



Red Feather Mountain Library District 2026 Employee Health and Benefits Policy

Reviewed and approved by the Red Feather Mountain Library District Board of Trustees December 9, 2025

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

1. 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 are available from the Finance Librarian.
2. FT employees may take advantage of PERA life insurance at their own cost.
3. 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.
4. Flextime is time that can be used for personal leave or sick leave and accrues for all employees scheduled 24 hours or more weekly. *See description below.*
5. 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 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. They are currently ineligible for paid Library benefits other than those listed below:

1. Individual election of PERA Health Insurance, Vision Insurance, Dental Insurance for part-time employees is available at full cost to the PT employee.
2. PT employees may take advantage of PERA life insurance at their own cost.
3. PT employees with permanently assigned hours of 30 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.
4. Flextime is time that can be used for personal leave or sick leave and accrues for all employees scheduled 24 hours or more weekly. *See description below.*
5. PT employees ineligible for other leave options will generate sick leave at the rate of 1 hour of 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 transfer over to the following year for use.



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6. Funding is available to support employee tuition costs (including books and materials, but not travel) for coursework that directly enhances employee knowledge and performance at the library. To qualify, a staff member must be working 30 or more hours per week. Disbursement will be applied fairly and will be determined on a case by case basis by the Library Director. The expectation is for continuous employment for one year following the coursework.
7. Part-time employees receive time and a half pay for holiday work. *See list of holidays below.*
8. Paid AirMed coverage is available for PT employees and their household.

Substitute/Temporary/Seasonal Employees: Substitute/Temporary/Seasonal employees are hired for projects for a temporary period or for a specific assignment and receive time and a half pay for holiday work. *See list of holidays below.* Substitute/Temporary/Seasonal 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 24 hours or more weekly.

Flextime is granted per the length of service :

- A. 0 through 4 full years of continuous employment = 10 flextime hours per month
- B. 5 through 9 full years of continuous employment = 14 flextime hours per month
- C. 10 or more full years of continuous employment = 16 flextime hours per month

Accumulated flextime cannot exceed 340 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 their remaining flextime hours.

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

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| ➤ New Year's Day | ➤ Juneteenth |
| ➤ Martin Luther King Jr. Day | ➤ Labor Day |
| ➤ Independence Day | ➤ Thanksgiving Day |
| ➤ Spring Break (Coincides with Easter Sunday) | ➤ Friday after Thanksgiving |
| ➤ Memorial Day | ➤ Christmas Eve |
| | ➤ Christmas Day |

Revision History

Reviewed and approved by the Red Feather Mountain Library District Board of Trustees December 9, 2025

Minor approved revisions April 8, 2025

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

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

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

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