Full-Time Employee Benefits Summary

EVANSVILLE VANDERBURGH PUBLIC LIBRARY

Updated August 24, 2022

This information is subject to change at any time. This Benefit Summary is not an offer of employment or a promise of employment. This summary is not a contract or a promise of benefits.

Employee Wellness/Healthcare Clinic

Employees and dependents are eligible to participate if enrolled in the EVPL Health Care and Prescription Drug Plan. The Wellness Clinic is staffed and managed by Ascension St. Vincent Tri-State Clinics and provides the same types of services a general medical office does, including in-office procedures and testing. Eligible employees and dependents may obtain some generic prescriptions from the Clinic Pharmacy.

Health Care and Prescription Drug Insurance

Employees and dependents are eligible to participate, on the first of the month following employment, in a group health plan. The plan is a Preferred Provider Organization (PPO), covering preventative care, hospitalization, surgical procedures, major medical, and prescription drugs. The plan allows the employee the choice of physician and facility/provider within the network. There is an out-of-network benefit. Detailed information will be provided during the orientation and at enrollment.

Dental Care Insurance

Employees and dependents are eligible to participate, on the first of the month following employment, in a group dental care plan. The dental care plan has a basic option and an enhanced option. Both options cover preventative care at 100%; other covered care includes restorative and orthodontics per plan guidelines. Detailed information will be provided during the orientation and at enrollment.

Flexible Spending Accounts (FSA)

Employees and dependents are eligible to participate, on the first of the month following employment, in Flexible Spending Accounts (FSA). FSAs allow you to contribute pre-tax monies through payroll deduction to pay for expenses not covered by medical or other benefit plans. EVPL offers two different FSA accounts: healthcare reimbursement and dependent care. Detailed information will be provided during the orientation and at enrollment.

Vision Care Insurance

Employees and dependents are eligible to participate, on the first of the month following employment, in a voluntary group vision care plan. Detailed information will be provided during the orientation and at enrollment.

Premium Only Cafeteria Plan

All medical, prescription drug, flexible spending account, dental, and vision plans are part of the EVPL Premium Only Cafeteria Plan. This means that the contributions made by the employee towards the premiums for these plans may be paid with pre-tax dollars. The pre-tax dollars are not subject to Federal, State, Local, or Social Security taxes. This results in an increase in spendable income.

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EVPL Matching Contribution to Retirement Savings
EVPL will contribute matching dollars to the Hoosier S.T.A.R.T. 401k plan equal to 100% of the first 2% of the employee contribution. For example, if the employee contributes 4%, EVPL will contribute 2%; if the employee contributes 1.5%, EVPL will contribute 1.5%. All investments are self-directed. Full-time employees are eligible upon completion of one year of continuous employment.

Employee Training
EVPL provides external training opportunities, including conference attendance, upon approval. In addition, internal training opportunities two annual staff days, webinars, classes conducted by staff, and online opportunities are provided through sources such as WebJunction and the Indiana State Library.

Payday
Payday is every other Friday by direct deposit. There are twenty-six (26) paydays a year. Compensatory time rather than overtime pay is the usual form of compensation for work in excess of forty (40) hours worked in a given workweek for non-exempt employees. Evenings and Saturdays are part of the regular work week. Most employees work Sunday afternoon several times per year and receive compensatory time.

Social Security Insurance
Social Security is administered by the federal government through the Social Security Administration and provides old age, survivor, disability, and retirement benefits.

Unemployment Compensation Insurance
Benefits are dependent upon the employment circumstances.

Holidays with Pay
EVPL is closed the following days for holiday time: New Year’s Day, Dr. Martin Luther King Jr. Day (3rd Monday in January), Memorial Day, Juneteenth, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, and New Year’s Eve. The Day after Thanksgiving is a paid holiday for employees however the library is not closed to the public, public service employees observe the holiday on a day of their choice within the guidelines. In addition, a “floating” paid day off during the employee’s birthday month is provided.

Personal Business Time with Pay
Employees receive thirty-two (32) hours of Personal Business time per year, prorated the first year of employment. Personal Business time is not cumulative. Leave may be taken in ½ hour and hour increments up to eight (8) hours.

Sick Leave with Pay
Employees receive twelve (12) days of Sick Leave per year, prorated the first year of employment. Sick Leave may be carried into subsequent years with a maximum balance of 90 days. Leave may be taken in ½ hour and hour increments up to eight (8) hours. Sick Leave may also be taken so you may care for an ill immediate family member.

Vacation – Non-Exempt Positions
Days per year: 5 (yr 1), 10 (yr 2 & 3), 15 (yr 4 – 6), 18 (yr 7 – 9), 20 (yr 10 – 12), 21 (yr 13 – 15), 22 (yr 16 – 18), 23 (yr 19 – 21), 24 (yr 22 – 24), 25 (yr 25+), vacation days are prorated the first year of employment. Vacation may be carried into the next year with a maximum balance 50% of the annual allotment or 80 hours, whichever is less. Leave may be taken in one (1) hour increments up to eight (8) hours.

Vacation – Exempt Positions
Days per year: 20 (yr 1 & 2), 21 (yr 3 & 4), 22 (yr 5 & 6), 23 (yr 7 & 8), 24 (yr 9 & 10), 25 (yr 11 – 12), 26 (yr 13 & 14), 27 (yr 15 & 16), 28 (yr 17 & 18), 29 (yr 19 & 20), 30 (yr 21+), vacation days are prorated the first year of employment. Vacation may be carried into the next year with a maximum balance of 80 hours. Leave may be taken in one (1) hour increments up to eight (8) hours.

Leaves of Absence
Leaves of absence with or without pay may be granted for medical reasons, family medical reasons, or some personal reasons following the guidelines set forth by the Family Medical Leave Act (FMLA). Eligibility is determined following FMLA guidelines. A non-FMLA unpaid discretionary leave of no more than one (1) week may be available to some employees dependent on the situation.

Jury Duty Leave
Jury duty or witness in court may provide for paid time off by Federal or State mandate. The employee’s regular pay will not be offset by any payment made to the employee the court system.

Military Active Duty or Annual Reserve Training Leave
EVPL is compliant with USERRA and other military active duty or annual reserve training leave mandates. This is not a paid leave.

Servicemen Family Military Leave
EVPL is compliant with both Federal and Indiana mandated leave for families of active military service personnel.

Bereavement Leave with Pay
Five (5) days of Bereavement leave per calendar year to be used for funerals, periods of bereavement, and other matters related to the death/estate settlement of a relative (by blood or marriage), extended family member, or person with whom the employee had a close relationship like that of a relative or family member. Leave may be taken in one (1) hour increments up to eight (8) hours.

Tobacco & Smoke Free Premises; Drug Free Workplace; Violence Free Workplace
The library is committed to enforcing the policies it has in place to ensure a healthy and safe workplace for all employees.

Parking
Parking is provided for all employees free of charge.

You may contact the Human Resources Department via phone at 812.436.7322 or via email at hr@evpl.org, for additional benefit information.

NOTES
Information in this summary is subject to change with the approval of the Evansville Vanderburgh Public Library Board of Trustees or to remain compliant with applicable local, state, or federal laws. Statements contained herein are intended to be used only as an aid in understanding EVPL’s employee benefit program for full-time benefit eligible employees. In case of conflict, the applicable plan document or carrier contract shall prevail. It is the policy of the Evansville Vanderburgh Public Library to be in full compliance with all federal and state non-discrimination and equal opportunity laws, orders, and regulations relating to race, sex, religion, disability, age, national origin, sexual orientation, or status as a disabled veteran or veteran of the Vietnam era. Questions or concerns should be directed to the Human Resources Manager, Evansville Vanderburgh Public Library, 200 SE Martin Luther King, Jr. Blvd, Evansville, Indiana 47713.

The Evansville Vanderburgh Public Library is an Equal Opportunity Employer.