

Part-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.

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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.**

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.**

Flexible Spending Accounts (FSA)

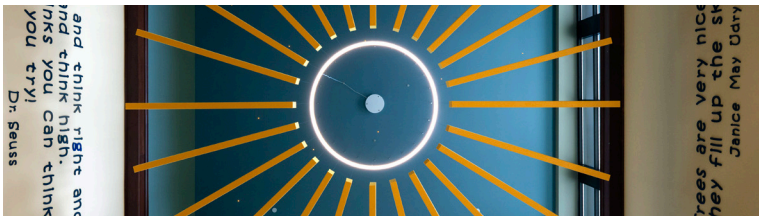
Employees and dependents are eligible to participate, on the first of the month following employment, in Flexible Spending Accounts (FSA). EVPL offers two FSA accounts; one for medical and one for dependent care. The FSA Medical account allows you to contribute pre-tax monies through payroll deduction 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.**

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.**





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.**

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.

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.

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.

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. Part-time employees receive four (4) hours per paid holiday. **Holidays are subject to change after annual review and approval by the Board of Trustees*

Bereavement Leave with Pay

Employees receive twenty (20) 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.

Sick Leave with Pay

Employees receive forty-eight (48) hours of Sick Leave per year, prorated the first year of employment. Sick Leave may be carried into subsequent years with a maximum balance of 360 hours. 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.

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.

Personal Business Time with Pay

Employees receive twenty (20) 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.

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.

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