



ROCKFORD PUBLIC LIBRARY

**ROCKFORD PUBLIC LIBRARY  
FULL-TIME BENEFITS (non-union)**

**HEALTH/DENTAL INSURANCE:** Full-time employees are eligible for medical/dental/vision coverage. Health/dental/vision insurance costs may increase annually. If health/dental insurance is selected, coverage would be effective on the first day of the month following his/her start date. Open enrollment is in December each year, with coverage effective the first day of the succeeding year.

**LIFE INSURANCE:** Rockford Public Library provides a free \$10,000 life insurance policy to all full-time employees.

**ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF):** All employees who work 20 hours or more per week are required to participate in IMRF. This is a mandatory 4.5% deduction taken out of each paycheck that contributes to your disability and retirement funds. Effective 1/1/2011, all employees are vested after 10 years of service and eligible to retire after 10 years of service and age 62 (unreduced pension at age 67).

**DEFERRED COMPENSATION:** Full-time staff may enroll in our deferred compensation plan. A minimum of \$10.00 per pay period is required for enrollment.

**VACATION:** Full-time employees are entitled to paid vacation time on a monthly, prorated basis; vacation time is available after successfully completing the six-month probationary period. At an employee's discretion forty (40) vacation hours may be carried over into the succeeding calendar year.

**REGULAR HOLIDAYS:** Full-time employees are entitled to nine (9) regular holidays annually: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day After Thanksgiving, Christmas Eve Day, Christmas Day, and New Year's Eve Day. The library is closed these days.

**FLOATING HOLIDAYS:** Full-time employees are entitled to take five (5) "floating" holidays per year. These holidays time may be taken anytime throughout the year with manager approval. Floating holidays are prorated if the employee's start date is after January 1. Floating holidays must be used by December 30 and cannot be carried over into the next year.

**SICK DAYS:** Full-time employees are entitled to eight (8) hours of sick leave every month, credited on the first day of the month following the month in which sick leave was earned. The sick leave accrual for exempt employees is unlimited but capped at 1,000 hours upon retirement.

**PERSONAL BUSINESS TIME:** Full-time employees are entitled to sixteen (16) hours of personal business per year, available on a monthly, prorated basis. January 1 each year, 16 hours are deducted from sick leave to obtain a personal leave balance.

**PARKING:** The library provides free parking to all staff.