

Red Feather Mountain Library District
Employee Health and Benefits Policy
2022 Calendar Year

Reviewed and approved by the Red Feather Mountain Library District Board of Trustees February 22, 2022

The Red Feather Mountain Library District provides the following GROSS SALARY BENEFIT PACKAGE for qualifying full-time (40-hour weekly) employees.

18% of gross salary is paid by the District and will be dispersed to PERA according to individual election of the following PERACare health benefits

- Health Insurance
- Vision Insurance
- Dental Insurance

Any expense beyond the 18% of Gross Salary Benefit Package is the responsibility of the employee.

Current PERACare information and rates is available from the Finance Librarian.

Individual election for part-time employees for

- Health Insurance
- Vision Insurance
- Dental Insurance

is available at full cost.

Other PERA Benefits

All employees may take advantage of

Life Insurance
Non-matching 401(k)

However, the employee is responsible for the full cost of these options.

Flexitime

Flexitime (that can be used for personal leave or sick leave) accrues for all employees scheduled 24 hours or more weekly. Flexitime allotted is the ratio of hours worked to full-time.

Flexitime is granted per the length of service

0 through 4 full years of continuous employment:

10 hours per month

5 through 9 full years of continuous employment:

14 hours per month

10 or more full years of continuous employment:

16 hours per month.

Cumulated flexitime cannot exceed 240 hours per employee.

Employees are responsible for scheduling their flexitime, in advance, with their supervisor.

On leaving employment employees will receive full payout for remaining flexitime hours.

AirMed coverage is available for all employees

Reimbursed cost of vaccinations for influenza, COVID-19, pneumonia (and other qualified, to be determined on a case-by-case basis) inoculations is available to all employees. This does not include travel time or other expenses.

Holidays

The Library currently observes the following holidays as flextime holidays for full-time (40-hours per week) employees:

- New Year's Day
- Memorial Day
- Martin Luther King Jr. Day
- Independence Day
- Spring Break (Coincides with Easter Sunday)
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve (close at 2 p.m.)
- Christmas Day

Part-time employees receive time and a half pay for holiday work

Employees unqualified for other leave options generate sick leave at the rate of 1-hour sick leave for every 30 hours worked, up to a maximum of 48 hours in accordance with the Colorado Healthy Families and Workplaces Act (C.R.S. § 8-13.3-401 et seq.).

Except for qualifications deemed by law, this policy is at the discretion of the employer. It will be reviewed annually by the Red Feather Mountain Library District Board.