

BENEFITS

Insurance: Hospital, medical, and life insurance is carried under the City group plan for each full-time employee and qualifying spouse/child. If an employee is granted a leave of absence without pay of 30 days or more, said employee shall pay to the City sufficient monies to pay the required contributions during the months absent. When separating from the Wood River Public Library, Federal rules under C.O.B.R.A. shall apply. IMRF employees are allowed to continue the group health insurance at their expense. Permanent part-time employees scheduled over 1560 hours annually, shall be eligible for group health and life insurance. Any employee whose spouse is not currently covered under City insurance and has available (through employment or other means) medical and/or hospitalization insurance, then that spouse must avail his or her self of the other employer's insurance and not be covered as a dependent on the insurance provided by the City. Proof of insurance is required. Any employee, who desires to enroll their dependent on the City's group health plan, will be required to pay 25% of the cost of that dependent coverage. 2/27/14

Illinois Municipal Retirement Fund (IMRF): All employees scheduled for more than 1000 hours per year are enrolled in the IMRF, with contributions towards such being shared by the Library as required by law.

Social Security/Medicare: All employees are covered under these benefits.

Worker's Compensation: Employees are covered under the Worker's Compensation Act (Illinois Revised Statutes, Chapter 48, Section 138).

Vacation: Employees who work a weekly average of 40 hours per week will be considered full-time employees. All regular, full time employees of the Wood River Public Library who have occupied their position for a period of twelve consecutive months shall be allowed vacation leave with pay. All new employees earn, but may not take, vacation the first year of employment. Paid vacation time for full-time employees will be earned at the following rates:

After 1 year 10 work days
After 4 years 15 work days
After 9 years 20 work days
After 19 years 25 work days

The Director will earn vacation as follows:

After 1 year 10 work days
After 4 years 20 work days
After 9 years 25 work days

Part-Time employees who work a weekly average of 30+ hours per week will earn a week's paid vacation based on said average. Example: if employee's average is 32 hours, 32 hours paid vacation is earned.

Vacation leave shall be based upon the previous year's accumulation, and granted on an employee's anniversary date. An employee entering the service of the Library on or prior to the fifteenth day of the month shall receive credit for the entire month. When employment begins after the fifteenth, leave credit shall begin on the first day of the following month. Vacation time must be scheduled with the Director taking into account each employee's preference, then arranging as equitably as possible. If a conflict should arise, work record and length of employment with the Library shall be the deciding factor.

As vacation is a purposeful, restoring occasion, each employee who qualifies should take all earned vacation. Vacation time may not be accumulated. Cash payment in lieu of vacation is in direct contradiction with the purpose of vacation leave. Unused vacation time will be forfeited unless using in next period is approved by the Board. Payment may not be taken in lieu of time off. Upon separation, the employee is entitled to a prorated cash amount of earned vacation leave.

During a leave of absence without pay in excess of 10 consecutive work days, no vacation will be accumulated. 2/27/14.

Longevity Pay: All full-time employees, after completing the required number of years of service shall receive additional compensation added to the employee's hourly rate for increased value to the Library through length of service. Formula to be applied as follows:

Years of Service

<u>Completed</u>	<u>Yearly Payment</u>
Having completed 2 years	2%
Having completed 5 years	3%
Having completed 10 years	3.25%
Having completed 15 years	4%
Having completed 20 years	5%
Having completed 25 years	5.5%
Having completed 30 years	6%

An employee whose anniversary falls prior to the fifteenth day of the month shall receive credit for the entire month. When employment begins after the fifteenth, leave credit shall begin on the first day of the following month. 2/27/14

Holidays: All full time employees shall receive designated holidays off with pay.

Current holidays include: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving and the Friday after, Christmas Eve, Christmas Day, and New Year's Eve.

Weather/natural disasters: If inclement weather or a natural disaster occurs and the Library is closed, all full-time employees working on said day will receive compensation for scheduled hours.

Approved by Trustees at Regular Meeting, September 21, 2017.

Updated 1-18-18

Updated 9-20-18