

BENEFITS

See also 8.6 Time Off

The descriptions of the various Benefit Plans contained in this manual are intentionally brief. For more detailed information regarding the terms of specific plans refer to the individual booklets for each plan available from the HR Manager.

8.5.1 Retirement Plan

The Library, through the City of Elmhurst, provides retirement coverage for eligible employees with the Illinois Municipal Retirement Fund. All full-time employees are eligible as well as part-time employees scheduled to work a specified number of hours as outlined in the IMRF guidelines.

8.5.2 Medical, Dental and Vision Benefit Plans

The Library, through the City of Elmhurst, provides optional contributory medical and dental benefit plans for full-time employees and their eligible dependents. There also is a contributory plan available to retirees.

Coverage begins on the first day of the month following employment.

Once each year eligible employees may opt to change their selection of medical, dental, and vision benefit coverage, without penalty, during a 30 day open enrollment period immediately preceding the contract renewal date of the Plans. As provided by law, employees may change their selection of medical and dental benefit coverage following a qualifying event.

8.5.3 Life and Accidental Death & Dismemberment Insurance

The Library, through the City of Elmhurst, provides full-time employees life and AD&D benefits. Additional supplemental life and AD&D insurance may be obtained on a contributory basis.

8.5.4 Savings Plans

The Library, through the City of Elmhurst, provides the following savings plans for all employees.

8.5.4.1 Credit Union

Benefits of a full service credit union are available through membership in the Central Credit Union of Illinois. Members may receive regular dividends on

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their deposits and are eligible for other benefits such as loans, charge cards and certain discount privileges.

8.5.4.2. Deferred Compensation Plan

Participants in the Deferred Compensation Plan may shelter a portion of their current income from Federal and State taxes by deferring receipt of invested funds.

8.5.4.3. U. S. Savings Bonds

Market based interest rate U. S. Savings Bonds are available through a payroll deduction plan.

8.5.5. Flexible Compensation Plan

In accordance with Section 125 of the Internal Revenue Code, full-time employees may pay medical and dental premiums, eligible medical expenses and dependent care with pre-tax funds through payroll deduction.

8.5.6 Employee Assistance Program

Employees and family members may consult EAP counselors in confidence and free of charge (for a limited period of time) for assistance with personal problems.

8.5.7 Uniform Allowance

The Library may provide uniforms required as a part of job performance for custodial staff in order to establish public identity and because their position involves unusual clothing depreciation. Determination of need shall be made by the Director or designee.

8.5.8 Fitness Center

Library employees, through agreements negotiated by the City of Elmhurst, may receive discounted membership rates at participating fitness centers.

8.5.9 Auto Allowance

A mileage allowance will be paid by the Library for employees authorized to use personal vehicles when on Library business. For details see Conference Attendance and Travel policy 8.9.10.

8.5.10 Staff Development**8.5.10.1. Dues Payments**

To maintain a high level of quality library service and to ensure that librarians, Department Heads, other professionals and Board Members are knowledgeable about developments and issues in the profession, the Library may maintain personal memberships for these persons in the American Library Association and the Illinois Library Association. In addition to the basic membership, the Library may pay for membership in appropriate sections of each organization with the approval of the Director or an Assistant Director.

The Library will pay for membership in other professional organizations as appropriate with the approval of the Director or an Assistant Director.

8.5.10.2 Conferences/Seminars/Workshops

Continuing education is an important aspect of staff development. Library employees are encouraged to participate in professional conferences, seminars and workshops. Administrative Staff makes every effort to inform staff of continuing education opportunities, and decisions on attendance at these events will be based on the following criteria:

- maintenance of public service schedules
- applicability of conference/seminar/workshop to the staff member's primary responsibilities in the Library
- recommendation of the staff member's department head
- staff member's office or committee assignment in the professional association or organization
- funds available in the Training/Conference Expenses Budget

Staff members with particular expertise are encouraged to make presentations at meetings and conferences of local, Illinois, and national library associations, subject to the prior approval of the Department Head and the Director. Such presentations may be made on Library time, and expenses will be paid. Staff members who wish to make presentations to individual libraries or out-of-state

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groups must get prior approval from their supervisor and may be required to use leave time for this purpose. Approval for presentations will be based on the following criteria:

- maintenance of public service schedules
- relevance to the staff member's area(s) of expertise
- opportunity for professional development through preparation of the presentation
- potential contribution to the professional education of colleagues in nearby libraries
- number of presentations and professional development meetings attended

8.5.10.3 Tuition Reimbursement

Subject to the availability of funds, the Library may reimburse staff members for coursework that is deemed relevant to their job according to the following provisions:

- The coursework must be related to the employee's position or career development as determined by the Library Director or Assistant Directors.
- Administrative staff will establish procedures for application and approval of tuition reimbursement.
- Evidence of satisfactory completion of the course is required. Satisfactory completion will be determined by a grade of "B" or better, a "pass" grade in a "pass/fail" course, or other comparable certification.

8.5.11 Workers' Compensation

An employee who incurs an illness or injury as a result of job related duties shall be entitled to worker's compensation benefits in accordance with the Illinois Workers' Compensation Act.

Nothing in this section shall preclude the Library from requiring that the employee return to work on a light duty basis if a physician certifies that the employee is capable of performing such light duty.