

Benefits

4.1 - Health Benefits

Optional health benefits are available to all employees who regularly work at least 1,000 hours per year (approximately 20 hours per week):

- **Health Insurance:** HRLS pays the full monthly health insurance premium. Employees are responsible for any deductibles and co-pays.
- **Dental Insurance:** HRLS covers 50% of the monthly dental insurance premium. Employees are responsible for the remaining 50%.
- **Vision Insurance:** Employees are responsible for the full cost of monthly vision insurance premiums.

4.2 – Worker’s Compensation

All HRLS employees are covered under Missouri Workers’ Compensation Law (Chapter 287, RSMo). Key provisions include:

1. Employees entitled to Workers’ Compensation may choose to receive accrued sick leave pay instead of compensation under Sections 287.170 and 287.180, RSMo, for the duration of sick leave usage. Sick leave pay does not affect eligibility for Workers’ Compensation benefits beyond the sick leave period.
2. Sick leave payments do not impact an employee’s right to:
 - Medical benefits under Section 287.140, RSMo.
 - Permanent disability compensation under Workers’ Compensation.
3. All workplace injuries, regardless of severity, must be reported immediately to the Director. Even minor injuries can have serious consequences.

4.3 – Travel Reimbursement

HRLS encourages attendance at professional development events such as conferences, training, and workshops, provided they are pre-approved and align with the library's budget and mission.

Mileage Reimbursement

- Employees using personal vehicles for official library business (e.g., meetings, conferences) may request mileage reimbursement at the rate set by the state.
- Claims must be submitted using the appropriate mileage form with receipts and are payable after approval at the next regular Board meeting.
- Reimbursement is limited to the vehicle operator. Carpooling or public transportation is encouraged when feasible.

Meals and Per Diem

- Employees traveling on official library business are eligible for meal reimbursement based on the per diem rate established by the General Services Administration (GSA).
- Claims must be submitted on the appropriate form with receipts and are payable after approval at the next regular Board meeting.
- Entertainment or alcohol expenses are not reimbursable under any circumstances.

4.4 – Staff Professional Development

HRLS supports professional growth and development. The following guidelines apply:

- The Director's expenses for attendance at national, state, and regional meetings are fully covered by library funds.
- Other staff members may have their expenses covered for professional meetings or workshops, subject to prior approval and budget availability.

Educational leave with pay may be granted for job-related workshops and in-service training, provided the leave is approved by the Director.

4.5 – Retirement Benefits

Employees who work at least 1,000 hours per year (approximately 20 hours per week) are eligible for retirement benefits, which include:

- A contribution match of up to 3% of the employee's monthly wages (pre-tax) into a Simple IRA.

Contributions can be directed to the employee's established financial portfolio through their financial advisor.