

HOURS AND RATE OF PAY

LIBRARY DIRECTOR

The position of Library Director is a nonexempt, salaried position, subject to overtime. The Library Director shall provide an average of 21 hours of Library service per week over the course of the calendar year. The Library Director shall keep a signed, weekly record of hours worked. A week shall begin on Monday and end on Sunday. The record of hours worked will be kept by the Treasurer for a period of not less than six years.

In the event that the Library Director works more than 40 hours in one week, the Library Director shall be entitled to overtime pay in the amount of one and one half times their regular rate of pay.

The Library Director shall be paid in 12 monthly installments within the first week of each month. This amount is the gross amount from which the following are withheld: Federal and State Income taxes and Social Security Tax, to create the net monthly wage.

The Library Director will be allowed 88 hours of paid personal leave annually. Leave will be submitted to the Board for advance approval when leave is in a block of one week or more.

LIBRARY ASSISTANT

The position of Library Assistant is a nonexempt, hourly position, subject to overtime. Library Assistants shall keep a signed, weekly record of hours worked. A week shall begin on Monday and end on Sunday. The record of hours worked will be kept by the Treasurer for a period of not less than six years.

In the event that a Library Assistant works more than 40 hours in one week, the Library Assistant shall be entitled to overtime pay in the amount of one and one half times their regular rate of pay.

Library Assistants shall be paid in 12 monthly installments within the first week of each month. This amount is the gross amount from which the following are withheld: Federal and State Income taxes and Social Security Tax, to create the net monthly wage.

Library Assistants will be allowed 44 hours of paid personal leave annually to be used at their discretion to cover sick time and vacation. This shall go into effect after their first 90 days of work and will be prorated based on the percent of the year they have worked. Leave will be submitted to the Board for advance approval when leave is in a block of one week or more.

Library Assistants will be paid for their regularly scheduled hours if the library is closed for a federal holiday, Thanksgiving, and agreed upon dates for Christmas and New Year's closures. Regularly scheduled hours will also be paid if the library is closed for a weather event.

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