

Red Feather Mountain Library District

Employee Health and Benefits Policy

2025 Calendar Year

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 of Trustees.

Full time Employees (FT): FT employees are normally scheduled to work at least 40 hours per week and considered non-exempt employees who are eligible for paid overtime at one-and-one-half times their regular rate of pay for all hours worked more than 40 hours per workweek. 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 FT employee. Current PERACare information and rates is available from the Finance Librarian.
- FT employees may take advantage of PERA life insurance at their own cost.
- FT employees may take advantage of 401K benefits through PERA. The amount provided by the Library will be at the ratio of 7% of salary.
- Flextime is time that can be used for personal leave or sick leave and accrues for all employees scheduled 20 hours or more weekly. *See description below.*
- 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 and does not include travel time or other expenses.
- Paid AirMed coverage is available for FT employees and their household.

Part-time Employees (PT): PT employees are normally scheduled to work less than 40 hours per week and considered exempt employees and are currently ineligible for paid Library benefits other than those listed below:

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- Individual election of PERA Health Insurance, Vision Insurance, and Dental Insurance for part-time employees is available at full cost to the PT employee.
- PT employees may take advantage of PERA life insurance at their own cost.
- PT employees with permanently assigned hours of 24 hours or more weekly may take advantage of 401K benefits through PERA. The amount provided by the Library will be at the ratio of 7% of salary.
- Flextime is time that can be used for personal leave or sick leave and accrues for all employees scheduled 20 hours or more weekly. See description below.
- PT employees ineligible for other leave options will 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.) Any hours earned and unused can be transferred over to the following year for use.
- Part-time employees receive time-and-a-half pay for holiday work. *See list of holidays below.*
- 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 and does not include travel time or other expenses.
- Paid AirMed coverage is available for PT employees and their household.

Temporary/Seasonal Employees: Temporary/Seasonal employees are hired for projects for a temporary period or for a specific assignment. Temporary employees are currently ineligible for Library benefits other than those required by law.

FLEXTIME: Flextime is time that can be used for personal leave or sick leave and accrues for all employees scheduled 20 hours or more weekly.

Flextime is allocated based on the duration of service.

0 through 4 full years of continuous employment = 10 flextime hours per month

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5 through 9 full years of continuous employment = 14 flextime
hours per month 10 or more full years of continuous
employment = 16 flextime hours per month

Accumulated flextime cannot exceed 320 hours per employee per year. Employees are responsible for scheduling their flextime, in advance, with their supervisor. On leaving employment employees will receive full payout for the remaining flextime hours.

The Library currently observes the following flextime holidays for full-time employees, if enough flextime hours are accrued by them:

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

Revision history

Reviewed and approved by the Red Feather Mountain Library District Board of Trustees December 14, 2022. Reviewed and approved by the Red Feather Mountain Library District Board of Trustees February 22, 2022

Reviewed and approved by the Red Feather Mountain Library District Board of Trustees October 24, 2023.

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Reviewed by the Red Feather Mountain Library District Board of Trustees on December 11, 2024. Revised and approved by the Red Feather Mountain Library District Board of Trustees on December 11, 2024.

Reviewed and approved by the Red Feather Mountain Library Board of Trustees March 11, 2025.