



## Part-Time (19) Hour Employees

*This document provides a general overview of Meridian Library District's (MLD) part-time [employee benefit program](#) for employees who regularly work 19 hours per week. Benefits are anticipated to be effective 1/1/2025 - 12/31/2025 but are subject to change at any time. For additional information about these benefit components, contact HR at [hr@mld.org](mailto:hr@mld.org) or MLD's benefits consultant, Amanda Forde at USI Insurance Services, at (208) 917-5693 or [amanda.forde@usi.com](mailto:amanda.forde@usi.com).*

### EMPLOYEE ASSISTANCE PROGRAM (EAP)

**BPA Health:** All employees, their dependents, and all household members are eligible for the Employee Assistance Program (EAP) at no cost to the employee. BPA Health provides confidential access to free and confidential counseling and 24/7 crisis counseling by phone. The EAP also provides some benefits for legal and financial assistance and referrals, lifestyle coaching, parenting and eldercare support, identity theft services, discount services on various products, and more. Visit [bpahealth.com](https://bpahealth.com) to begin.

### FIRST STOP HEALTH

Meridian Library District provides First Stop Health (FSH) services for part time employees working 19 hours per week. At no cost to part-time employees and their dependents, FSH services offers employees virtual options for 24/7 access to urgent care, along with the ability to schedule visits with board-certified doctors for diagnoses, treatments, prescriptions, and referrals. In addition, employees can receive mental health support through virtual sessions with therapists, mental health coaches, and primary care doctors. The service also includes health coaching to help employees achieve wellness goals, such as improving sleep, managing diabetes, and receiving guidance from health coaches, diabetes educators, or dietitians. For more information, talk to HR, visit [firststophealth.com](https://firststophealth.com), or call 888-691-7867.

### VOLUNTARY RETIREMENT PLANS

**VOLUNTARY RETIREMENT:** Employees may voluntarily enroll in an unmatched 457 (b) retirement plan. Contributions to the unmatched 457(b) State of Idaho Deferred Compensation Plan (administered by [Nationwide](#)) can be made on either a pretax or post-tax (Roth) basis.

### HOLIDAY PAY

Regular non-exempt, part-time employees who are assigned to work 19 hours per week are eligible to receive 4 hours of holiday accrual for each District observed holiday. Hours are pre-loaded to staff timesheets and a list of applicable holidays can be found in the MLD Employee Handbook.

## PET INSURANCE

**NATIONWIDE VOLUNTARY PET INSURANCE:** Voluntary pet insurance is available to all staff at a discount through Nationwide. Staff must access and contact Nationwide via the link provided or directly by phone at 1-877-738-7874 to set up coverage and obtain more information. Coverage is offered for accidents, injuries, hereditary and congenital conditions, common illness, serious or chronic illnesses, procedures, services, and prescriptions with a low \$250 annual deductible and a generous \$7,500 maximum benefit.

## VOLUNTARY INSURANCE

**AFLAC:** All staff are eligible to obtain voluntary supplemental insurance coverage at a reasonable cost through Aflac for some of life's unexpected events. Aflac offers a variety of plans, including disability, cancer, specified diseases, accidents, hospital indemnity, and critical illness.

## UNPAID TIME OFF (UPTO)

The District provides unpaid time off (UPTO) balances for part-time employees working 19 hours or less per week, depending on the number of months they have been in position (see chart below). Year-end remaining balances roll over to the next calendar year. UPTO balances will be prorated and preloaded, for newly hired employees based on the number of days left in the calendar year from the hire date, up to 100 hours. Employees who become eligible for paid-time off (PTO) accruals after 13 months of service will have any remaining UPTO balances removed in accordance with the MLD Employee Handbook.

Months of Service	Unpaid Time-off Accrued per Calendar Year
0-12 Months	100 hours
13+ Months	Please refer to the PTO breakdown below

## IDENTITY THEFT PROTECTION & MONITORING

**ID WATCH DOG:** At no cost to the employees, MLD offers identity theft monitoring, restoration services, and notifications of changes related to your identity through ID Watch Dog. A full list of services is available on the MLD Hub. Please reach out to [USI Insurance Services](#) at 208.917.5693 for additional information or with questions. Log onto their website for full details: <https://dashboard.idwatchdog.com> Questions regarding the information you've received? Call ID Watch Dog 1-800-970-5182 (24 hours a day, 7 days a week).

## PAID PARENTAL LEAVE

**PAID PARENTAL LEAVE:** All MLD staff are eligible to receive 4 full weeks of Paid Parental Leave (PPL) for the employee to bond following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. Staff should refer to the MLD Paid Parental Leave Policy for additional details and restrictions, and to apply.

## PAID TIME OFF (PTO)

MLD employees who regularly work 19 hours per week are eligible to receive the following number of Paid Time Off (PTO) hours each month when they reach their 13th month of employment with the District. Year-end remaining PTO balances roll over to the new year, subject to max accrual balances. Employees who are eligible for PTO may still take unpaid leave in accordance with MLD leave policies upon exhaustion of PTO hours, see the MLD Employee Handbook for additional details.

Months of Service	Part-Time Employees regularly working 19 hours per week
0-12 Months	0 hours / month
13-60 Months	4 hours / month
61+ Months	6 hours / month
Maximum Accrual Limit	160 Hours

## PERKS & DISCOUNTS

**COMPUTER PROGRAM:** Purchase technology for personal use at the library's discount purchase rate. The computer purchase program offers an interest-free loan to purchase computers and technology devices to be repaid through each paycheck the employee receives until the full purchase price is paid back to the Meridian Library District via withholding of a specified and agreed upon amount each payroll. The maximum amount that can be borrowed for the purchase of a computer or technology devices is \$1,500. Reach out to MLD's Accounting and Finance Manager and the Executive Manager for additional details.

**STAFF LIBRARY CARD:** Employees can elect to have a staff library card free of charge, even as non-District residents.

**EDUCATION ASSISTANCE:** MLD is an eligible employer for the Public Service Loan Forgiveness (PSLF) Program. The program forgives remaining balances on Direct Loans after staff have made 120 qualifying monthly payments under a qualifying repayment plan while working full-time for a qualifying employer. MLD also provides education assistance and access to grant funds within the limitations of those programs. MLD also offers education reimbursement of up to \$2,000 per year in connection with continuing education through an accredited program that offers growth in an area related to the employee's current or future employment with the District by applying (\*\*rates subject to change\*\*). See MLD's Accounting and Finance Manager, your direct supervisor, and HR for additional details.

## VOLUNTARY LIFE/ACCIDENTAL DEATH & DISMEMBERMENT INSURANCE

**MUTUAL OF OMAHA:** All staff are eligible to enroll in MLD's Voluntary Life/AD&D Insurance provided through Mutual of Omaha (MOO). Employees can choose different amounts of coverage between the minimum (\$10,000) and maximum (\$300,000) benefit amount. Rates will vary based on the level of coverage an employee is requesting, see plan documents and reach out to USI Insurance Services at 208.917.5693

for additional information and details.

## IDAHO COLLEGE SAVINGS PROGRAM

**IDEAL IDAHO COLLEGE SAVINGS PROGRAM:** 1-866-433-2533 - IDEal is administered by the Idaho College Savings Program Board, with Ascensus Broker Dealer Services (ABD) as the program manager. All MLD staff are eligible to set up college savings accounts with funds directly deposited from their regular paychecks through the program. Staff should visit the link above to view plan details, enroll, and set up payroll contributions, and then email [directdeposit@idaho529.org](mailto:directdeposit@idaho529.org) to take advantage of the matching contribution options. Contact Nick Thiros (208-488-9879 or [nickolas.thiros@idaho529.org](mailto:nickolas.thiros@idaho529.org)) for one on one plan explanations or questions. Staff also need to notify Human Resources after setting their plan accounts up so we can ensure proper setup in the payroll system after enrollment.