**EMPLOYMENT**

The Meeker Regional Library District (MRLD) is dedicated to the principles of equal employment opportunity. MRLD prohibits unlawful discrimination against applicants or employees on the basis of age 40 and older, race (including physical traits historically associated with race), creed, ancestry, sex, sexual orientation, gender identity, gender expression, color, religion, national origin, mental or physical disability, military status, genetic information, genetic characteristics, marital status, source of income, immigration status, or any other status protected by applicable state or local law.

**EMPLOYEE STATUS**

**Employee Classifications**

Employees of MRLD are classified as either exempt or nonexempt under federal and state wage and hour laws, and are further classified for administrative purposes, such as the administration of fringe benefits like paid vacation or holidays. These classifications do not determine eligibility for participation in the MRLD’s group health plan. Eligibility for participation in the MRLD’s group health plan is governed by the terms of the plan documents as well as applicable law. To obtain a copy of the Summary Plan Description or to discuss whether you are eligible to participate in the MRLD’s group health plan, please contact the Library Director (the “Director”). The following classifications are used throughout the MRLD Employee Handbook, as may be amended (the “Handbook”).

**A. Exempt Employees**

Exempt employees are employees whose job assignments meet specific tests established by the federal Fair Labor Standards Act (FLSA) and who are exempt from minimum wage and/or overtime pay requirements.

**B. Exempt Employee – Partial-Day Absence**

As a public entity, the MRLD has a duty to taxpayers for public accountability in its actions. If an exempt employee who accrues sick and vacation pay is absent for less than one workday when accrued leave is not used by an employee because accrued leave has been exhausted or the employee chooses to use leave without pay, the pay will be docked from the employee’s salary.

**C. Nonexempt Employees**

Nonexempt employees are employees whose job positions do not meet FLSA or applicable state exemption tests, and who are not exempt from minimum wage and/or overtime pay requirements. Nonexempt employees shall be paid time and one-half of their regular rate of pay for any work in excess of 40 hours per workweek (excluding duty-free meal periods).

**D. Full-Time Employees**

Full-time employees are those who are normally scheduled to work a schedule of 40 hours per week.

**E. Part-Time Employees**

Part-time employees are those who are normally scheduled to work fewer than 24 hours per week. Part-time employees may be assigned a work schedule in advance or may work on an as-needed basis.

**F. Temporary Employees**

Temporary employees are those who are employed for short-term assignments. Temporary employees are generally hired to temporarily supplement the workforce or assist in the completion of a specific project. These temporary employment assignments are of limited duration. Temporary employees may be classified as exempt or nonexempt on the basis of job duties and compensation.

**PROBATIONARY PERIOD**

All employees must satisfactorily complete a 90-day probationary period for the first job which an employee hired. The probationary period is regarded as an integral part of the on-boarding process and is used to observe the employee's work performance. The probationary period may be extended up to an additional 90-days if, in the opinion of the Library Director, the initial probationary period was not sufficient to evaluate the capability of the employee to serve in the position for which they were hired.

**EMPLOYEE BENEFITS**

**Benefits Overview**

As part of its compensation strategy, the MRLD offers a number of different insurance plans for eligible employees. Employment benefits vary according to the position and status of the employee. To receive certain benefits, eligible employees may be required to meet participation requirements and pay required premiums and other contributions. MRLD complies with all applicable federal and state laws regarding the provision of benefits to same-sex spouses, domestic partners, and couples in a civil union.

Benefit plans offered by MRLD are defined in legal documents, such as insurance contracts and summary plan descriptions. In the event information in this Handbook or other employee communication conflicts with the actual terms and conditions of coverage, the plan documents will control. Benefits described herein, including the types of benefits offered and/or the requirements for eligibility of coverage, may be modified or discontinued from time to time at the MRLD’s discretion as permitted by law. The MRLD and its designated benefit plan administrators reserve the right to determine eligibility, interpretation, and administration of issues related to benefits offered by MRLD.

Employees will have an opportunity to make changes to their benefit selections during the MRLD's annual open enrollment period. Employees who experience a qualifying life event such as marriage, divorce or the birth of a child will also be allowed to make a change in their benefit selection when that event occurs, in accordance with the terms of the plan document.

In the event you take a personal or other leave of absence, please consult the Director to determine the impact the leave may have upon your benefits, including eligibility and/or making any required premium payments.

MRLD currently offers these plans:

*Aflac Insurance* – This provides different levels of supplement insurance that the employee can apply for that is payroll deductible. This helps cover out of pocket medical expenses through Aflac. See the Director for additional information.

*Pera 401(k) retirement plan –*Meeker Regional Library District contributes 1% with a minimum employee contribution of 1%.Employees are allowed to contribute up to the yearly IRS limits.

*Health Care Trust Fund –* ***[insert short description of fund benefit].***

For more information about these plans, including the terms, conditions, or eligibility requirements, please contact or obtain a copy of any Summary Plan Document from the Director.

**Colorado Secure Savings Program Participation**

MRLD has a certified exemption from the Colorado Secure Savings Program. It does not participate in the Colorado Secure Savings Program since MRLD currently offers an employer-sponsored retirement plan, the PERA 401k to eligible employees. Please see the Director to obtain information on the plan, including the terms, conditions, or eligibility requirements, or to obtain a copy of the Summary Plan Document.

Employees who are not eligible for the PERA 401K can independently enroll in Colorado Secure Savings as a voluntary participant. Please see the Colorado Secure Savings Program website: coloradosecuresavings.com.

**Paid Sick and Safe Leave**

Paid sick leave may be used if an employee:

1. has a mental or physical illness, injury, or health condition that prevents them from working;
2. needs to get preventive medical care or to get a medical diagnosis, care, or treatment of any mental or physical illness, injury, or health condition;
3. needs to care for a family member who has a mental or physical illness, injury, or health condition or who needs to get preventive medical care or to get a medical diagnosis, care, or treatment of any mental or physical illness, injury, or health condition;
4. the employee or the employee’s family member having been a victim of domestic abuse, sexual assault, or criminal harassment and needing leave for related medical attention, mental health care, or other counseling, victim services (including legal services), or relocation;
5. due to a public health emergency, a public official having closed either:

(A) the employee’s place of business, or

(B) the school or place of care of the employee’s child, requiring the employee needing to be absent from work to care for the child;

1. needs to care for a family member whose school or place of care has been closed due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the closure of the family member's school or place of care;
2. needs to grieve, attend funeral services or a memorial, or deal with financial and legal matters that arise after the death of a family member;
3. needs to evacuate the employee's place of residence due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the need to evacuate the employee's residence.

“Family Member” means an employee’s immediate family member who is related by blood, marriage, civil union, or adoption; a child to whom the employee stands in loco parentis (acting in the place of a parent); a person who stood in loco parentis to the employee when the employee was a minor; or a person for whom the employee is responsible for providing or arranging health or safety-related care. C.R.S. 8-13.3-402(6).

Paid sick leave may be used in one-hour increments. Employees begin accruing sick time upon hire. Full-time employees will accrue at a rate of 8 hours per month. Full-time employees sick leave will continue to accrue until it reaches a cap of 240 hours, an equivalent of 30 days per year. Once the balance falls below this cap the accrual will resume. Unused sick hours currently are carried over from year to year up to the accrual maximum.

Part-time employees will accrue at a rate of 4 hours per month with a cap of 48 hours per year. Once the balance falls below this cap the accrual will resume. Unused sick hours currently are carried over from year to year up to the accrual maximum.

Because paid sick time can be accumulated to be used an employee is personally sick or injured, employees will not receive extra pay or extra time off for unused sick time. Paid sick time will not be used in the calculation of overtime. Any unused balance at the time of the termination of employment will not be paid.

It is the employee’s responsibility to notify their supervisor each day at the beginning of their shift when they cannot come to work because of an illness, injury, medical care, domestic violence, care for family whose school has been closed, evacuation of residence, or bereavement. Employees must let their supervisor know when they are expected to return to work. In the event an employee is absent for four or more consecutive workdays, medical or legal certification is required.

Employers shall not retaliate against an employee for requesting or using paid sick leave.

Additional rules will apply in the case of a public health emergency.

**Colorado Family and Medical Leave Insurance (FAMLI)**

FAMLI benefits provide partial income protection for eligible employees who are temporarily unable to work due to their or a family member’s qualifying medical or legal reason, specifically, for the care of a newborn, adopted child, or fostered child; to care for a family member with a serious health condition; for the employee’s own serious health condition; for qualifying military exigency leave; or to address safety needs or the impact of domestic violence and/or sexual assault. FAMLI provides up to 12 weeks of partially paid leave or up to 16 weeks under certain circumstances related to pregnancy and childbirth. Employees seeking to take FAMLI leave should notify the Director at least 30 days before beginning leave or as soon as practicable. Because FAMLI is a state-run benefit, employees must apply to the FAMLI program in order to receive FAMLI benefits.

Because MRLD has fewer than 10 employees, it is responsible for remitting the employees’ share of the contribution to FAMLI only. This contribution is deducted from employees’ pay in an amount of 0.45% of their wages per pay period. For more information about this important state-facilitated program, including eligibility, required documentation, and process, please see famli.colorado.gov. Contributions by employees began January 1, 2023, and benefits became available January 1, 2024.

**Compassionate Leave**

In the event of the death of family member, or an instance in which a family member has a life-threatening illness or injury, full- and part-time employees are eligible for a supplemental paid leave of up to 48 hours to attend a funeral or memorial service or to take time to grieve or handle the personal emergency matter. This time can be used in addition to sick time used for the same purpose.

Use of Compassionate Leave time does not need to be consecutive. If more time off is needed than provided above, additional leave may be granted upon the approval of the Library Director. This benefit may be modified or discontinued at any time by the Board.

**Holidays**

MRLD observes nine federal holidays where the Library will be closed for additional days depending on calendar year. MRLD currently observes the following holidays as days off with pay:

* New Year’s Day
* Martin Luther King Day
* Presidents Day
* Memorial Day
* Juneteenth
* Independence Day
* Labor Day
* Thanksgiving Day
* Christmas Day

Three floating holidays may be designated by management at the beginning of each year. Floating holidays will be taken only to be used in conjunction with the designated holidays as approved by the board and listed in the Holiday closure schedule.

The Director will submit an annual recommendation for a Holiday calendar to the Board for approval. Approved Holiday closure schedules will be provided prior to the start of the calendar year.

Holiday time is not counted as hours worked in the computation of overtime. Full-time employees receive eight hours of holiday pay at their regular rate of pay. Holiday pay for part-time employees is prorated based on their regularly scheduled work hours. Holiday pay will be granted if part-time employees are regularly scheduled to work that day.

Employees will receive holiday pay for the nine federal holidays plus three floating holidays to be used for additional approved closure dates. Exempt employees are paid on a salary basis and will continue to receive their normal pay during all closures.

**Vacation**

Full-time employees are currently granted paid vacation as described below:

|  |  |
| --- | --- |
| **Years of Service** | **Hours Accrual Rate Per Month** |
| Date of Hire to 9 years | 8 |
| 10 years + | 12 |

Vacation hours will stop accruing once they reach the cap of 240 hours and once the balance falls below this cap the accrual will resume. Vacation hours will carry over annually up to the accrual maximum. Vacation time will be paid in full at the employee’s current rate of pay at the termination of employment in compliance with the Colorado Wage Act.

Part-time employees are currently granted paid vacation as described below:

|  |  |
| --- | --- |
| **Years of Service** | **Hours Accrual Rate Per Month** |
| Date of Hire + | 4 |

Vacation hours will stop accruing once they reach the cap of 80 hours and once the balance falls below this cap the accrual will resume. Vacation hours will carry over annually up to the accrual maximum. Vacation time will be paid in full at the employee’s current rate of pay at the termination of employment in compliance with the Colorado Wage Act.

**LEAVES OF ABSENCE**

Leaves of absence for exempt employees without pay are subject to the approval of the Director. Employees who need a leave of absence without pay need to fill out a request form. A copy of the request form can be found in the Handbook.

**Other Time Off Without Pay**

**Jury Duty:**

We encourage you to meet your civic responsibility when you are called for jury duty. If you receive a summons for jury duty, present it to your supervisor. You are expected to report to work if you are excused from jury duty during normal work hours.

You receive regular wages for the first three days of jury duty if you are scheduled to work, are a nonexempt employee, and provide confirmation of juror service.

Jury duty beyond three days is without pay from MRLD for nonexempt employees. However, beginning with the fourth day and thereafter, the juror is paid $50.00 per day by the State of Colorado for state, district, or county courts.

**Military Leave:**

If you are a member of the U.S. Armed Forces Reserve or the National Guard, or you are performing other protected uniformed service, you are granted an unpaid leave of absence when called for active or inactive duty training. This time is granted in addition to earned vacation time. However, if you desire to use your vacation time for this purpose, you may voluntarily do so if you make a request in writing. If you are called to serve in a branch of the U.S. Armed Forces for an extended period, you may be reinstated, in accordance with the provisions of USERRA, upon returning to the MRLD after separation from military service. Additional leave rights may be available according to state laws. The laws with the most generous benefits will prevail.

MRLD prohibits retaliation against any employee for taking time off under this policy. If you believe there has been a violation of our retaliation standard, please contact the Director.

**Voting:**

Voting is an important responsibility we all assume as citizens. We encourage employees to exercise their voting rights in all municipal, state, and federal elections. Based on posted Library’s hours it is possible for employees to vote either before or after work.