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www.librarycamden.org

Camden Public Library

55 Main Street

Camden, Maine 04843

**BENEFITS SUMMARY FOR FULL TIME EMPLOYEES**

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| Holidays | 12 paid holidays - (Includes Christmas Eve). Holiday time is pro-rated\*. |
| Paid Time Off | First Year (hired before 9/1): One Day for each full calendar month of employment to be used after completion of the 90 Day Introductory Period; if hired after 9/1, no PTO for current year, then 15 Days the following year after completion of 90 Day Introduction Period  One to Five Years - 15 Days  Two to Ten Years - 20 Days  Ten to Fifteen Years - 25 Days  Fifteen Years + - 30 Days  Days are pro-rated based on number of hours worked per week.  \*One “day” equals 6 hours of paid time. |
| Short Term Disability | Eligible the first day of the month following three years of full time service  Provides 100% pay after the following elimination periods: 1 Day for an Accident, 8 Days for Personal Illness  Employees must use all but 5 of their PTO Days before benefits are provided |
| Bereavement Leave | Up to 5 days for death of spouse, parent, child, sibling  1-3 days for death of other relative |
| Health Insurance  Medical Reimbursement Plan | The Library pays 100% of the cost for the employee.  In addition, the Library has a rich Medical Reimbursement Plan, which reimburses the employee for $3000 of the employee-only deductible (after the first $500 has been met), as well as the last $1000 of the out-of-pocket maximum. |
| 401(k) Plan | Employees become eligible for the 401k plan after one year of service and 1000 hours, the Library contributes 5% into eligible employees accounts whether they elect to defer a portion of their salaries or not. |