



The library provides a comprehensive benefits package at varying levels to eligible full-time and part-time employees.

All employees receive the following benefits:

Paid Holidays

All employees will be paid holiday time for the following 12 holidays – New Year’s Day, Martin Luther King Jr. Day, President’s Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran’s Day, Thanksgiving Day, Christmas Eve, Christmas Day, and New Year’s Eve.

Employees will be paid for holidays on a prorated basis according to the following chart:

<u>Designated position hours</u>	<u>Number of hours of holiday pay</u>
<20	3
20-29	4
30-36	6
37+	8

Vacation Leave

Vacation leave is granted to all employees. Employees accrue vacation leave at differing rates per hour worked dependent on the position and the designated position hours. See the applicable job description for the accrual rate and maximum accrued hours.

Sick Leave

All employees earn sick leave at the rate of .05769 hours for each hour worked during the pay period, up to a maximum accrual of 24 times their designated position hours (3 weeks). New employees that previously worked for another Ohio public employer may transfer up to 160 hours of unused sick leave prorated based on designated position hours, as long as no longer than 1 year has elapsed since the employee left the previous employer.

Parental Leave

Employees are eligible for paid parental leave once they have been employed for twelve (12) continuous months. Employees will receive up to three (3) weeks paid time off paid 65% of their regular hourly rate of pay.

Flexible Spending Account (Health, Dependent Care)

All employees are eligible to contribute to a flexible spending account (FSA). An FSA is a pre-tax benefit account that can be used to pay for qualified out-of-pocket expenses using money deducted from paychecks.

Ohio Public Employees Retirement System (OPERS)

All employees are automatically enrolled in (OPERS). The State of Ohio Revised Code requires that public employees contribute 10% of their gross salary to the plan. The library will contribute an additional 14% for the employee.

Ohio Deferred Compensation Program

The library also offers a voluntary retirement savings plan through the Ohio Deferred Compensation Program. This plan is offered in compliance with Internal Revenue Code Section 457.

Tuition Reimbursement

Employees with at least twelve (12) months' service with the library, pursuing an ALA-accredited master's degree in library information science (MLIS) or other qualifying graduate-level education will be eligible for reimbursement for the cost of tuition up to a maximum of \$2,000 per calendar year subject to approval of the Library Director.

Employee Assistance Program

All employees are eligible for our Employee Assistance Program (EAP). An EAP provides free, 24/7 confidential support for employees and their families. Benefits include short-term counseling, legal and financial consultations, and work-life balance resources like childcare and eldercare referrals.

Full-time employees (30 hours or more/week) also receive the following benefits:

Health Insurance

Employees whose designated position hours are 30 hours or more are eligible for medical/prescription, dental, and vision insurance. Employees are covered the first of the month following their date of hire. The library currently pays 90% of the monthly health insurance premiums for single coverage and 60% of the monthly health insurance premiums for family coverage.

Life Insurance

The library provides \$50,000 of term life insurance coverage to all employees whose designated position hours are 30 hours or more. Employees may purchase additional term life insurance at the employee's cost through payroll deductions.