

BENEFITS

HEALTH BENEFITS

Optional benefits are offered to all employees who regularly work at least 1,000 hours per year or at least 20 hours per week.

- Health insurance - HRLS pays full monthly health premiums. Employee is responsible for deductions and co-pays.
- Dental insurance - HRLS pays ½ monthly dental premiums and employee pays ½ monthly dental premiums.
- Vision insurance – Employee pays the full monthly vision premiums.

RETIREMENT BENEFITS

Employees who work at least 1000 hours per year or at least 20 hours per week are entitled to retirement benefits which include a contribution match up to 3% of an employee's monthly wages, before taxes are deducted, in the form of a simple IRA deduction. This contribution may be placed into your established portfolio through your financial advisor.

WORKERS' COMPENSATION

All Heartland Regional Library System's employees are covered by Workers' Compensation Law of Missouri, Chapter 287, RSMo.

1. Any employee who is entitled to Workers' Compensation under Chapter 287, RSMo may elect to receive accrued sick leave pay due to the employee under these regulations in lieu of compensation under Section 287.170 and 287.180 RSMo for the period such sick leave pay is received. Workers' Compensation shall not be due to the employee for any period beyond that for which sick leave has been received, but the receipt of sick leave pay shall not affect the employee's right to Workers' Compensation for any period beyond that for which sick leave has been received. Sick leave paid to the employee shall not be deducted from Workers' Compensation due to the employee for any period beyond the period for which such sick leave pay has been received.
2. Receipt of sick leave pay by an employee shall not affect the employee's right to medical benefits under Section 287.140 RSMo nor shall it affect the employee's rights to Workers' Compensation benefits for permanent disability.

All injuries shall be reported immediately to the director; even small injuries may have serious aftereffects.

TRAVEL REIMBURSEMENT

The library shall budget for all reasonable expenses associated with attending conferences, training, workshops, and other general registration and travel directly related to library employment. Professional conference attendance is encouraged, but not guaranteed. Travel and attendance at offsite training events requires prior supervisory approval and depends on available funds. Travel procedures will be established to maximize budgeted funds and in accordance with state and IRS regulations.

Mileage Reimbursement

Employees traveling in their own vehicles on official Library business such as staff meetings, conferences, and other activities all which must be pre-approved by the library director, may be reimbursed for mileage at the rate currently approved by the state. Claims for mileage must be presented on the appropriate mileage form, accompanied by appropriate receipts, and are payable upon approval at the next regular meeting of the Board. Mileage will only be paid to the operator of the vehicle. Carpooling or public transportation is encouraged whenever possible.

Meals Per Diem Reimbursement

Employees traveling on official Library business such as staff meetings, conferences, and other activities all which must be pre-approved by the library director, may be reimbursed for meals and incidentals and will be calculated using the per diem rate established by the General Services Administration (GSA). Claims for meals must be presented on the appropriate form, accompanied by appropriate receipts, and are payable upon approval at the next regular meeting of the Board. Expenses for entertainment or alcohol will not be reimbursed under any circumstances.

STAFF PROFESSIONAL DEVELOPMENT

The expenses of the director to national, state, and regional meetings will be paid from library funds. Where possible and approved, expenses of other staff members should be paid to meetings and workshops.

Employees may be granted educational leave with pay for job related workshops and for in-service training provided they secure approval of the director.