



Camden Public Library
55 Main Street
Camden, Maine 04843

Phone: 207-236-3440
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www.librarycamden.org

BENEFITS SUMMARY FOR FULL TIME EMPLOYEES

Holidays	12 paid holidays - (Includes Christmas Eve). Holiday time is pro-rated.
Paid Time Off	<p>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</p> <p>One to Five Years - 15 Days Five to Ten Years - 20 Days Ten to Fifteen Years - 25 Days Fifteen Years + - 30 Days</p> <p>Days are pro-rated based on number of hours worked per week.</p>
Short Term Disability	<p>Eligible the first day of the month following three years of full-time service</p> <p>Provides 100% pay after the following elimination periods: 1 Day for an Accident, 8 Days for Personal Illness</p> <p>Employees must use all but 5 of their PTO Days before benefits are provided</p>
Bereavement Leave	<p>Up to 5 days for death of spouse, parent, child, sibling</p> <p>1-3 days for death of other relative</p>
Health Insurance - Employee only	<p>The Library pays 100% of the cost for the employee.</p>
Medical Reimbursement Plan	<p>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.</p>
401(k) Plan	<p>Employees become eligible for the 401k plan after one year of service and 1000 hours, the Library contributes 5% into eligible employee accounts whether they elect to defer a portion of their salaries or not.</p>