

Retirement

**Ohio Public Employees Retirement System (OPERS)**  
All employees are members of OPERS. Employees may also access the OPERS website at [www.opers.org](http://www.opers.org) where they will find many online tools, including plan information, seminar schedules and information videos.

Library employees pay into OPERS system instead of Social Security. Employees contribute 10% of their gross pay to OPERS and the Library contributes 14%. Contributions are made through payroll deduction and are taken out before State and Federal Taxation.

**Ohio Public Employees Deferred Compensation Program**  
The Ohio Deferred Compensation Program is a supplemental IRS section 457 retirement plan that offers all public employees in Ohio the opportunity to invest tax-deferred assets for retirement. Employees may enroll immediately into the plan by completing a Supplemental Retirement Account Election Form, by calling the OPEDCP customer service at 1-877-644-6457, or enrolling online at [www.Ohio457.org](http://www.Ohio457.org). Contributions are tax-deferred, funded by the employee and deducted from each pay.

Insurance Benefits  
For Full Time Employees

Health Care

**Medical** - The Library provides health care coverage to all employees whose standard hours total 30 or more per week. The Library pays 85% of the premium cost and the employee contributes 15% through payroll deduction the month in advance of coverage. An employee may also elect coverage for their spouse and/or children. However, a surcharge is applied to those employees who opt to cover a spouse who has coverage available through their own employer.

**Dental and/or Vision** - Dental and/or Vision coverage is made available to all employees whose standard hours total 30 or more per week. The plans are funded entirely by the employee through payroll deduction the month in advance of coverage. Employees may also carry coverage on their spouse and/or children.

Life Insurance

**Bargaining Unit** employees who work 30 or more standard hours per week receive \$10,000 in group term life insurance and accidental death and dismemberment coverage (AD&D). Premiums are paid by the Library.

**Professional/Administrative and Page** employees who work 30 or more standard hours per week receive \$20,000 in group term life insurance and AD&D. Premiums are paid by the Library.

**Employees** who work 30 or more standard hours per week may purchase voluntary coverage on themselves, their spouse and/or children at the time of hire through payroll deduction without being subject to evidence of insurability.

Flexible Spending Account

A Flexible Spending Account is available to employees who work 30 or more standard hours per week. The plan is funded entirely by the employee through payroll deduction.

*The effective date of coverage for all of the above listed benefits is the 1<sup>st</sup> of the month following hire date.*

Employee Benefit  
Highlights at MCDL



Medina County  
District Library

[mcdl.info](http://mcdl.info)



# Benefits

## Vacation

Eligible employees begin accruing vacation leave at the date of hire.

Newly hired employees with prior public service may be eligible for service credit towards the vacation accrual process at MCDL.

### Bargaining Unit Employees

New employees may begin using accrued vacation time after successfully completing a 6 month probationary period. Full-time employees receive 10 vacation days for years 1 through 4, 15 days for years 5 through 10, and 20 days for 15 years and over. Vacation time is prorated for part-time staff.

### Professional/Administrative Employees

New employees may begin using accrued vacation time without a waiting period. Full-time employees in Grades 1-5 receive 10 vacation days for years 1 through 4, 15 days for years 5 through 10, and 20 days for 15 years and over. Grades 6-10 receive 22 vacation days. Vacation time is prorated for part-time staff.



## Pages

Pages earn vacation based on standard hours and their anniversary date. Pages receive 1 week of vacation annually after 4 years of service are completed, and 2 weeks annually after 6 years of service are completed.

## Holidays - Regular (Library is closed)

Employees receive the following holidays off with pay, in which the Library is closed. Part time employees must work 10 hours or more per week to be eligible for Holiday pay, in which paid time will be prorated.

New Year's Day  
Memorial Day  
Independence Day  
Labor Day

Thanksgiving Day  
Christmas Eve  
Christmas Day  
New Year's Eve



## Personal Time

Employees receive the equivalent of 4 personal days the first full pay period in January of each year. Employees hired after the first full pay period of the year do not receive personal days until the following year.

## Sick Leave

Employees begin accruing sick time, based on their standard hours, at the date of hire. Employees may accumulate a maximum of 800 hours.

A new employee coming to MCDL from another public employer may be credited with the unused balance of his/her accumulated sick leave not to exceed 225 hours.

## Tuition Reimbursement

Tuition reimbursement assistance is available to employees with 20 standard hours or more per week who have completed one continuous year of service. Consideration is given to courses related to current job, performance improvement, or advancement within the library.

