

Benefits

Created 10 October 2023

The Library fairly compensates its employees for the time that is spent providing service. In addition to that compensation, the Library provides benefits as a means of attracting and retaining employees. Benefits should not be construed as a contractual right of employment.

Any questions concerning benefits should be directed to the Director.

Dental insurance

All full-time staff have the opportunity to receive dental insurance. Premium rates are determined prior to open enrollment and are effective July 1 of each year. Dependents may be added at the employee's expense. Information is available from Director.

Discounted purchases

All employees of the Library are permitted to purchase books and other similar types of materials through the Library. The Library receives substantial discounts on many of these items. The Library may offer discounted purchases of computers through its regular vendors.

Health insurance

Full-time employees have the opportunity to participate in a medical/vision insurance plan. Premium rates are determined prior to open enrollment and are effective July 1 of each year. Employees may elect to extend coverage to dependents at their own expense. Information is available from Director.

Life insurance

A \$15,000 life and Accidental Death & Dismemberment (AD&D) insurance policy is provided for all full-time staff; coverage is reduced by 35% at age sixty-five (65), by 60% at age seventy (70) and by 80% at 80.

Retirement

Employees working 100 hours or more per month (on average) are required by law to participate in the County Employees Retirement System through Kentucky Retirement Systems (KRS). Under this program, 5% percent of the employee's salary is put into an individual member retirement account, along with a substantially larger contribution made by the Library (which is adjusted annually by the Kentucky General Assembly).

The Library does not provide retirement benefits for part-time staff (who must work under 100 hours on average per month). If a part-time employee has a job at another organization that participates in KRS, the hours worked for that organization are combined with the hours worked at the Library when KRS calculates total hours worked. The Library will not continue to employ a part-time staff member in this situation.

Salary

The starting salaries of various categories of employees are set by the Board. Salaries are reviewed regularly. In addition to salary, employees should also consider other monetary compensations that are provided, such as matching contributions to Medicare and Social Security, workers' compensation, unemployment insurance, and employer contributions to the state retirement system.

Tuition reimbursement

The Library encourages staff to further their education. Tuition reimbursement is available to employees taking classes that will assist them in their job responsibilities or for classes that would apply toward advancement within the Library. Employees who currently have a Master's in Library Science are not eligible for tuition reimbursement. Employees are not eligible for tuition reimbursement for any coursework beyond a bachelor's degree with the sole exception of a Master's in Library Science.

Reimbursement will be made to employees for one-half (1/2) of the tuition cost of each class successfully completed. Employees may apply for reimbursement for

up to two (2) classes each calendar year. There is a \$500 per class maximum for reimbursement.

Employees who apply for reimbursement must present proof of tuition costs and evidence of a satisfactory grade. (Satisfactory grades are considered to be an A or a B. In the case of pass/fail grading, a passing grade is satisfactory.)

Employees requesting tuition assistance must have completed their introductory evaluation period with satisfactory ratings.

Tuition reimbursement requests should be made in advance of taking any classes for which reimbursement would be requested. All requests for tuition reimbursement must be approved by the Library Director.

Employees who request tuition reimbursement must remain employed six (6) months after receiving payment. If an employee terminates employment before six (6) months has passed, full repayment of the tuition reimbursement is required.

Workers' Compensation

All employees are covered by workers' compensation insurance, which is paid by the Library. This insurance covers claims for work-related injuries. Any accidents or injuries which occur on the job should be reported immediately to the supervisor. The Director will provide claim forms. Alcohol or drug testing may be required.