



2023 Employee Benefit Overview

INTRODUCTION

Pickaway County Library employees are entitled to a selected benefit package designed to enhance employment. The below is provided as an informational guide; for official benefit information please see the Policy Manual.

VACATION: Non-exempt employees - Regular full-time and part-time employees are eligible to begin accruing vacation time immediately. Vacation leave is accrued per biweekly pay period. Employees earn vacation leave based upon completed years of service at Pickaway County Library, or with the State of Ohio or any political subdivision of the State of Ohio, and appointed position hours, per the below:

<u>Position Hours</u>	<u>Years of Service</u>	<u>Vacation Leave Accrual Per Pay</u>	<u>Maximum Balance</u>
0-9	Any	0.00 Hours	n/a
10-19	Any	0.77 Hours	40 Hours
20-29	Before 5 th year is completed	1.12 Hours	58 Hours
20-29	After 5 th year is completed	2.24 Hours	116 Hours
30+	Before 5 th year is completed	4.27 Hours	222 Hours
30+	After 5 th year is completed	5.70 Hours	296 Hours

VACATION: Director and Fiscal Officer: Director and fiscal officer accrue 6.16 vacation hours per pay or as set by the Board of Trustees; the maximum balance for exempt employees is set at 320 hours.

PERSONAL DAYS: 1 Personal day is granted to staff annually for use at their discretion. Full-time employees can earn 1 extra day based on their accrued sick leave balance. The number of hours in a personal day is based upon the employee's appointed position hours, per the below table. Employees who are hired with a start date between January 1 and September 30 will receive 1 personal day for the current calendar year. Employees who are hired with a start date after September 30 will not receive personal days for the current calendar year.

PAID HOLIDAYS: The library will observe major holidays by closing all locations. A complete listing of paid holidays is included in the Policy Manual. Employees are compensated for paid holidays based upon their appointed position hours per the below table.

<u>Weekly position hours</u>	<u>Personal day hours / Hours of holiday pay</u>
0-9	0
10-19	4
20-29	6
30-39	7
40	8

BEREAVEMENT LEAVE: Bereavement leave may be used by all employees in the event of a death of a member of the employee's immediate family. The amount of bereavement leave taken is limited to 3 work days used within 7 calendar days.

RETIREMENT PLAN - All employees are required by law to participate in the Ohio Public Employees Retirement System (OPERS). This program is independent of the federal Social Security System. The percentages of employee wages contributed is 10% by employees (pre-taxed for federal and state income taxes) and 14% by the library.

WORKER'S COMPENSATION - State law provides that every library employee is eligible for Workers' Compensation for injuries arising out of or in the course of their employment.

ALL EMPLOYEES

EMPLOYEES APPOINTED 20 OR MORE HOURS PER WEEK

MEDICAL, DENTAL AND VISION INSURANCE - Employees working a minimum of 20 hours per week are eligible to enroll in dental and/or vision insurance. Employees must work a minimum of 30 hours per week to enroll in the group health insurance plan.

Enrollment - Eligible staff members may enroll in health insurance at the time of appointment with an effective date on the first day of employment pending the completion and submission of all required forms. Dental and vision enrollment takes place on the 1st of the month following hire.

Cost - Listed below are the Monthly employee costs for these benefit plans. Deductions are taken twice a month.

Full-time employees:

	Medical	Dental	Vision
Employee Only	\$38.20	\$0	\$0
Employee & Spouse	\$756.56	n/a	n/a
Employee & Child(ren)	\$412.66	n/a	n/a
Family	\$1,146.28	\$56.04	\$15.67

Part-time employees:

	Medical (must work 30-36 hours)	Dental (must work 20+ hours)	Vision (must work 20+ hours)
Employee Only	\$382.10	\$34.23	\$12.40
Employee & Spouse	\$1,299.12	n/a	n/a
Employee & Child(ren)	\$993.44	n/a	n/a
Family	\$1,910.48	\$90.27	\$28.07

Benefits -

MEDICAL & PRESCRIPTION – Medical Mutual of Ohio (PPO)

Benefit Period Deductible: - \$3,500 single/\$10,000 family (in-network)
 \$10,500 single/\$21,000 family (non-network)

DENTAL PLAN – Trustmark Health Benefits

Preventive & Diagnostic Care: 100% of Usual and Customary
All other care after deductible: Deductible = \$25 single/\$50 family

VISION PLAN - Vision Service Plan (VSP)

Well Vision Exam: \$20 co-pay every 12 months; Discounts on contact lenses, prescription lenses, and frames.

FULL-TIME EMPLOYEES

SICK LEAVE - Sick leave is accrued per biweekly pay period. Director and fiscal officer accrue sick leave at a rate of 4.62 hours per pay period. All other full-time employees accrue sick leave at a rate of 4.27 hours per pay period. Part-time employees do not accrue sick leave. The total amount of sick leave that may be accumulated is 960 hours.

LIFE INSURANCE - A term life insurance policy is provided to all full-time employees equal to 1 times the employee’s base salary up to \$50,000.

PARENTAL LEAVE - Full-time employees with one or more years of continuous employment at the library are granted up to 3 weeks of paid parental leave, equal to appointed position hours. See policy for complete details.

OPTIONAL BENEFITS

OPTIONAL ADDITIONAL BENEFITS -

Employees may elect to take advantage of the following offered benefits, as eligible:

- Ohio Deferred Compensation Program (all employees)
- Colonial Life Insurance: Optional Disability, Life, Accidental, etc. (appointed hours of 20+ per week)