

**POLICY: HR4 – Benefits**

Orig. Date: 01/01/1982

Latest Revision: 05/21/2019

**Purpose**

To set forth the District's policies regarding benefits.

**Scope**

Applies to all District employees

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Benefits are a component of an employee's total compensation. The Board reserves the right to change and/or eliminate health plans and/or other benefits it provides at any time, as circumstances dictate.

District employees are eligible for the following benefits as approved by the Board of Trustees based on their employment status and number of regularly-scheduled work hours as follows.

**4.1 Medical**

Annually, the District establishes a dollar amount that employees working thirty (30) or more hours per week may use toward their medical plan choice. This amount is pro-rated for employees scheduled to work 20-29 hours per week based on a forty (40) hour workweek. This amount may not fully fund all the medical plans offered by the District. If the cost of the employee's medical plan choice exceeds the amount established by the District, the difference in cost is the employee's responsibility.

Employees who enroll in one of the District's High Deductible Health Plans (HDHP) may be eligible to contribute to a qualified Health Savings Account (HSA). The District may contribute funds to these HSA accounts with the contribution amount, if any, determined annually by the Board.

The cost of dependent medical coverage is the employee's responsibility.

**4.2 Dental, Vision, Life Insurance**

Premiums for dental, vision, and life insurance plans approved by the Board are paid in full for employees who are normally scheduled to work 20 hours or more per week.

The cost of dependent coverage for dental, vision, and/or life insurance is the employee's responsibility.

**4.3 Long-Term Disability Insurance**

Long-term disability insurance is paid for by the District for employees scheduled to work 20 hours or more per week.

Dependents are not eligible for this insurance.

**4.4 Employee Assistance Program (EAP)**

The Employee Assistance program premium is paid in full by the District. All employees, their immediate family, dependent children and anyone living in their household are eligible to use EAP services.



www.sclld.org  
Administrative Offices  
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fax 509.893.8472

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Cheney Library  
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Deer Park Library  
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Fairfield Library  
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Medical Lake Library  
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Moran Prairie Library  
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#### 4.5.1 Other Benefits

1. Spokane County Library District employees who meet eligibility requirements are required by Washington state law to become members of the Washington Public Employees Retirement System (PERS). The District follows Department of Retirement Systems' rules and regulations regarding PERS eligibility. Employee contributions to PERS are pre-tax contributions.
2. The District also offers deferred compensation plan(s). Employees may make deferred contributions up to the maximum amount set by the IRS. The District does not contribute to these plans.
3. The District offers tuition reimbursement assistance to any employee enrolled in an accredited post-secondary degree program that is related to a potential career path with the District. To be eligible for reimbursement, District employees must have successfully completed coursework for the designated quarter or semester and earned a grade of B or better for each course taken.

Maximum reimbursement is as follows:

- a. Associate degree - \$1,000 per calendar year;
- b. Bachelor's degree - \$2,000 per calendar year;
- c. Master's degree - \$2,500 per calendar year.

If an employee leaves District employment before completing a full year of employment following receipt of these funds, they agree to reimburse the District for the full amount received.

4. The District will follow all federal and state mandates regarding benefits.

#### 4.6 Pretax Medical Benefit Plans

Employees are eligible to participate in the pretax Benefit Plan commencing on the date the employee becomes eligible for coverage under the Insurance Plan and ending on the date the employee ceases to be eligible, or terminates employment.

An Election Form shall become effective for the Plan Year (or remainder of the Plan Year) following the end of the Benefit Election Period. If a change is made, it should be effective on the first day of the month following the receipt of the new Benefit Election Form in the Business Office.

Taxable compensation for employees participating in the Insurance Plan shall be reduced by the amount of premium costs of the Insurance Plan(s). The maximum benefit available to an employee will be the sum of monthly premium costs attributable to family coverage while eligible.

The District's Board of Trustees reserves the right at any time to amend, suspend, or terminate the Pretax Benefit Plan, in whole or in part and for any reason, and to adopt any amendment or modification thereto.

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The Executive Director will establish administrative procedures necessary to implement this policy. Any appeal of an administrative action under this policy will first be made in writing to the Executive Director and then to the Board of Trustees.

The District will make a good faith effort to implement this policy in a fair and consistent manner.



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