

## GENERAL BENEFITS (EXCLUDING VACATION AND LEAVE)

### 1. EMPLOYEE CATEGORIES

For the purpose of determining wages and benefits, the Library defines three categories of employees:

- a. Full-time employees work 39 hours a week.
- b. Part-time employees work a minimum of 20 hours per week in a single job on a regular basis.
- c. Hourly employees are regularly scheduled to work fewer than 20 hours per week/1,000 hours a year.

### 2. HEALTH BENEFIT PLAN

#### a. General Health Benefit Plan

The Library makes group health coverage available from the plans offered by the City of Urbana to full-time and part-time employees. The Library will set a ceiling on the amount it will pay per employee. In this case, an employee who wishes to be covered by a more expensive health plan will be required to pay the difference between the Library's ceiling amount and the health plan's monthly premium.

#### b. Full-Time Employees

The Library pays the full individual health coverage premium for each full-time employee.

#### c. Part-Time Employees

The Library pays a percentage of the employee's health coverage premium in accordance with the percentage of full time worked by the employee during each pay period. Percentage of full time is determined by combining work done at the employee's "base" number of hours with all additional hourly work at any job at their normal pay grade or above in the Library. The remainder of the premium is deducted from the employee's pay.

#### d. Hourly Employees

The Library does not pay any portion of the health coverage premium for Hourly employees.

#### e. Additional Family Coverage

Additional family health coverage may be obtained by any employee with payment of an additional premium. Such family coverage is available only to employees who also have personal coverage.

**GENERAL BENEFITS (EXCLUDING VACATION AND LEAVE)****f. Flexible Benefit for Health Coverage**

The gross earnings of an employee who purchases individual and/or family health benefit coverage at their own expense through the Library's group plans will be reduced by the amount of this additional payment, unless the employee elects to pay the premium after taxes. The effect of this change is the reduction of the employee's taxable income by the amount of the premium not covered at Library expense.

**g. Family and Medical Leave Act Coverage**

It is the policy of The Urbana Free Library to maintain strict compliance with the Family and Medical Leave Act (FMLA) and all applicable regulations. FMLA provides eligible employees with up to 12 weeks of unpaid family/medical leave within a 12-month period.

The Library's procedures for implementation of this policy are provided in The Urbana Free Library Staff Handbook.

All full- and part-time employees will be oriented to this policy upon hire.

**3. RETIREMENT PLAN**

Rules pertaining to the Illinois Municipal Retirement Fund (IMRF) are set by the State of Illinois and implemented accordingly by the City of Urbana and The Urbana Free Library. Specific information regarding eligibility, amounts withheld, and the voluntary additional contribution program is maintained by the Library's Office Manager.

**4. WORKERS' COMPENSATION**

All employees are covered by the Library's workers' compensation insurance.

**5. PERSONAL LIBRARY MATERIALS ORDERS**

Library employees and Board members may place personal orders through the Library. If the Library receives a discount, it is passed on to the employee or Board member, who will pay appropriate sales tax. Procedures will be set by Library Administration.

**6. STAFF USE OF PHOTOCOPIES, READER/PRINTERS, COMPUTERS, AND FAX EQUIPMENT**

Employees may use various Library equipment for personal purposes and pay in accordance with the cost of this work to the Library and in accordance with procedures set by Library Administration.

**7. RETIREMENT HEALTH SAVINGS (RHS) PLAN**

When full-time staff accrue 300 hours of sick leave by the end of the fiscal year, pro-rated for part-time employees based on their "base" pay, they are enrolled in the RHS plan at the beginning of the

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next fiscal year. The Library contributes money to the RHS plan based on income and the number of sick leave hours accrued at the end of each fiscal year. When an employee separates from employment, they receive a final payment in the RHS plan. The money in the RHS plan is available once an employee separates from employment, and it must be used for medical purposes. Plan specifics are available from the Library's Office Manager.

This policy is subject to change at any time and in accordance with applicable law, or at the discretion of the Library Board.

Adopted April 12, 1976

Revised March 8, 1994; November 11, 2014; June 9, 2015 to go into effect June 26, 2015;  
April 9, 2019; April 14, 2020; July 11, 2023