

## **KALAMAZOO PUBLIC LIBRARY**

### **Fringe Benefits Summary for Library Administrators**

The following fringe benefits are provided for library administrators:

#### **RETIREMENT PLAN**

Contribution of 7% of an employee's salary into a defined contribution plan (401a). Employees may contribute up to an additional 3%, which would be matched by the library, for a total 13%. The employee portion would go into a 457 plan, and that percentage amount may be adjusted by the employee on an annual basis. The vesting period is 2 years, as compared to the current 6-year vesting period in the defined benefit plan.

#### **HEALTH CARE SAVINGS PROGRAM (HCSP)**

All employees in the Municipal Employees Retirement System (MERS) shall receive a basic contribution of \$700.08 per year, paid in installments of \$29.17 per pay period, to their HCSP account. This contribution will be prorated accordingly for employees who work less than 1.0 time. All employees shall contribute 0.5% (one-half percent) of their annual salary to their HCSP on a pre-tax basis. Enrolled employees have the option to contribute post-tax contributions into the account beyond any pre-tax contributions. All employees will be vested in the HCSP beginning with their first month of participation.

#### **RETIREMENT BENEFIT**

Payment to eligible Library Administrators hired on or after September 1, 2012 of two (2) day's pay at the current rate of pay for each year of service, payable to the employee at time of retirement or to beneficiary in event of employee's death. Eligible Library Administrators who were hired prior to September 1, 2012 will receive three (3) day's pay.

#### **457 PROGRAM**

Opportunity to participate in the library's 457 Supplemental Savings Program.

#### **HEALTH INSURANCE**

MESSA ABC Plan 1, MESSA ABC 2 or MESSA ABC 2 with 20% coinsurance options are eligible for single, two person or full family coverage with employee contribution. Employees with FTEs less than .75 are eligible for a prorated portion, equal to the fraction of time worked, paid towards their premium. Employees enrolled in one of the MESSA health insurance plans may elect to participate in the Healthcare Savings Account (HSA) component by electing to pay contributions on a pre-tax basis to the employee's HSA established under the library's cafeteria plan.

An employee may elect to waive health insurance coverage with sufficient evidence of alternate medical coverage.

#### **VISION INSURANCE**

VSP 3 - According to plan benefits schedule/eligible for single, two person or full family coverage.

#### **DENTAL INSURANCE**

Delta Dental – 80% of eligible expenses/eligible for single, two person or full family coverage.

#### **LONG TERM DISABILITY**

A long-term disability plan is provided for administrators, with the following provisions:

1. Benefit period would begin after administrator has been disabled and off work for a period of ninety (90) consecutive calendar days.
2. Benefit payment would be approximately 70% of administrator's monthly salary, not to exceed \$5,000 per month.

- Benefit payments will follow the schedule of benefits detailed in the Administrator's Long Term Disability Certificate and would be reduced by any benefits also received by the administrator while on disability, such as social security, worker's compensation or retirement payments.

**LIFE INSURANCE**

\$65,000 standard life insurance and \$65,000 for accidental death/dismemberment with current insurance carrier.

**FLEXIBLE SPENDING ACCOUNT**

Employees may elect to participate in a general or limited Health and/or a Dependent Care Flexible Spending Account(s) by electing to pay contributions on a pre-tax basis as established under the library's cafeteria plan.

**VACATION ALLOWANCE**

Vacation days per year earned at the rate of two (2) days per month to a maximum of 24 days. Vacation days can be carried forward to the following fiscal year after which they were earned. Two of the carried forward weeks may be held over for an additional six months to be used by December 31.

**PAID HOLIDAYS**

Independence Day, Labor Day, Thanksgiving Day, Christmas Eve Day (if the library is closed), Christmas Day, New Year's Day, and Memorial Day. For years it is not logical to close the library on Christmas Eve Day, a floating holiday will be granted.

Administrators will annually receive the floating holidays per the following schedule:

- Beginning with the employee's 6<sup>th</sup> full fiscal year of service – 1 floating holidays
- Beginning with the employee's 13<sup>th</sup> full fiscal year of service – 2 floating holidays
- Beginning with the employee's 26<sup>th</sup> full fiscal year of service - 4 floating holidays

Floating holidays must be used during the fiscal year that they are earned. Unused floating holidays are not payable upon separation from the library.

<b>Accruals</b>	<b>Current</b>
<b>Hire through first five complete fiscal years</b>	2 days per month for 12 mos.
<b>Total</b>	24 days
<b>Sixth through 12<sup>th</sup> complete fiscal year</b>	2 days per month for 12 month 1 float
<b>Total</b>	25 days
<b>13<sup>th</sup> and beyond</b>	2 days per month for 12 mos. 2 float days
<b>Total</b>	26 days
<b>26<sup>th</sup> fiscal year</b>	2 days per month 4 float
<b>Total</b>	28 days

**SICK LEAVE**

One day per month with unlimited accumulation. Employees will be credited with six days on July 1 and six days on January 1. Sick leave is not payable upon separation from the library.

**FUNERAL LEAVE**

Five days absence allowed for each death in immediate family. Two days of absence per year allowed for death of relative outside immediate family. Additional days of absence will be allowed but must be taken from sick leave or vacation leave as determined by employee.

**MILEAGE REIMBURSEMENT**

Reimbursement of mileage at current IRS rate when personal vehicle is used on library business.

**PARKING**

Parking provided at a near-by location for Central Library staff.

**PROFESSIONAL MEMBERSHIPS**

Membership in American Library Association, Michigan Library Association and other professional memberships as appropriate paid by the library.

**PAID EXPENSES FOR APPROVED CONFERENCES**

Partial or full reimbursement for expenses incurred for approved conference attendance—as determined by the Library Director.