



Classifications And Salaries Policy

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The goal of the Library is to attract, encourage, train, and retain talent with a just and sustainable compensation and benefits package based on required knowledge, skills, and abilities.

Exempt And Non-Exempt Employees

All employees are designated as either exempt or non-exempt under state and federal wage and hour laws.

Non-exempt employees are employees whose work is covered by the Fair Labor Standards Act. They are not exempt from the law's requirements concerning minimum wage and overtime. Overtime work is prohibited without specific supervisor authorization.

Exempt employees are generally managerial, administrative, or technical staff who are exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act, meaning they hold jobs which meet the standards and criteria established under the Fair Labor Standards Act by the Department of Labor. Exempt staff members are eligible for compensatory time.

Full-Time Employees

All non-exempt full-time employees are considered to work a forty hour work week for payroll purposes. An eight hour day is the normal working day with some flexibility in starting and ending times. Retirement, life insurance, paid holidays, many types of leave, and a full range of other benefits are extended to full-time employees.

Part-Time Employees

Employees who work less than forty hours during a typical work week are considered part-time. Part-time employees work regularly scheduled hours; however, times may vary according to Library needs. Paid holidays, many types of leave, and other benefits are extended to part-time employees. Only those part-time employees who work more than 100 hours per month on average over the course of a twelve-month period are eligible to participate in the retirement program. Only those part-time employees who work more than 30 hours per week on average eligible to participate in the life insurance program.

Total Compensation Package

An employee's total compensation package includes:

- Employee's salary
- Employer paid Social Security/Medicare contributions
- Worker's compensation insurance
- Unemployment insurance

- Bereavement leave
- Holiday pay
- Paid leave

In addition, full-time and part-time employees working more than 100 hours per month on average over the course of a twelve-month period are eligible to participate in the retirement program.

All full-time employees also receive:

- Health care benefits, including vision and dental coverage
- Life insurance

Starting Salary

The schedule of starting wages is based on the classifications of the positions and the qualifications of the applicant. All positions have been analyzed and classified so that those with similar educational requirements, experience, duties, and responsibilities are grouped together.

Pay Scale

- New employees start at step one of the pay scale.
- Step 2 is reached after working six full calendar months and receiving a satisfactory employee evaluation from their supervisor.
- Each subsequent step is reached after an additional one full calendar year is worked and an annual evaluation given.
- An annual raise may be given based on the libraries ability to fund them.
- Current employees will be placed at the appropriate step. The date of implementation of the pay scale will be used for employee's anniversary date for the purpose of raises.
- An advancement to the "certified" pay scale, at the same step level will be given upon proof of certification for position, i.e. experience, para-professional, professional, on the date of certification.
- A maximum pay step for each position will be set by the Library. If an employee reaches the maximum pay for their position's classification, there will not be a guaranteed annual increase.

Salary Limitations

The salary scale assists the Library in managing appropriate compensation of new employees and establishes appropriate pay increases for existing employees while maintaining equity among positions. As the first step of the pay scale for a position is increased, the following steps will be reviewed and adjusted as deemed appropriate.

Reviews Of Salary Scale

Reviews of the salary scale take into consideration the following:

- Current Library salary standards
- Cost of living changes
- Pay for comparable work elsewhere
- Additional factors as determined by the Library to be applicable

Hourly rates are not given in the salary schedule for exempt positions.

Differentials

In some cases, the Library may provide specific compensation in addition to an employee's regular salary based on the ongoing performance of specific duties which are outside of the employee's regular work requirements. The Library may also provide an allowance in addition to regular salary to offset an employee's use of personal funds for ongoing, work-related purposes.