death of an **extended family member**. ~~sibling, brother- or sister-in-law, father- or mother-in-law, son- or daughter-in-law, grandparent or grandchild. The library director may approve additional time off to be used as sick leave, vacation, personal, or time off without pay.~~

Part Time (Regularly scheduled for 24 or more hours/week)

Part-time employees may take up to 24 hours of regularly scheduled hours with pay for each death of an **immediate family member**. ~~spouse, child, or parent~~ and up to ~~8~~ **12 hours** with pay for each death of an **extended family member**. ~~sibling, brother- or sister-in-law, father- or mother-in-law, son- or daughter-in-law, grandparent, or grandchild. The library director may approve additional time off to be used as sick leave, vacation, personal, or time off without pay.~~

Part Time (Regularly scheduled under 24 hours/week)

Part-time employees may take up to 5 days of regularly scheduled hours without pay for each death of an immediate family member and up to 3 days without pay for each death of an extended family member.

The library director may approve additional time off to be used as sick leave, vacation, personal, or time off without pay.

5.6 Leave of Absence

The library director and Library Board must approve leaves of absence. All leaves must be submitted in writing with the date of departure and date of return specified in writing. A leave of absence is defined as an absence without pay and may be requested for the following reasons

- **Medical and Parental Leave**

In accordance to the conditions and provisions of the Family and Medical Leave Act, employees may request a leave for the birth or adoption of a child or the serious health condition of the employee or the employee's immediate family that makes it imperative for the staff member to remain away from work. This applies to employees who have worked at least 12 months and for at least 1,250 hours during the previous 12-month period. Immediate family is defined as spouse, children, and parents. Whenever possible, ample notice is to be given to make schedule changes. All accumulated sick leave must be used and is included in the 12-week maximum mandated limit. The library will continue up to 12 weeks of health insurance coverage for a full-time employee under qualified FMLA leave as long as the employee continues his/her contribution.

All health leaves not covered by FMLA should be requested in writing. The library director and the Library Board will consider each request on its merits and determine the employee's loss of benefits based on the length of leave.

- **Military Leave**

The library will comply with all state and federal laws regarding military leave.

- **Educational Leave**

A request for a leave of absence for educational purposes will be required in writing. The library director and the Library Board will consider each request on its merits and determine the employee's loss of benefits based on the length of leave.

- **Leave for Other Reasons**

Before a leave of absence for vacation or for reasons other than above will be granted, all vacation, and personal time must be used before the leave of absence begins. The library director and the Library Board will consider each request on its merits and determine the employee's loss of benefits based on the length of leave.

Social Security & Medicare Payroll Deductions

(Reworded & Moved to Compensation & Work Week)

~~Social Security and Medicare Payroll deductions are made from salaries of employees as outlined in the Old Age and Survivors Insurance Acts as provided by Chapter 313, Acts of 1951 and 1990, as amended and as they may be amended, and as they may be implemented by regulations of the state agency.~~

5.7 Health Insurance

Health Insurance coverage is offered to each employee who is regularly scheduled to work 30 or more hours per week. Each employee participating in the health insurance plan is required to contribute a portion of the premium in the amount determined by the Library Board each plan year. Eligible employees may choose to enroll in the library's Section 125 Salary Reduction Plan to have their premium portion payroll deducted on a pre-tax basis. The amount to be paid for health insurance is not listed as part of the employee's total yearly salary.

Coverage for eligible employees begins at the first of the month following a 30-day waiting period. The waiting period begins on the date of hire or the date that an existing employee becomes eligible. Following the initial waiting period, eligible employees may only elect health coverage during an annual open enrollment that is 30 days prior to the library's policy renewal.

5.8 Life Insurance

Life insurance coverage in the amount of at least \$10,000.00 is offered to each full-time employee.

5.9 Supplemental Insurance

Various supplemental insurance policies are available to most employees. After meeting the plan's waiting period and eligibility requirements, employees can have their premiums payroll deducted. Many of the policies offered can be deducted on a pre-tax basis through the library's Section 125 Salary Reduction Plan.

5.10 Public Employees' Retirement Fund (PERF)

All full-time library employees or employees previously enrolled in PERF through the Wells County Public Library are eligible members of the Public Employees' Retirement Fund as adopted by the Library Board in January 1966, starting the first day of employment.

- **Normal Retirement**
All full-time library employees will become eligible for normal retirement with full benefits at age 65 with 10 or more years of creditable service.
- **Early Retirement with Full Benefits**

Effective July 1, 1995 PERF members are eligible for early retirement with full benefits:

- at age 60 with 15 or more years of creditable service
- at age 55 with member's age plus years of creditable service equal to 85 or more (Rule of 85). Example: A member is age 55 and has 30 years of creditable service (55 + 30 = 85).
- **Early Retirement with Reduced Benefits**
A member who does not qualify for the Rule of 85 will be eligible for early retirement with reduced benefits at age 50 with 15 or more years of creditable service.

Credit Union Services

~~All library employees, retired employees, and their families may join ProFed and take part in its services.~~

5.11 Retirement Accounts

All employees may participate in those retirement plans approved by the Library Board.

5.12 Continuing Education Policy

The Library Board encourages employees to participate in continuing educational opportunities. Staff members enrolled in college courses that take place during regularly scheduled working hours may reschedule the hours missed at a time agreed upon between the employee and the library director, take personal or vacation time, or take time off without pay.

The Library Board will reimburse eligible full- or part-time staff members for tuition and class fees incurred in the successful completion of library-related university, college or community college courses in the amount not to exceed \$500 per semester. Books, mileage and student purchased materials are not reimbursable. Staff members must be employed by WCPL six months prior to application. Summer-only and temporary staff are not eligible.

An application form outlining the course requirements and relevancy to library work must be submitted to the director and pre-approved before the start of the academic term. A director's application must be submitted to the Library Board for approval. In the event that applications exceed the current continuing education budget, approvals will be made based on submission date. Reimbursement requires proof of successful course completion. (See Appendix B - Forms)

5.13 Certification

All library directors, library department or branch heads, and professional assistants and applicable staff must hold a certificate according to Indiana state law (see State Certification Manual). Employees are responsible for their own certification fees. It is the staff member's responsibility to obtain the necessary LEUs (library education credits) required for their position and certification.

5.14 Professional Organizations

The library is an institutional member of the Indiana Library Federation and the American Library Association, and pays Indiana Library Trustee Association dues for the Library Board.

Library staff members are encouraged to join the Indiana Library Federation and the American Library Association at their expense. For workshop and conference registrations, the library will pay the professional member rate. Non-member staff will pay the difference for non-member registration.

5.15 Personal Book Orders

Baker & Taylor offers the library staff a separate account and discount (up to 40%) on books and calendars. Reference and textbook materials are also available, but the discount is less. Sales tax and a small shipping fee is charged.

- Requests can be submitted to the administrative assistant via email, on a B&T printout, or by transferring a B&T cart to the administrative assistant. All requests need to be clearly marked as a personal order with the staff member's name. The discounted price will be listed on the B&T record. For those without access to B&T, the order should include the title, author, format and ISBN.
- Personal orders are usually submitted monthly or at the discretion of the Administrative Assistant. However, due to the volume, personal orders will go in more frequently in November and December. In case of backorder, October is a good month to start ordering for Christmas.
- When books arrive, an invoice will be put in the staff's mailbox or sent by email. Rarely will an entire order come in at one time; the library has no control over that. The personal account is invoiced once a month for the books received.
- There are **no returns** unless a book is damaged.
- In return for payment, the items may be picked up from the administrative assistant. Checks are made payable to **Baker & Taylor**.