



*The Clear Creek County Library District empowers our community through literacy, human connection, and equal access to resources.*

## **EMPLOYEE STATUS**

### **Full-time Employee:**

### **BENEFITS**

An employee scheduled to work at least 30 hours per work week. Full-time employees are currently eligible for full Library District benefits (as described below).

### **Part-time Employee I:**

An employee scheduled to work 20 - 29 hours per work week. Part-time I employees are currently eligible for some Library District benefits (as described below).

### **Part-time Employee II:**

An employee scheduled to work up to 19 hours per work week. Part-time II employees are currently ineligible for Library District benefits except as required by law.

### **Substitute/Temporary Employee:**

An employee who is hired in a job established for a temporary period or for a specific assignment. Temporary employees are currently ineligible for Library District benefits except as required by law.

### **Exempt Employee:**

An employee who is not eligible for overtime pay.

### **Nonexempt Employee:**

Nonexempt employees are eligible for paid overtime at one and one-half times their regular rate of pay for all hours worked in excess of 40 hours per work week.

The Library District's comprehensive benefits package includes several different insurance plans for eligible employees, or those working thirty (30) or more hours per week. The Library District currently offers these group plans:

- Health Insurance Plan (medical, dental, vision)
- Life Insurance Plan
- Short-term Disability (STD) Plan
- Long-term Disability (LTD) Plan

For more information about these plans, please refer to the Library District Director.

## **EMPLOYEE BENEFITS**

### **Retirement/Deferred Compensation**

Library District employees working an annualized average of at least twenty (20) hours per week are required to participate in the Library District retirement plan upon completion of one year of continuous full-time or part-time regular employment. Full information regarding the retirement plan is available from the Library District Director.

Employees may voluntarily join the Clear Creek County Library District Deferred Compensation Plan. The employee should contact the Library District Director for more details.

### **Paid Sick Leave**

Sick Leave is The Library District provides employees who are scheduled to work under 20 hours per week and do not qualify for Personal Time Off (PTO) will accrue one hour of paid Sick Leave for every 30 hours worked, up to 48 hours per year. Employees may use their paid Sick Leave as it accrues.

Employees can roll over year to year up to 48 hours of unused paid Sick Leave, but the Library District can restrict employees from using more than 48 hours of paid Sick Leave in a year.

Upon separation, employees will not be paid earned, but unused paid Sick Leave. However, employees that leave and are rehired within 6 months, will have all previously earned, but unused paid Sick Leave reinstated.

The Library District will not require employees to provide documentation to take Sick Leave but may require documentation as soon as employees reasonably can provide it.

Please see Library District Director for more information.

### **Personal Time Off (PTO) Accrual**

The Library District provides employees who are regularly scheduled to work at least 20 hours per week with opportunities to enjoy time away from work to help balance their lives, using a Paid Time Off (PTO) process. PTO is intended to promote a flexible approach to meet the diverse time off needs of employees, combining time off for illness, vacation, family emergencies, school programs, doctor's appointments, etc. into one PTO bank of hours.

Employees receive the full cash value of their unused PTO (the "PTO bank") upon separation from the Library District.

All PTO leave must be pre-approved by the Library District Director and the Library Coordinator. Consult with the Library District Director for more information. PTO hour balances are updated and emailed the week following payday.

Employees accrue PTO hours each pay period beginning on the initial day of employment, in accordance with the accrual schedule below.

<b>Personal Time Off Accrual Schedule</b>	
<b>Length of Continuous Employment Service</b>	<b>PTO Accrual Rate (based on 30+ hrs/wk)</b>
0 - 2 years	3.08 hours per pay period (10 days annually)
3 - 5 years	4.62 hours per pay period (15 days annually)
6 - 10 years	6.15 hours per pay period (20 days annually)
11+ years	7.69 hours per pay period (25 days annually)
<i>NOTE: The maximum amount an employee can bank (the "PTO Cap") is 200 hours.</i>	

The PTO accrual schedule is based on the number of hours worked. Employees who are regularly scheduled to work 30 or more hours per week will earn PTO in accordance with the schedule. Employees who are regularly scheduled to work between 20 - 29 hours per week accrue PTO hours on a prorated basis, based on the number of hours worked, as a percentage of 40 hours per week. Employees working less than 20 hours per week do not accrue PTO hours.

If an employee's regular work schedule changes to less than 20 hours per week, the employee is no longer eligible for PTO accrual, however, the employee may use any remaining accrued PTO until it is exhausted.

### **PTO Annual Usage Requirement**

The PTO Annual Usage Requirement is the minimum number of PTO hours an employee must use each year. The minimum amount is calculated as 50% of the annual accrual amount. (For example: an employee who is regularly scheduled to work 30 hours or more per week, and who has been employed at the Library District for 3 years would be required to use a minimum of 7.5 days of PTO throughout the course of the year.) If an employee does not use the minimum number of PTO hours required by the end of the last pay period in the year, the balance of the unused required hours will be forfeited. Employees may be granted permission to use the required PTO hours in January or February of the subsequent year in order to alleviate potential coverage shortages. These arrangements are to be made with as much advance notice as practicable and with the approval of the Library District Director.

<b>PTO Annual Usage Requirement</b>		
<b>Length of Continuous Employment Service</b>	<b>PTO Accrual Rate (based on 40 hrs/wk)</b>	<b>Annual Usage Requirement</b>
0 - 2 years	10 days annually	5 days
3 - 5 years	15 days annually	7.5 days
6 - 10 years	20 days annually	10 days
11+ years	25 days annually	12.5 days

The amount of the PTO Annual Usage Requirement for employees who are regularly

<b>Prorated PTO Annual Usage <u>Examples</u> for Part Time Employees (20-29 hrs/week)</b>					
<b>Length of Continuous Employment Service</b>	<b># of Hrs. Regularly Scheduled (EXAMPLES)</b>	<b>% of 40 hrs/wk</b>	<b>PTO Accrual Rate (based on 40 hrs/wk)</b>	<b>Prorated PTO Accrual Rate</b>	<b>Prorated Annual Usage Requirement</b>
0 - 2 years	22	55%	10 days annually	5.5 days annually	2.75 days
3 - 5 years	24	60%	15 days annually	9 days annually	4.5 days
6 - 10 years	26	65%	20 days annually	13 days annually	6.5 days
11+ years	28	70%	25 days annually	17.5 days annually	8.75 days

### **PTO Cap**

The PTO Cap is the maximum number of PTO hours the employee can keep in their bank at any one time. The PTO Cap for employees of the Clear Creek County Library District is 200 hours. If an employee reaches their PTO Cap, they will no longer accrue PTO hours until the amount of PTO in their bank is reduced to below 200 hours. The Library District does not provide notification when an employee reaches their PTO Cap. PTO hour balances are updated.

and emailed the week following payday. Please see Library District Director for more information.

Accommodations to this policy will be considered on a case-by-case basis by the Library District Director.

### **Emergency PTO**

Every employee, upon hire, will be given a one-time gift of 16 hours of Emergency PTO time. This is for emergency purposes only. Employees who use this time for emergency purposes must document the reason for the emergency (i.e. doctor's note, etc.).

Unless an employee is experiencing an emergency, employees are to maintain a balance of 16 hours in their Emergency PTO bank at all times. Any Emergency PTO hours used are to be repaid with PTO hours accrued in subsequent pay cycles.

If an employee leaves employment or changes to an employment status that does not accrue Emergency PTO before the anniversary of their hire date, the 16 hours will not be paid at termination of employment, although any other hours accrued will be paid. After one full year of employment, the initial 16 hours of Emergency PTO will be fully payable to the employee upon termination of employment.

### **Education (Tuition Assistance)**

Tuition assistance may be available for employees working at least twenty (20) hours per week, who have been with the District for more than one year. If interested, contact the Library District Director.

### **Regular Holiday Pay**

Paid holidays are determined on an annual basis by the Library District Director. A schedule of holidays will be emailed annually. Please refer to the "Holiday Schedule" document saved on DropBox for the current list of scheduled holidays. All regular employees will receive holiday pay equivalent to the number of hours scheduled to work on the day on which the holiday falls.

Holiday time is not counted as hours worked in the computation of overtime.

### **Floating Holiday Pay**

Library District employees who are regularly scheduled to work twenty (20) hours or more per week are eligible for floating holiday pay. If a holiday falls on a day that an employee is not scheduled to work, that employee will receive floating holiday hours that can be used at the employee's discretion. Employees who work less than full-time (<29 hours per week) will receive prorated holiday hours.

If a terminated employee has used floating holiday pay for holidays that fall later in the year than that time of separation, those hours must be returned to the District, and will be deducted from the employee's final pay. (For example: if an employee separates from the District in May but

has used their floating holiday hours associated with Thanksgiving, those hours are to be repaid to the District, and will be deducted from the employee's final paycheck.) For more detailed information, please refer to the Library District Director.

### **Rec Center Free Admission**

The Library District encourages healthy living for our staff, and for that reason, all employees and District Library Board members are eligible to receive free admission for themselves and a guest to the Clear Creek Metropolitan Recreation Center. One family member may also be eligible for a free membership. Please see the Library District Director for more information.

### **Snow Day Pay**

In the event of inclement weather or other emergencies and upon the determination by the Library District Director, employees may be permitted not to report to work or to leave work early in the interest of their safety.

Pay for emergency closing will cover only actual scheduled hours for regular staff (part-time or full-time), excluding substitute librarians. There will be no pay for employees not scheduled to work.

Notification of such closing will be given to employees immediately, via phone (call or text message).

### **Loveland Ski Pass**

All employees and District Library Board members are eligible to use the Library District's two (2) corporate ski passes. Reservations must be made in writing, and are on a first-come, first-served basis. A reservation must be used prior to making another. For further details, please see the Library District Director.

### **Credit Union**

All Library District employees are eligible to join the Colorado State Employees Credit Union. Interested employees should contact the Credit Union personally to initiate membership. Any participating employee is eligible for payroll deduction for the Credit Union program.