



BENEFITS FOR CIVIL SERVICE APPOINTED FULL-TIME EMPLOYEES

(Full-time employment is defined as (35) hours per week.)

INSURANCE

Hospital and Medical Insurance coverage is available to employee upon completion of thirty (30) workdays.

The employee shall receive the single-person coverage. The employee wishing family coverage shall pay the difference at the group rate. Deductions will be made via payroll.

At the time of retirement, insurance is available to the employee at the employee's own expense.

Upon absence of the employee from the active payroll for thirty (30) days or more consecutive days for any reason other than illness, disability, or approved leave, coverage will be terminated. In the event of sickness or disability, insurance coverage will continue for a maximum of two (2) years following the depletion of paid leave benefits.

The Library Board of Trustees is responsible for the employer's share of Social Security contribution. The Library Board is also responsible for Disability Insurance, Unemployment Insurance, and Workman's Compensation Insurance.

VACATION LEAVE

Prior supervisor approval is necessary.

Employee is entitled to the following:

One (1) year employment: seventy (70) hours annually.

Ten (10) years employment: one hundred five (105) hours annually.

Fifteen (15) years employment: one hundred forty (140) hours annually.

Reimbursement at the end of each year for any unused time.

PERSONAL LEAVE

Prior supervisor approval is necessary.

Employee is eligible for thirty-five (35) hours annually.

Accumulation and reimbursement at the end of the year is unavailable.

SICK LEAVE

Employee is required to notify supervisor at least one half (.5) hour before the start of work schedule.

Employee is eligible for eighty four (84) hours annually.

Employee may be required to provide a physician's statement of health status after a prolonged illness.

Accumulation and reimbursement at the end of the year is unavailable.

BEREAVEMENT

Prior supervisor approval is necessary.

Employee is entitled to a total of twenty-one (21) hours for a death in the immediate family (parent, spouse, sibling, children, grandparents, in-laws of the aforementioned relationships).

Accumulation and reimbursement at the end of the year is unavailable.

HOLIDAY LEAVE

Employee is entitled to thirty-five (35) hours annually when the Library is closed. The Holidays will be determined by the Library Manager and the Library Board of Trustees.

Accumulation and reimbursement at the end of the year is unavailable.

Annual – covering the period of a year; the year begins on the first day of employment.

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