

EMPLOYEE BENEFITS

Any policy change that affects a benefit earned on January 1 will take effect January 1 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.

Full-Time employees & part-time employees working 24+ hours a week are entitled to benefits. Part-time employees working 24+ hours a week are considered part-time employees with benefits. When a part-time employee with benefits drop below the 24-hour average at the end of the calendar year, the employee will no longer qualify/be entitled to part-time benefits the following year.

Each benefit has their own policies, see below.

5.1 Holidays

Full-time & Part-time employees with benefits 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. 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 on the observed holidays. Holiday hours are only given on the above observed holidays, not for hours the library closes early to observe holidays. If an employee drops below an average of 24 hours per week during the calendar year, the employee will no longer qualify for holiday benefits the following year. Holiday time is not cumulative per year, and no compensation is made for unused holiday time upon resignation, retirement, or

termination.

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 hire/anniversary date to December 31. 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)
 - Hire date 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 = 90-120 hours (15 days)
 - After 15 years of full-time service = 120-160 hours (20 days)
 - After 25 years of full-time service = 150-200 hours (25 days)
- **Part Time** (Regularly scheduled for 24 or more hours/week)
 - Hire date 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**
 - Hire date of service = 160 hours (20 days) each year
 - 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.

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. 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 is granted on January 1 each year as follows:

- Full Time = 96 hours (cumulative to 480 hours)
- Part Time = 48 hours (cumulative to 240 hours) (Regularly scheduled for 24+ hours per week) (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 31. 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 may 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.

In all cases of medical emergencies, ER visits, hospitalization, etc. an employee must provide a physician's note before returning to work. The physician's note must state

when the employee can come back to work and what restrictions the employee may have. This physician's note must be furnished to the Human Resource Manager within 15 days from the first day of employee's leave.

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

5.5 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, stepgrandchildren, 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 40 hours of regularly scheduled hours with pay for each death of an immediate family member and up to 24 hours with pay for each death of an extended family member.

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 and up to 12 hours with pay for each death of an extended family member.

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

Wells County Public Library is not covered under the Family Medical Leave Act (FMLA). The library does not employ 50 or more employees. WCPL offers Leave of Absence to eligible employees.

Eligible Employee

An eligible employee is a current employee who has been employed by WCPL for at least 12 months and who has worked at least 1,250 hours in the past 12 months.

Employees must give WCPL at least 30-days' notice of their intent to leave of absence if the leave is foreseeable. If the leave is not foreseeable, employees must make a good

faith effort to provide notice as soon as practicable and must generally comply with WCPL customary call-in requirements. Any employee who fails to give the requisite notice may be delayed in receiving authorization for leave.

The library director and Library Board must approve leaves of absence. All leaves must be submitted on WCPL's Leave of Absence Request Form ~~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:

- **Parenting Leave** - Leave to care for the employee's new child, including birth, by adoption or by foster-care placement.
- **Family Medical Leave** – Leave to care for the serious health condition of the employee's spouse, child or parent.
- **Employee Medical Leave** – Leave for the employee's own serious health condition, if the condition renders the employee unable to perform their job functions.
- **Military Family Exigency Leave** – Leave because of a qualifying exigency arising from the fact that the employee's spouse, child or parent is a covered servicemember who is on, or has been notified of a call or ordered to, covered active duty in the U.S. Armed Forces. Qualifying exigencies include things such as: making arrangements necessitated by short-term deployments; attending certain military events and related activities; assisting the servicemember with alternative childcare arrangements when the active duty or call to active duty status necessitates a change in the existing arrangements; and assisting the servicemember with certain financial and legal arrangements related to active duty or the call to active duty.
- **Covered Servicemember Leave** – Leave to care for the employee's spouse, child or parent who is a covered servicemember with a serious illness or injury incurred or aggravated in the line of duty on active duty. This leave may also be taken by an employee who is next of kin of the covered servicemember.
 - **"Covered servicemember"** for this purpose means a member of the Armed Forces who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status or is otherwise on the military's temporary disability retired list for the serious illness or injury. "Covered servicemember" also means a veteran who is undergoing medical treatment, recuperation or therapy for a serious illness or injury and who was a member of the Armed Forces at any time during the five-year period preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy. ("Veteran" is defined in 38 U.S.C. § 101.)
 - **"Serious illness or injury"** for this purpose, with respect to a member of the Armed Forces, means an injury or illness incurred or aggravated in the line of duty on active duty that renders the covered servicemember unfit to perform the duties of their office, grade, rank or rating. With respect to a veteran, a serious illness or injury means a qualifying illness or injury (as

defined by the Secretary of Labor) that was incurred or aggravated in the line of duty on active duty in the Armed Forces that manifested itself before or after the member became a veteran.

A “serious health condition” is defined as an illness, injury, impairment, or physical or mental condition that involves inpatient care or involves continuing treatment by a health care provider that includes one or more of the following:

- A period of incapacity (e.g., inability to work, attend school or perform other regular daily activities) of more than three consecutive, full calendar days that also involves treatment two or more times, within 30 days of the first day of incapacity, by or under the direct supervision of a health care provider (or treatment by a health care provider one time with a regimen of supervised continuing treatment). For these purposes, the first (or only, if applicable) in-person treatment visit must take place within seven days of the first day of incapacity.
- Any period of incapacity due to pregnancy or for prenatal care.
- Any period of incapacity or treatment for such incapacity due to a chronic serious health condition (e.g., asthma, diabetes, epilepsy, etc.). In order to qualify, the condition must require visits for treatment at least twice per year.
- A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective (e.g., Alzheimer’s disease, severe stroke, terminal stages of disease.)
- Any period of absence to receive multiple treatments either for restorative surgery after an accident or other injury or for a condition that likely would result in a period of incapacity of more than three consecutive calendar days if left untreated (e.g., cancer [chemotherapy], severe arthritis [physical therapy], kidney disease [dialysis])

Amount of Leave

The employee is entitled to a total of 12 workweeks of leave (based on the employee’s normal hours per week) during a 12-month period, for leave other than covered servicemember leave. The 12-month period measures forward from the date the employee’s first leave of absence begins. In some cases, employees can take a leave of absence in continuous weeks. In others, they may break the leave down into intermittent leave or reduced schedule leave.

“Intermittent leave” means the leave is taken in separate blocks of time due to a single illness or injury, and it may include time periods as small as one hour. For example, an employee may be eligible to take time off occasionally for medical appointments or therapy.

“Reduced schedule leave” means a leave schedule that reduces an employee’s usual number of working hours per week or per day. In other words, a reduced leave schedule is a change in the employee’s schedule for a period of time, usually from full-time to part-time.

When an employee takes intermittent leave or reduced schedule leave, only the time actually taken off counts against the employee's 12-week leave allotment.

An eligible employee also may be asked to furnish WCPL with subsequent health care provider certifications on a reasonable basis during the employee's leave period except if the employee is on leave to care for a covered servicemember. An eligible employee's failure to furnish subsequent certifications may result in termination of the employee's right to leave.

Return to Work

An employee returning to work from leave of absence must be able to perform the essential functions of his or her job with or without reasonable accommodation. If reasonable accommodation is required, the employee must notify Human Resources. An eligible employee on leave must submit to WCPL a medical release (i.e., fitness for duty certification) indicating that the employee is able to return to work and perform the essential functions of the employee's position. WCPL will furnish the employee with a list of essential functions to facilitate this process. Failure to submit a medical release will preclude the employee from being restored to his or her employment with WCPL.

- **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.

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 **their hire date**. ~~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 may 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.

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)

The library will close for a full-day on a Friday in the spring for staff in-service, with the date to be determined by the director. The library will close for a full-day in-service in the fall, typically during Street Fair week. In-Service is mandatory unless approved by the Director.

5.13 Certification

All library directors, library department or branch managers, 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**.

5.16 Library Services for Staff

Printing and Faxing

Due to the already reduced cost for printing and faxing, staff are expected to pay the full cost for their personal print jobs and faxes. Staff are still entitled to \$.50 a day free copies/print jobs.

Lamination

It is preferred that staff do not use the cold laminator for personal use. The thermal roll laminator may be used for preapproved personal use, through the Children's Room

Manager. Each building has a public use thermal and cold pouch laminator. Staff may laminate with the public thermal and cold pouch laminator for half the cost to patrons.

Meeting Rooms

Staff may use the library meeting rooms free of charge and during non-operating library hours, as long as the staff member will be present during the event.

Permission to use the meeting room during non-operating library hours must go through the administrative assistant and director.

Notary

Staff are charged half the cost to patrons for notary services.