

ALLEGHENY COUNTY LIBRARY ASSOCIATION

Summary of Employee Benefits

ACLA provides the following benefits to full-time employees:

Health Care

- Employer pays 100% of individual coverage with carrier of record (including dental and vision rider).
- Family coverage is available for an additional premium (employee may elect this coverage but must cover full cost).

Life Insurance

- Employer purchases coverage factored at minimum of 1.5 times base salary (capped at \$50,000).

Disability Insurance

- Employer purchases coverage factored at 2/3 of base salary. Short and long-term coverage is provided.

Retirement

- Once 90-day introductory period is completed, employer contributes up to 7% match of base salary to the qualified plan of record.
- Employee must contribute a minimum of 2% of base pay to receive employer match contribution and may contribute more than that voluntarily.
- Employee is vested immediately in personal contributions; employee is vested fully in employer contributions following two years of satisfactory employment.

Paid Leave Days

- Exempt employees shall be eligible for paid leave days according to the following schedule and with the following provisions (unless superseded by contract):

0 – 1 year of service	4 hours per month
1 – 5 years of service	16 hours per month
6 – 10 years of service	20 hours per month
11 – 15 years of service	24 hours per month

- Non-exempt employees shall be eligible for paid leave days according to the following schedule and with the following provisions:

0 – 1 year of service	4 hours per month
1 – 5 years of service	8 hours per month
6 – 10 years of service	16 hours per month
11 – 15 years of service	20 hours per month
16 – 20 years of service	24 hours per month

- Days may be used for vacation, sick leave or personal leave. No more than 10 consecutive days may be taken as vacation. The maximum number of days that may be carried over from one year to the next is equal to the annual allocation for the base year. Once carried over, days are converted to sick leave only and may be accessed only once all current PTO has been expended.

Holidays

- The following are paid holidays for ACLA employees:

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day

And three floating holidays of the employee's choice (with authorization from supervisor).

- When a holiday falls on a Saturday, Friday will be observed as the paid holiday. When a holiday falls on a Sunday, Monday will be observed as the paid holiday.

Parking

- ACLA pays for employee parking, if needed, to a maximum of \$160/month (or will reimburse for public transit pass).

Mileage Reimbursement

- Employees are reimbursed for use of their personal vehicle in job-related activities at the allowable rate set annually by the IRS.

ACLA provides the following benefits to part-time employees regularly scheduled 20 hours per week or more:

Health Care

- Employer reimburses 50% of individual coverage for eligible part-time employees with insurer of record (or employee's carrier if premium is less).

Paid Leave Days

- PTO leave for eligible part-time employees is prorated based on standard full time schedule in accordance with non-exempt employee allowances. No PTO may be carried over year to year. Paid holidays will also be awarded when the employee is regularly scheduled to work on that day.

**PTO for part-time non-exempt employees who regularly work less than 20 hours per week may be awarded at the discretion of the Executive Director.*

Reimbursement of Expenses

- Employee will be reimbursed for mileage, transit, and parking fees incurred as a result of work-related obligations. Mileage will be reimbursed at the allowable IRS rate.

Adopted 01/01/99: most recently reviewed and revised 12/10/19.