



## Policy HR 13.1 Employee Benefits

Adopted by the Library Board of Trustees: 01/24/2013

The Library will offer its employees opportunities to participate in group insurance and benefit programs in accordance with the Library's resources and legal requirements. Benefits may vary in relation to any employee's status.

Benefit	Commences	Availability
Medical insurance	First day of the month following the anniversary date	Regular full time employees; regular part-time employees on pro-rata basis
Dental insurance	First day of the month following the anniversary date	Regular full time employees; regular part-time employees on pro-rata basis
Life insurance	First day of the month following the anniversary date	Regular full time and regular part-time employees
Vision insurance	First day of the month following the anniversary date	Regular full time and regular part-time employees
Employee Assistance Program (EAP)	First day of the month following the anniversary date	Regular full time and regular part-time employees
Health and wellness reimbursement	Hire date	Regular full time employees; regular part-time employees on pro-rata basis
Continuous Service Benefit	First pay period following the completion of the eighth year of continuous service	Represented regular full-time employees; represented regular part-time employees on pro-rata basis

Employees who are reclassified, promoted, laterally transferred or otherwise change classification while remaining employed by NOLS without an interruption in service shall retain their original hire date. If their classification changes, the anniversary date will change to the first day of the month following the date of promotion.

### **I. Administration**

The Library Director shall be responsible for the administration of this policy.