

Benefits Policy

Created 6/23/1988

Revised 2/10/2015

Revised 6/27/2017



The Library fairly compensates its employees for the time that is spent providing service. In addition to that compensation, the Library provides other benefits as a means of attracting and retaining employees. Benefits should not be construed as a contractual right of employment.

Any questions concerning benefits should be directed to the Administrative offices.

DEFERRED COMPENSATION

All Library employees are eligible to participate in the Kentucky Deferred Compensation System. Deferred compensation allows special tax benefits for funds invested under the program.

HEALTH INSURANCE

The Library offers health insurance to employees under current insurance company's eligibility requirements. Should an eligible employee wish to add family coverage, the premium will be deducted from his/her paycheck. Health insurance benefits can be waived by eligible employees if desired, though the Library offers no additional compensation to employees waiving this benefit.

LIFE INSURANCE

The Library provides life insurance coverage for all full-time employees and offers additional optional coverage for the employee's spouse and dependent children under the age of 26.

JURY DUTY

Employees shall be granted leave for jury duty or in order to give testimony as a subpoenaed witness; such leave will be, in effect, counted as regular time worked with regular pay.

The staff member is expected to report to the Library whenever he/she is not needed in court. Any fees payable as a result of service on jury duty or as a subpoenaed witness must be turned in to the Library. Any payment designated as expense payment by the presiding Court may be retained by the employee.

The above does not apply if the employee is a defendant or files a law suit.

RETIREMENT SYSTEM

The Library is a member of the County Employees Retirement System through Kentucky Retirement Systems. All full-time employees and part-time staff who work at least an average of 100 hours a month

shall be enrolled in the system. Under this program, five percent of the employee's salary is put into an individual member retirement account along with a contribution made by the Library (the rate is set by the Kentucky Retirement System and adjusted annually). Employees who joined the retirement system on or after September 1, 2008, contribute an additional one percent, which is deposited in the Kentucky Retirement System Insurance Fund. Eligibility for all benefits, refunds upon leaving the library position, and deduction rates are set by the County Employees Retirement System and under Kentucky law and regulations.

SOCIAL SECURITY

Social Security coverage is provided for all employees, both full-time and part-time. The amount paid by each employee is determined by law, and is withheld from each paycheck.

UNEMPLOYMENT INSURANCE

The Library pays into the state unemployment insurance fund for each person on the payroll. Benefits under this program are paid through the Kentucky Department for Human Resources, Division of Unemployment Insurance.

WORKER'S COMPENSATION

A worker's compensation plan covers all employees for work-related illness or injury. All costs of the insurance are paid by the Library. Any accidents or injuries which occur on the job should be reported immediately to a supervisor.

OTHER INSURANCE

The Library provides full-time and part-time employees with short-term disability coverage. For full-time employees, the Library also offers long-term disability coverage.

The Library participates in other insurance programs (i.e. hospital supplement, cancer, and life) as a payroll deduction. Check with Administration on available programs and costs.