

# Dixon Public Library District

## POLICY AND PROCEDURE HANDBOOK

**POLICY TITLE:** Health and Welfare Benefits  
**POLICY NUMBER:** 3110

**3110.1** The Library District provides health and dental insurance coverage for non-occupational injuries and sickness of regular probationary and full time and part-time employees working twenty (20) or more hours per week.

**3110.1.1** Effective October 1, 2009, for regular and probationary full time employees, the District will cover in full the cost of any plan selected from among those offered by the District.

**3110.1.1.1** In the case where a full-time employee is eligible for coverage through a spouse or domestic partner, and the District Librarian can verify that such coverage is substantially similar to one or more of the plans offered by the District and would result in savings to the District of at least 10%, the District will pay the premiums on behalf of that employee.

**3110.1.2** Effective October 1, 2009, for regular and probationary part-time employees, the District will cover a pro-rata amount of the cost of any plan selected from among those offered by the District.

**3110.1.2.1** In the case where a part-time employee is eligible for coverage through a spouse or domestic partner, and the District Librarian can verify that such coverage is substantially similar to one or more of the plans offered by the District and would result in savings to the District of at least 10%, the District will pay the premiums on behalf of that employee.

**3110.1.3** If an employee chooses to forego medical and/or dental coverage, the District will not provide in lieu cash payments to the employee.

**3110.1.4** Family coverage is available for all policies if the employee pays any additional premium cost.

**3110.1.5** The Library District provides health and dental insurance coverage for a period of seven (7) years after the date of retirement for any employee hired prior to May 22, 2007 who has or had worked in that capacity for a period of ten (10) to fifteen (15) years prior to retirement and who is or was at least fifty-five (55) years of age at the time of retirement. If the employment period exceeds or exceeded fifteen (15) years, coverage extends or extended to ten (10) years.

**3110.1.5.1** The retired employee may choose continued coverage under one of the District's health and dental plans or may choose direct reimbursement for premium and/or direct health expenses up to the amount which would have been expended for a plan.

**3110.1.6** The scope of coverage and the payment of premiums are subject to periodic review and revision by the Library Commission.

**3110.2** All Library District employees will be insured against injuries received while on the jobs as required by State law.

**3110.3** All Library District employees who work twenty (20) or more hours per week are enrolled in the Library District's CalPERS retirement plan.

**3110.3.1** At the District's discretion and by action of the Library Commission, the District may choose to establish and offer a retirement cash incentive plan as a part of a specific fiscal year's budget plan subject to approval of that year's budget plan by the Governing Board of Library Trustees.

**3110.4** All Library District employees are eligible to participate in the CalPERS 457 deferred compensation plan or any other such plan established by the Library Commission. Participation is voluntary.

Adopted 02/27/2006  
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