

3 PERSONNEL

3.3 Employee Benefits

3.3.2 Sick Leave

Sick leave will be limited to those situations in which an employee is sick, or is caring for a sick member of the employee's immediate family, and therefore unable to come to work. Sick leave may also be used for medical appointments that can only be scheduled during work hours. It is not the intent of the Library Board that this be used as a substitute for vacation or personal leave.

No compensation will be made for unused sick leave at the time of retirement, resignation, or termination.

Full-time employees are entitled to 10 days (80 hours) paid sick leave per year. Unused sick leave may be accumulated to a total of 120 days.

Part-time employees working at least 20 hours per week shall be entitled to the same benefit on a pro rata basis.

3.3.3 Personal Business Days

Full-time employees are allotted two personal business days per year. Whenever possible, advance notice should be given to minimize conflict with the work schedule of the Library.

Part-time employees working at least 20 hours per week shall receive the same benefit on a pro rata basis.

Personal time may not be carried over to the next year, and unused personal time is not compensated upon termination of employment.

3.3.4 Holidays

Full-time employees shall receive the following paid holidays:

- a. New Year's Eve Day
- b. New Year's Day
- c. Memorial Day
- d. July 4
- e. Labor Day
- f. Thanksgiving Day
- g. Christmas Eve Day
- h. Christmas Day

The Library will be closed on Easter Sunday, and the Sundays of Memorial Day and Labor Day with no compensation for employees.

The Library will close at 5:00 p.m. on Thanksgiving Eve.

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3.3.4 Holidays (cont'd)

Part-time employees in who work a minimum of 20 hours per week will receive holiday pay on a pro rata basis. If a paid holiday falls on Sunday, holiday pay will be earned at the standard rate.

Full-time employees, who are not scheduled to work on a paid holiday must take compensatory time for the holiday within the same pay period. If a paid holiday falls on Sunday, compensatory time will be earned at the standard rate.

3.3.5 Retirement

The Library offers retirement benefits for all full-time positions through participation in PERF (Public Employees Retirement Fund) and Social Security. For PERF, the Library pays both the employer's and the employee's contribution. For Social Security, the Library pays the employer's contribution, with the employee's portion deducted from the employee's paycheck. The policies of these programs determine specific terms of eligibility, etc.

3.3.6 Deferred Compensation

The Library offers an optional deferred compensation plan for all employees through the Indiana Deferred Compensation Plan. The amount of income deducted from each payroll check is left up to the individual employee. There is no contribution by the Library.

3.3.7 Insurance

a. Health

Health insurance is provided for all full-time employees. Employees contribute \$1 per year for health insurance, and the Library pays the rest of the premium for employee coverage.

Full-time employees may apply for coverage of eligible dependents. The Library does not pay any portion of the premium for dependent health insurance.

Employees who work at least 30 hours per week are eligible to participate in the health insurance plan but must pay the entire premium for both employee and dependent coverage.

b. Dental

Dental insurance is fully paid by the Library for all full-time employees. The Library does not pay any portion of the premium for dependent dental insurance.

Employees who work at least 30 hours per week are eligible to participate in the dental insurance plan but must pay the entire premium for both employee and dependent coverage.

c. Life and Disability

The Library provides fully paid life, short-term disability, and long-term disability insurance for full-time employees.