

NORTHWEST REGIONAL LIBRARY

Summary of Benefits Offered

The following is a summary of benefits offered to employees of Northwest Regional Library and the eligibility requirements necessary to receive these benefits. For further details, see the Personnel Policy, Article X: Benefits, Article XI: Holidays, and Article XII: Leaves of Absence.

Paid Time Off

All employees working more than 80 hours in a calendar year are eligible for PTO that accrues hourly at a rate based on their years of service.

Paid Holidays

NWRL observes 12 paid holidays throughout the year. Eligibility is based on the employee's regular work schedule.

Other Paid Leave

MN Paid Leave, Weather Related Absence, Bereavement, Military Leave, Jury Duty, Parental Leave, and more. See Article XII of the Personnel Policy for more leave types and eligibility requirements.

Health Insurance

NWRL offers two health insurance plans through MN PEIP: the High Value Plan and the HSA (Health Savings Account) Plan. Must work a minimum of 30 hours per week on average to qualify. Cost varies.

Dental Insurance

Employees working on average 30 hours or more per week can opt into the dental plan offered through MN PEIP/Delta Dental. Cost varies.

Life Insurance

NWRL will provide Basic Life and AD&D Insurance equal to an employee's annual salary with a cap of \$50,000. Additional Life Insurance for the employee, spouse, and dependents is available at a cost to the employee. Must work a minimum of 30 hours per week on average to qualify.

PERA Retirement

All full and part time employees who earn more than \$425 a month are automatically enrolled in a MN PERA retirement fund. The employee contributes 6.5% with NWRL contributing 7.5% of the employee's earnings.

Other Benefits

NWRL also offers Tuition Reimbursement and Longevity Pay. For additional information on eligibility, see the Personnel Policy, Article X.

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Observed Holidays and PTO Accrual Rates

Holidays

Northwest Regional Library observes the following official state holidays for all regular full-time and part-time employees:

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day

The NWRL libraries and headquarters will close at 5:00 pm on New Year's Eve.

PTO

PTO will be number of hours worked per pay period times the hourly accrual rate the employee qualifies for.

Years of Service	Hourly Accrual
1 Year	.069
2 Years	.075
3 Years	.081
4 Years	.088
5 Years	.108
6 Years	.112
7 Years	.115
8 Years	.119
9 Years	.123
10 Years	.127