

**GENERAL BENEFITS (EXCLUDING VACATION AND LEAVE)**

The Library provides a comprehensive benefits package for all full-time or part-time employees who work 20 hours a week or more. Specific information about benefits is maintained by the Office Manager.

**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 and are eligible for all benefits.
- b. Part-time employees work a minimum of 20 hours per week in a single job on a regular basis. They are eligible for all benefits but these benefits are pro-rated on the basis of the percentage of full time work.
- c. Hourly employees are regularly scheduled to work fewer than 20 hours per week / 1,000 hours a year. The Library does not provide leave with pay or contribute to the health coverage of hourly employees.

**2. HEALTH BENEFIT PLAN**

Benefits are prorated for number of “base” hours worked.

**a. General Health Benefit Plan**

The Library makes group health coverage available to each benefits eligible Library employee who wishes the coverage. Coverage is provided through the employee’s choice of those health insurance plans, for which the City of Urbana has negotiated rates. The Library Board may 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. This situation governs all discussion below about paying “full coverage.”

**b. Full-Time Employees**

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

**c. Part-Time Employees**

Part-time employees may participate in the Library’s health coverage plan. For such an employee, 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

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“base” number of hours with all additional hourly work at any job at their normal pay grade or above in the Library, with the exception of work done at the Shelver/Barista. 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.

## f. Flexible Benefit for Health Coverage

The gross earnings of an employee who purchases individual and/or family health benefit coverage at his or her 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. Limitations on Enrollment Times

Limitations on enrollment times for health coverage are negotiated by the City with individual carriers.

## h. 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 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 and amounts withheld is maintained by the Library Office Manager.

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## 4. SOCIAL SECURITY, MEDICARE, AND FEDERAL AND STATE INCOME TAXES

In accordance with state and federal law, FICA (Social Security and Medicare) taxes, as well as state and federal income taxes, are withheld from all employees' paychecks. These items are listed on check stubs for employees' records.

## 5. WORKERS' COMPENSATION

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

## 6. 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.

## 7. 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.

## 8. PROFESSIONAL ACTIVITIES

The Library encourages attendance at professional meetings, as provided in Section VI-H (Travel and Training) of this Policy Manual.

The Library encourages professional publication by staff members. It provides a reasonable amount of free use of Library equipment (photocopiers, FAX equipment, and computers) for this purpose, but it expects staff to do all research and writing not specifically assigned by the Administrative Staff on their personal time. The Executive Director is authorized to determine what constitutes a reasonable amount of free use of Library equipment.

This policy is subject to change at any time and at the discretion of the Library Board.

ADOPTED APRIL 12, 1976;  
AMENDED MARCH 8, 1994, November 11, 2014 June 9, 2015 to go into effect June 26, 2015, April  
9, 2019