



Full-time Employee Benefits Summary

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 are eligible to participate on the first of the month following employment. 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 may obtain some generic prescriptions from the Clinic Pharmacy and by mail.

- EVPL pays 100% of the Clinic cost. All services are at no cost to the employee. Co-pays, deductibles and co-insurance do not apply.

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 covers preventative care, hospitalization, surgical procedures, major medical, and prescription drugs. The plan allows the employee the choice of physician and facility/provider. Detailed information will be provided during the orientation and at enrollment.

- EVPL pays 90% of the monthly premium for all coverage levels.

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 two coverage options. 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.

- EVPL pays 90% of the monthly premium for all coverage levels.

Vision Care Insurance

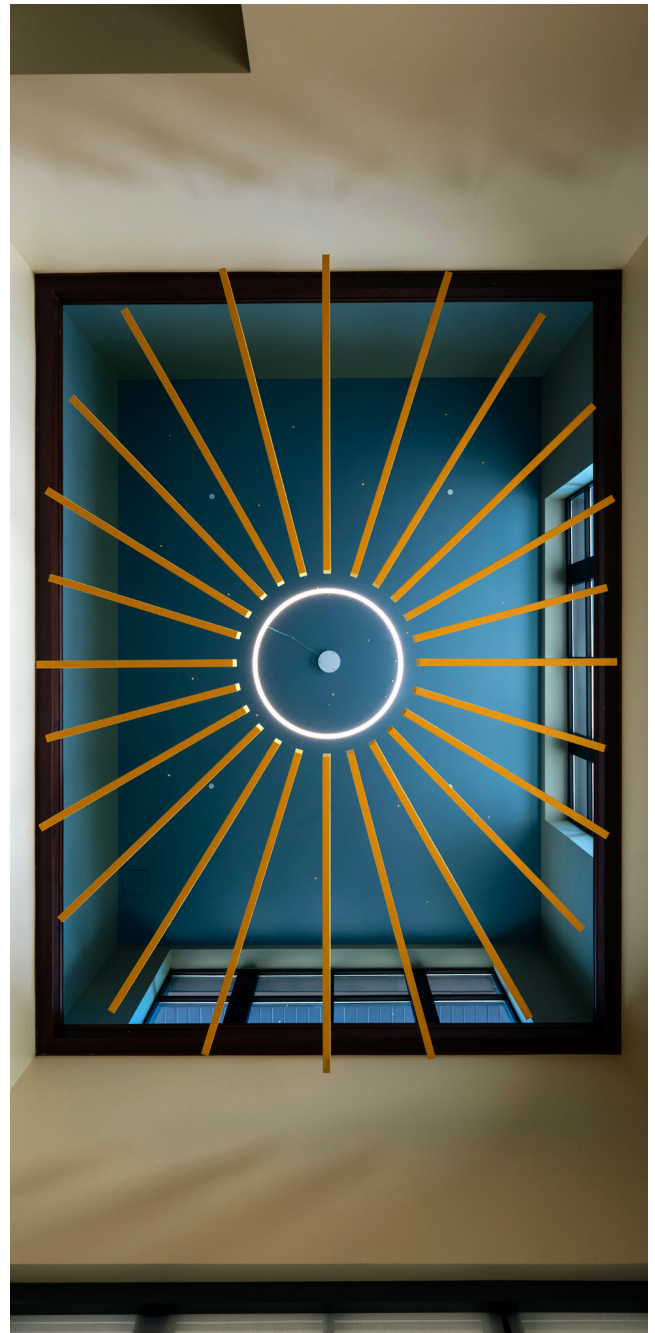
Employees and dependents are eligible to participate, on the first of the month following employment, in a voluntary group vision care plan provided. Detailed information will be provided during the orientation and at enrollment.

- EVPL pays 90% of the monthly premium for all coverage levels.

Flexible Spending Accounts (FSA)

Employees and dependents are eligible to participate, on the first of the month following employment, in Flexible Spending Accounts (FSA). EVPL offers two FSA accounts; one for medical and one for dependent care. The FSA Medical account allows you to contribute pre-tax monies through payroll deduction to pay expenses not covered by medical or other benefit plans. The FSA Dependent Care account allows you to contribute pre-tax monies through payroll deduction to pay for dependent care expenses.

- The employee contributes monies through payroll deduction on a pre-tax basis. EVPL pays the monthly administrative fees for participants.



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. Employees are auto enrolled in this unless otherwise requested.

Employee Assistance Program (EAP)

EVPL offers a confidential Employee Assistance Program (EAP). Services include addiction and recovery, mental health, grief, and couples and family. Employees are eligible upon employment along with immediate family members.

- EVPL pays the entire premium. There is no cost to the employee.



Term Life Insurance and Accidental Death and Dismemberment Insurance

The employee-designated beneficiaries will receive a benefit of 1 ½ times the employee's annualized salary to a maximum of \$200,000. If the employees' demise is accidental the benefit amount is doubled. There may be a benefit payable to the employee for accidental dismemberment. Detailed information will be provided during the orientation and at enrollment. Employees are eligible upon employment.

- EVPL pays the entire premium. There is no cost to the employee.

Voluntary Insurance Benefits

The employee has the option to select any of the voluntary insurance benefits available during the annual open enrollment period. The benefits available include Universal LifeEvents Insurance with Long Term Care benefit, Accident Insurance, Critical Illness Insurance, and Hospital Stay Insurance. Additional information will be provided during the orientation and at enrollment upon request.

- The employee pays the entire premium for this voluntary coverage through payroll deduction.



Long-Term Disability Insurance

Employees are eligible to participate, on the first of the month following employment, in Long-Term Disability (LTD) insurance providing income replacement coverage up to 60% of base wages for qualified employees/conditions following a 90-day elimination period. **Employees are automatically enrolled upon hire.**

- EVPL pays the entire premium. There is no cost to the employee.

Worker's Compensation Insurance

Benefits are dependent on circumstances. Work-related injuries and illnesses must be reported immediately to the employee's supervisor. Follow EVPL procedure for reporting and seeking treatment.

- EVPL pays the entire premium for this plan. There is no cost to the employee.

Retirement Pension and Savings Plan

Pension and a retirement savings plan are administered by the Indiana Public Retirement System (PERF/INPRS) and consist of (1) a defined benefit pension plan with payment upon retirement eligibility and (2) a defined contribution savings plan from which the retiree may draw upon retirement eligibility. Employees are enrolled upon employment.

- EVPL pays the employer's portion to fund the pension and the employee's portion to fund the savings plan. There is no cost to the employee.

Hoosier S.T.A.R.T. Deferred Compensation Plan for Retirement Savings

Employees may save for retirement on a pre-tax basis through the **Hoosier S.T.A.R.T. 457** plan. All investments are self-directed. Employees are eligible upon employment.

EVPL Matching Contributions to Retirement Savings

EVPL will contribute matching dollars to the **Hoosier S.T.A.R.T. 401a** 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.



Voluntary Pet Insurance

Pet Insurance is available as voluntary insurance. All employees are eligible upon employment and can enroll at any time during their employment.

- The employee pays the entire premium for this voluntary coverage through payroll deduction.

Payday

Payday is every other Friday by direct deposit. There are twenty-six (26) paydays a year. Evenings and Saturdays are part of the regular work week. Most employees work Sunday afternoon several times per year and receive compensatory time.

Employee Training

EVPL provides external training opportunities, including conference attendance, upon approval. In addition, internal training opportunities that include annual staff development day(s), webinars, classes conducted by staff, and online opportunities are provided through sources such as WebJunction, Niche Academy, and the Indiana State Library.

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.

- EVPL and the employee share the cost of this.

Unemployment Compensation Insurance

Benefits are dependent upon the employment circumstances.

- EVPL pays the entire premium for this plan. There is no cost to the employee.



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)
- Presidents' Day
(3rd Monday in February)
- Memorial Day
- Juneteenth
- Fourth of July
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

In addition, a "floating" paid day off, of employee's choice, is provided for employee's Birthday.

**Holidays are subject to change after annual review and approval by the Board of Trustees*

Personal Business Time with Pay

Employees receive forty (40) 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 ninety-six (96) hours, or 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 720 hours, or 90 days. Leave may be taken in ½ hour, and hour increments up to eight (8) hours. Sick Leave may also be taken to care for an ill immediate family member.

Vacation – Non-Exempt Positions

Days per year: 5 (year 1), 10 (year 2 & 3), 15 (year 4 & 5), 18 (year 6 & 7), 20 (year 8 & 9), 21 (year 10 & 11), 22 (year 12 & 13), 23 (year 14 & 15), 24 (year 16 & 17), 25 (year 18+), vacation days are prorated the first year of employment. Vacation may be carried into the next year with a maximum balance of 50% of the annual allotment or 80 hours, whichever is less. Leave may be taken in ½ hour, and hour increments up to eight (8) hours.

Vacation – Exempt Positions

Days per year: 20 (year 1), 21 (year 2 & 3), 22 (year 4 & 5), 23 (year 6 & 7), 24 (year 8 & 9), 25 (year 10 & 11), 26 (year 12 & 13), 27 (year 14 & 15), 28 (year 16 & 17), 30 (year 18+), 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 ½ hour, and hour increments up to eight (8) hours.

Jury Duty Leave

Employee serving Jury duty or as a witness in court may be provided 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 by the court system.



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.



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.

Serviceman Family Military Leave

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

Bereavement Leave with Pay

Employees receive forty (40) hours 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.

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, and 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 Director of Human Resources, Evansville Vanderburgh Public Library, 200 SE Martin Luther King, Jr. Blvd, Evansville, IN 47713.

The Evansville Vanderburgh Public Library is an Equal Opportunity Employer.