



Benefits Package – Managerial/Confidential Employees,
Assistant Deputy Directors, Deputy Directors and Library Director

Benefits	
Holidays	<p>8 paid holidays per year: New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving, and Christmas Day.</p> <p>2 floating holidays per year: Presidents' Day and Good Friday are considered floating holidays and may be taken on the day the holiday is observed OR the employee may work on the holiday and subsequently "float" the holiday to a day more beneficial to Library operations. Floating holidays must be taken within the calendar year, in 8 hour increments.</p>
Vacation	<p>Employees will be eligible for vacation accruals based on years of service:</p> <ul style="list-style-type: none"> • 0-14 years: 6.16 hours/pay period (20 days/year); max bank at anniversary date of 360 hours (45 days) • 15-24 years: 7.70 hours/pay period (25 days/year); max bank at anniversary date of 400 hours (50 days) • 25 or more years: 9.24 hours/pay period (30 days/year); max bank at anniversary date of 480 hours (60 days) <p>Vacation is granted in 1 hour increments.</p> <p>Upon termination of employment, employee will be entitled to receive a cash payment equal to accrued vacation time. In no event will such payout exceed the maximum bank days.</p>
Vacation Sell-Back	<p>Employees with 80 hours of vacation in their bank in the first week of November may sell back up to 40 hours of vacation time (in 1 hour increments) each year. Payment for such sell-back shall be made in payroll period 24.</p>
Sick Leave Accrual	<p>Sick leave credit shall be earned at the rate of 4.62 hours/pay period. Such leave accumulation shall not exceed 1,800 hours.</p> <p>No credit for sick leave shall be granted for a pay period unless the employee has been on full pay status at least 50% of the working days of said pay period.</p>
Sick Leave Usage	<p>Sick leave with pay will be granted to an employee who is incapacitated or unable to perform the duties of their position by reasons of:</p> <ul style="list-style-type: none"> • Sickness or injury of the employee • Pregnancy of the employee • Sickness, injury or pregnancy in the employee's immediate family requiring care and attendance of the employee. Immediate family shall include parent, spouse, brother, sister, son, daughter or grandparent, or an actual member of the employees household. A certificate or affidavit issued by the attending physician certifying the necessity for the attendance of the employee shall be filed with the

	<p>Library for absences of 3 or more consecutive days. Sick leave for these purposes shall be granted only with the approval of the Library.</p> <ul style="list-style-type: none"> • Circumstances which require that medical or dental visits of the employee be made during working hours. • Medical or dental visits for members of the employees' immediate family who cannot provide their own transportation and which cannot be scheduled outside of the employees working hours. <p>Sick leave is granted in 1 hour increments.</p>
Sick Leave Bonus	<p>There will be a \$300 bonus for any employee who reaches a maximum of 1,800 hours of accumulated sick leave. Thereafter, an additional bonus of \$200 will be paid in any year in which the maximum amount of sick leave is maintained AND 5 or fewer sick days are utilized.</p> <p>Payment of the initial bonus will be in the first pay check after the 1,800 hours are reached. Payment of the yearly bonus will be in the first pay period of February in subsequent years.</p>
Personal Leave	<p>4 days (32 hours) per year after 1 year of continuous service on the anniversary date of employment.</p> <p>Personal leave is granted in .5 hour (30 min) increments.</p> <p>Unused personal leave days shall be added to the employee's sick leave bank on the anniversary date of employment.</p>
Other Paid Leave	<p>Bereavement Leave – an employee who has a death in the immediate family (parent, spouse, brother, sister, children, grandparent, grandchildren, son-in-law, daughter-in-law, parent-in-law, brother-in-law, sister-in-law, stepparent, stepchildren, great-grandparent or any other individual who is an actual member of the immediate household), upon submission of sufficient proof to the employer, shall be given time off without loss of pay to a maximum of 4 consecutive working days commencing with the date of death, or the date of memorial services, at the option of the affected employee. However, if the death occurs after the employee reports to work, that day will not be counted as one of the 4 consecutive working days and upon giving appropriate notice, such employee will be allowed to leave for the remainder of the shift without loss of pay.</p> <p>Extended Sick Leave - An employee who has completed 10 years of continuous service may receive up to 6 months catastrophic sick leave with pay as determined by the Library Director and confirmed by the Board of Trustees. No extended sick leave with pay will be granted until all other accumulated leave time has been used. Medical documentation is required.</p> <p>Civil service examinations – Employee shall be allowed time off with pay to take promotional and open competitive Erie County Civil Service examinations. Provisional employees shall be permitted time off with pay to take examinations in connection with the position in which they are serving.</p>

	<p>Occupational Assault – If employee is absent from work as a result of a physical injury to their person caused by assault and/or battery which occurred during the course of employment, and if the New York State Workers’ compensation Board allows benefits for such as an occupational injury, then the employee shall receive full pay and benefits, without using sick leave or other types of credit, for all normal working days during the first month of such absence.</p> <p>Emergency Closing – In the event the Library Director or designee declares the closing of a certain library or libraries and/or operations and/or services due to any flood, fire, uncontrolled weather conditions or other cause beyond the Library’s control, affected employees will not be charged any accruals or lose any pay for the time closed.</p> <p>Jury Duty – Upon presenting proof of the necessity of jury service or attending court for non-personal matters, employees shall receive a paid leave of absence. Employees must indicate on the court’s questionnaire that they are placed on paid leave of absence during the jury service period. Employee will not be required to report to work prior to or subsequent to their court attendance/jury duty. Regular-part-time employees shall be paid on a pro-rated basis.</p> <p>Military leave – Leaves of absence occasioned by service in the military shall be governed by the requirements of current Federal and New York State laws.</p> <p>Professional development – Employees may be allowed to attend professional development programs/workshops that include work related subject matter. Library funding may be requested. For programs/workshops exceeding 1 day in length, approval of the Director or designee will be required.</p>
Unpaid Leave	<p>Extended Illness - When an employee has exhausted all of their sick leave credits and is still incapacitated and unable to perform the duties of their position, or if the attending physician has recommended a period of rest and convalescence, the Library Director or designee may grant leave of absence without pay for a period not to exceed 1 year, subject to extension pursuant to County Civil Service Rules.</p> <p>Education - On the approval of the Director or designee a permanent employee may be granted leave of absence without pay for a period of 1 year for the purpose of acquiring additional education and training that will increase the usefulness and efficiency of the employee in their position.</p> <p>Child Care - A leave of absence without pay to care for an child will be granted to:</p> <ul style="list-style-type: none"> • An employee whose pregnancy disability has terminated for a period of up to 6 months thereafter; or • An employee who has adopted a child of less than 5 years of age or a hard-to-place or handicapped child as defined in Section 451 of the N.Y. Social Services Law who is under the age of 18, and which a full-time or regular part-time Librarian is principally responsible for the care of the child, for a period of 6 months after custody of the child is received, or

	<ul style="list-style-type: none"> An employee whose spouse has given birth to a child will be granted a leave without pay for a period of up to 6 months. The employee will submit, when feasible, 30 days' notice of their intent to take such leave. In the event both parents are employed by the Library, the Library is not compelled to grant a 6 month leave to both parents. <p>Family Care – An employee may be granted a leave of absence without pay for up to 6 months to care for a parent, parent-in-law, child or spouse who is suffering from a serious health condition, illness or injury. It is understood that the employee shall be required to provide medical information supporting the need for their presence as a caregiver during normal hours of work and fully explaining the seriousness of the illness or injury.</p> <p>Other Reasons – Leave of absence without pay, for reasons other than those cited above shall be granted by an Administrator or designee only in unusual circumstances, which in the judgment of the Administrator or designee justifies the granting of such leave.</p>
Health & Dental Insurance	<p>Health and dental insurance coverage is offered after one full calendar month of employment. Costs are deducted twice per month (24 of the 26 pay periods).</p> <p>Health Insurance – There are 4 plan levels to choose from (Bronze, Core, Value and Enhanced):</p> <ul style="list-style-type: none"> Bronze Plan – High deductible plan; no employee contribution. Value Plan - 85% employer contribution to monthly Value Plan premium; employee pays 15% of premium. Core or Enhance Plan – Employer contribution equal to 85% of the monthly cost of the <u>Value</u> Plan premium. Employee pays 15% of Value Plan premium, plus additional cost associated with Core or Enhanced Plan. <p>Dental Insurance – There are 2 plan levels to choose from:</p> <ul style="list-style-type: none"> Base Plan - Single coverage at no cost; family coverage employee pays 10% of premium. Buy-Up Plan - If selected, employee pays the cost of the Base Plan plus the additional costs associated with the Buy-Up Plan.
Health Insurance Waiver	<p>Employees waiving single coverage will receive \$150 per month. Employees waiving family coverage will receive \$300 per month. Payment will be made twice per month (24 of the 26 pay periods).</p>
Retiree Health Insurance Pre-Age 65	<p>Retirees and eligible spouses are entitled to health insurance coverage under the following terms:</p> <ul style="list-style-type: none"> Hired before 7/1/2006 – 85% employer contribution of Value premium; Hired on or after 7/1/2006 and before 1/1/2018 – 50% employer contribution of Value premium; Hired on or after 1/1/2018 - 0% employer contribution to health Insurance.

Retiree Health Insurance Post-Age 65	<p>Retirees and eligible spouses are entitled to a designated Medicare Wraparound product under the following terms:</p> <ul style="list-style-type: none"> • Hired before 7/1/2006 – 85% employer contribution; • Hired on or after 7/1/2006 and before 1/1/2018 – 50% employer contribution; • Hired on or after 7/1/2018 – 0% employer contribution.
Retiree Sick Leave Accrual Benefit	<p>Full-time and Regular part-time employees hired into such status who retire with 10 years of service shall be eligible for the following:</p> <ul style="list-style-type: none"> • Employees who have a minimum of 800 hours of accumulated sick leave as of the date of retirement shall receive \$2,000 cash • Employees who have a minimum of 1,200 hours of accumulated sick leave as of the date of retirement shall receive \$3,000 cash • Employees who have a minimum of 1,800 hours of accumulated sick leave shall receive \$5,000 cash.
Retirement	Full-time and RPT employees are required to join the New York State & Local Retirement System (NYSLRS), the statewide pension plan for public employees in NYS.
Work Week	The work week shall be Saturday through Friday.
Pay Period	Employees shall be paid every 2 weeks. All full-time employees shall work a minimum of 80 hours per pay period. All regular part-time employees shall work between 20 and 39 hours per week, constituting 40-78 hours per pay period.
Lunch	1/2 hour paid lunch
Breaks	Employees are eligible to receive a 15 minute paid break per 4 hours worked.
Flex-time	Employees may flex their work hours at the discretion and with the approval of their supervisor.
Overtime	Managerial/confidential employees are considered exempt and shall not receive overtime for hours worked in excess of 80 hours per pay period.
Library Account Grace Period	After 6 months of service, employees are eligible for a 7 day grace period on their library account. Items returned within a week of their due day will not be assessed late charges.

Optional Benefits	
Supplemental Retirement	<p>Employees may opt to participate in the Erie County Deferred Compensation Plan (457(b)). This is a tax-deferred retirement account administered by VALIC (member company of AIG).</p> <p>Representatives from VALIC are made available to staff throughout the year or can be contacted directly; contact information is on the intranet.</p>

Flexible Spending Accounts (FSAs)	Employees are able to enroll in pre-tax deduction FSAs for medical, dependent care, adoption, and parking expenses through P&A Group. Forms for such accounts must be submitted for each calendar year. More information can be found on the intranet.
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Regular Part-Time Employees	
RPT employees shall be entitled to receive all benefits provided to full-time employees, subject to the following modifications.	
Vacation & Sick Leave Accruals	<p>Where RPT employees perform 60 or more hours of work in any given pay period, they shall receive vacation and sick leave accruals commensurate with full-time employees for such pay period only.</p> <p>Where RPT employees perform not less than 40 but up to 60 hours of work in any given pay period, they shall receive vacation and sick leave accruals at 50% the accrual rate of full-time employees.</p>
Holiday Pay	<p>Where RPT employees perform 60 or more hours of work in any given pay period during which a contractually recognized holiday falls, they shall receive holiday pay commensurate with full-time employees for such pay period only.</p> <p>Where RPT employees perform not less than 40 but up to 60 hours of work in any given pay period during which a contractually recognized holiday falls, they shall receive holiday pay at 50% the accrual rate of full-time employees.</p>
Personal Leave	<p>Where RPT employees perform 60 or more hours of work on a pay period basis, cumulatively for 50% or more of a given calendar year, they shall receive personal leave accruals commensurate with full-time employees for that year.</p> <p>Where RPT employees perform 60 or more hours of work on a pay period basis, cumulatively for less than 50% of a given calendar year, they shall receive personal leave accruals at 50% the accrual rate of full-time employees for that year.</p>
Lunch	The lunch period for RPT employees will be unpaid.

Managerial/Confidential, Assistant Deputy Director, Deputy Director and Library Director Benefits are at the discretion of the B&ECPL Board of Trustees. Content is subject to change. Please direct any specific questions about wages and benefits to Human Resources.