

COMPENSATION & BENEFITS

I. Wages

A. Disbursement/Corrections

Paychecks are disbursed biweekly on a Thursday, which includes a paper earning statement and check/direct deposit voucher. The earning statement lists all earning, deductions and leave credit balances. In general, these paper paychecks are made available the day before the pay date.

While all reasonable precautions are taken to ensure that the correct amount of pay is credited to each employee, errors can and do occur. In this event, the discrepancy should be brought to the attention of the employee's supervisor as soon as possible so that the situation can be reviewed and corrections can be made in a timely manner.

B. Overtime

Full-time employees are eligible for overtime pay pending authorization from the Library Director. In general, employees eligible for overtime pay who work in excess of the 35 hour basic workweek but not more than 40 hours are entitled to compensatory time or overtime pay on a straight-time basis. Overtime eligible employees who work in excess of 40 hours earn either overtime pay or compensatory time at the rate of time and one-half. Supervisors who work in excess of the 35 hour basic workweek are entitled to compensatory time or overtime pay on a straight-time basis.

Full-time employees are eligible for Sunday or holiday overtime pay or compensatory time at the rate of time and one-half. Part-time employees are eligible for Sunday overtime pay at the rate of time and one-half with the straight-time hours counting towards to workweek total.

Should the overtime hours take place on a holiday, the employee will earn either overtime pay or compensatory time at the rate of time and one-half

C. Increases

All employees are eligible for an annual salary increase, pending budget review and approval. These increases are pending approval of the annual library budget and implemented on July 1. Employees hired after April 1 will not be eligible for this increase until July 1 of following year.

D. Deductions

All employees are subject to the following mandatory paycheck deductions: federal income tax, state income tax, Federal Insurance Contributions Act (FICA), which includes Social Security and Medicare, and legally mandated garnishments and child support.

II. Health/Welfare Benefits

A. Health Insurance

Full-time employees are eligible for health insurance coverage provided through the New York State Health Insurance Program (NYSHIP).

1. Costs

If appointed to a position that is eligible for health insurance benefits after January 1, 2020, the employer will pay 80 percent of the cost of the premium for the individual coverage and 80 percent of the cost for dependent coverage. If appointed to a position that is eligible for health insurance benefits before January 1, 2020, the employer will pay 100 percent of the cost of the premium for the individual coverage and 60 percent of the cost for dependent coverage. After all employer contributions, the employee is responsible for paying the balance of their premiums through biweekly paycheck deductions.

2. Change in Enrollment Status

If an employee wishes to change health insurance coverage as a result of a birth, death, or other change in family status, he or she must submit an application for change to the agency health benefits administrator in the personnel office. There is a 3 month waiting period, during which the employee will have continuous coverage. This waiting period is waived

upon a qualifying event, such as the birth of a child.

3. Leave Without Pay

If an employee takes an authorized leave without pay, he or she may be entitled to continue coverage by paying the employee share.

4. Buy-Out Waiver

Employees who are covered under a group health insurance plan through another employer or through a spouse's health plan can waive their health insurance and receive a cash incentive. The employer will pay 50 percent of the cost of the premium for individual coverage as part of the employee's taxable wages. This cash incentive is paid on second biweekly paycheck of every month.

5. Retirement Coverage

Covered employees may be eligible to continue health insurance coverage upon separation of employment upon the conditions that they have retired from service at the Connetquot Public Library through NYSLRS or are within 5 years of retirement through NYSLRS and have had continuous coverage through NYSHIP.

If appointed to a position that is eligible for health insurance benefits before January 1, 2007, an employee must have completed at least 10 years of full-time service at the Connetquot Public Library. If appointed to a position that is eligible for health insurance benefits after January 1, 2007, an employee must have completed at least 15 years of full-time service at the Connetquot Public Library.

B. Dental Insurance

Full-time employees are eligible for participating and non-participating dental insurance. The employer will pay 100 percent of the cost of the premium for individual coverage. For family coverage, the employer will pay an amount equal to 100 percent of the cost of the premium for individual coverage toward the premium for family coverage.

C. Supplemental Health Insurance

Supplemental health insurance coverage provided through Aflac is available to all employees. The employee will pay 100 percent of the premium. See the benefits administrator in the personnel office for additional information on plans and enrollment.

III. Disability Insurance

Employment and paid benefits are protected for all leave taken under this section. There will no loss of any leave benefit credits accumulated prior to the start of the leave, however, these credits will not be accrued during the period of leave.

A. Short-Term Disability

All employees are eligible for short-term disability (STD) benefits should an illness or non-work related injury prevent the performance of their job duties, with the exception of employees who have been employed less than 4 weeks, have full-time employment elsewhere or have separated from employment for more than 30 days.

Disabled employees must be on paid or unpaid leave for 7 calendar days before short-term disability (STD) benefits are payable. Use of other leave time prior to receiving STD benefits is optional. STD benefits are payable at 50 percent of the employee's average weekly wages, over the preceding 8 weeks, up to \$170.00 per week for up to six months from the onset of disability.

Full-time employees may file for STD even if they intend to use leave benefit credits, such as sick time. In these instances, STD benefits will be payable to the employer.

B. Long-Term Disability

Full-time employees are eligible for long-term disability (LTD) benefits after 90 days of STD. LTD benefits are payable at 60 percent of base salary up to \$5,000 per month until the disability ceases, but not beyond age 65 or death.

Once LTD coverage is exhausted, employee can leave employment on ordinary disability retirement, return to work or move onto other employment (*Based on Memo PA99-05, dated April 1, 1999 from NYSHIP*).

C. Paid Family Leave

All employees who work more than 20 hours per week and have been employed for at least the preceding 26 weeks, or work less than 20 hours and have been employed for the preceding 175 days, are eligible for New York State Paid Family Leave (NYPFL). This benefit provides paid leave to employee to care for a family member with a serious health condition, to bond

with a child after birth or placement for adoption or foster care within the first 12 months after the birth or placement, or because of any qualifying exigency arising from the fact that an employee's spouse, domestic partner, sibling, child or parent is on active duty (or has been notified of an impending call or order to active duty) in the armed forces of the United States. Eligible employees must comply with applicable certification requirements any may be required to provide supporting documentation, as permitted by law.

The employer will pay 100 percent of the cost of the premium for all eligible employees. As of 2021, NYPFL benefits will be payable at 67 percent of the New York State Average Weekly Wage (NYSAWW) for up to 12 weeks from the onset of qualifying event.

Employees may use leave benefit credits to supplement their pay during a PFL leave.

Leave taken with NYPFL will run concurrently with Family and Medical Leave Act (FMLA), but cannot run concurrently with any disability leave or if disability benefits previously received exceeds 26 weeks during the same 52 consecutive calendar weeks.

D. Worker's Compensation

All employees who sustain job-related injuries may be eligible for benefits under the New York State Workers' Compensation Law. It is essential that an employee report any job-related accident immediately to his or her supervisor and/or to the personnel office. Failure to do so could result in loss of benefits available to the employee for absence due to an occupational injury.

Employees are entitled to use their accrued leave credits from the first day of disability. The accrued leave credits used will be restored to the employee if the Workers' Compensation Board determines that the period of disability is covered by the Workers' Compensation Law. Any restoration of accruals will be prorated to reflect the wage award issued by the Workers' Compensation Board.

Worker's compensation benefits will be payable at two-thirds of the employee's average salary for up to 26 weeks. All payments made will be subject to any applicable wage deductions. A detailed explanation of the rights and responsibilities of employees wishing to avail themselves of these benefits is available from personnel offices.

IV. Retirement

A. Pension

All employees are eligible for membership with the New York State & Local Retirement System (NYSLRS). Membership is mandatory for full-time employees and optional for part-time employees. Tiers are assigned to employees based on the date they first join the retirement system and determine what retirement benefits an employee is eligible for. The employer pays annual contributions for each employee based on their assigned tier.

Employees who joined before July 1, 1973 are Tier 1; between July 1, 1973 and July 26, 1976 are Tier 2; between July 27, 1976 and August 31, 1983 are Tier 3; between September 1, 1983 and December 31, 2009 are Tier 4; between January 1, 2010 and March 31, 2012 are Tier 5; and on or after April 1, 2012 are Tier 6.

If you started employment with New York State before January 2, 2010 and would like specific information regarding your retirement benefits, contact the personnel office for assistance in determining your membership tier and benefit package. Retirement benefits and the formulas for their calculation vary by tier and are based on final average salary and years of service. Detailed information on retirement benefits is provided in booklets on each tier, which are available from the NYSLRS or on their website at www.osc.state.ny.us/retire. An appointment can also be scheduled at NYSLRS Consultation Site Office in Hauppauge.

B. 457 Plan

All employees are eligible to contribute to a 457 retirement plan provided through the New York State Deferred Compensation Plan (NYSDCP). The first option is a Traditional 457(b), where salary deferrals are made pre-tax and placed in a participant-directed account. Contributions are limited to an annual maximum dollar amount, as established under the IRC. The second option is a Roth 457, where contributions are not tax-deductible but distributions in retirement will be tax-free. Detailed information is available from the NYSDCP or on their website at www.nysdcp.com.

V. Death

A. Group Term Life Insurance

Full-time employees are eligible for life insurance benefits. The employer will pay 100 percent of the cost of the premium as part of the employee's taxable wages. Please see the personnel office for more information.

B. Accidental Death & Dismemberment Insurance

Full-time employees are eligible for accidental death and dismemberment (AD&D) insurance. Please see the personnel office for more information.

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