

# Valley City Barnes County Public Library Employee Pay and Benefits

Adopted March 11, 2014

Reviewed July 2017    Reviewed June 2020

Employee Benefits and Pay structure including starting pay rates, personal leave time, vacations, holidays, retirement, and insurance.

The Library's organizational structure is designed so non-exempt employees can easily understand the pay and benefit structure based on the number of hours they work per week. Employees who possess specialized skills, knowledge, or experience may be hired at a pay rate above the minimums stated below.

Employee starting pay and benefits are as follows:

Full time: based on a regular schedule of 40 hours per work week.

Starting wage for full time employees is \$15.00 per hour.

Full time employees accrue personal leave time at a rate of 1 hour leave for every 20 hours worked. Personal leave can be used for illness, doctor's appointments, funerals, or other time off during the regular work week. Except in cases of acute illness or injury 48 hour prior notification is required.

After the first full year of employment full time employees will accrue vacation time at a rate of 1 hour leave for every 40 hours worked. After two years full time employment employees will accrue vacation time at a rate of 1 hour leave for every 20 hours worked. One month prior notification is required for all planned vacations.

Based on a 40 hour work week full time employees will earn 104 hours or 13 personal days per year. 52 hours or 6 ½ days of vacation time will accrue during the second full year of employment and 104 hours or 13 vacation days in the third year and beyond. All employees can roll over 40 hours of vacation time and an additional 40 hours of personal leave time. Any amount beyond that is forfeit at the start of the new calendar year. All accrued vacation and personal time will be paid out upon separation.

Three quarter (¾) time: based on a regular schedule of 28 to 39 hours per work week.

Starting wage for three quarter time employees is \$12.00 per hour.

Three quarter time employees accrue personal leave time at a rate of 1 hour leave for every 20 hours worked. Personal leave can be used for illness, doctor's appointments, funerals, or other time off during the regular work week. Except in cases of acute illness or injury 48 hour prior notification is required.

After the first full year of employment three quarter time employees will accrue vacation time at a rate of 1 hour leave for every 40 hours worked. After two years full time employment employees will accrue vacation time at a rate of 1 hour leave for every 20 hours worked. One month prior notification is required for all planned vacations.

Based on a 30 hour work week three quarter time employees will earn 78 hours or 9.75 personal days per year. 39 hours or 4.875 days of vacation time will accrue during the second full year of employment and 78 hours or 9.75 vacation days in the third year and beyond. All employees can roll over 40 hours of vacation time and an additional 40 hours of personal leave time. Any amount beyond that is forfeit at the start of the new calendar year. All accrued vacation time will be paid out upon separation.

Half (½) time: based on a regular schedule of 18 to 27 hours per work week.

Starting wage for half time employees is \$10.00 per hour.

Half time employees accrue personal leave time at a rate of 1 hour leave for every 20 hours worked. Personal leave can be used for illness, doctor's appointments, funerals, or other time off during the regular work week. Except in cases of acute illness or injury 48 hour prior notification is required.

After the first full year of employment half time employees will accrue vacation time at a rate of 1 hour leave for every 40 hours worked. After two years full time employment employees will accrue vacation time at a rate of 1 hour leave for every 20 hours worked. One month prior notification is required for all planned vacations.

Based on a 20 hour work week half time employees will earn 52 hours or 6.5 personal days per year. 26 hours or 3 ¼ days of vacation time will accrue during the second full year of employment and 52 hours or 6.5 vacation days in the third year and beyond. All employees can roll over 40 hours of vacation time and an additional 40 hours of personal leave time. Any amount beyond that is forfeit at the start of the new calendar year. All accrued vacation time and personal will be paid out upon separation.

One quarter (¼) time: based on a regular schedule of 17 hours or less per work week.

Description – Quarter time employees fill entry level page positions. Quarter time positions are also designated for employees who, on a limited basis, fulfill specific duties necessary for the successful running of the library such as bookkeeper or janitor. If an employee is performing the duties of bookkeeper, janitor, or similar and also has a ½ time or ¾ time position with the library the hours for both positions add together for personal leave and holiday pay.

Starting wage for quarter time employees is \$8.00 per hour.

Quarter time employees accrue personal leave time at a rate of 1 hour leave for every 20 hours worked. Personal leave can be used for illness, doctor's appointments, funerals, or other time off during the regular work week. Except in cases of acute illness or injury 48 hour prior notification is required.

Quarter time positions are not eligible for vacation time.

Based on a 10 hour work week quarter time employees will earn 26 hours or 3.25 personal days per year. All employees can roll over 40 hours of personal leave time. Any amount beyond that is forfeit at the start of the new calendar year. All accrued personal time will be paid out upon separation.

**Holidays** – All employees will have the following as paid holidays: New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Eve, and Christmas Day. Full time employees will be paid 8 hours regular hourly wage, ¾ time employees will be paid 6 hours regular hourly wage, ½ time employees will be paid 4 hours regular hourly wage, and ¼ time employees will be paid 2 hours regular hourly wage.

**Health Insurance** - Health insurance is offered to all full time employees. (Blue Cross blue Shield self-funded through the city)

**Retirement** – All employees are covered by SEP after one year of continuous employment except those that are considered exempt. Exempt are those employees who have worked for the library less than one full year, those under 21 years of age, and those earning less than the minimum amount per year (\$400 in the year 2000).

The current SEP amount is 5% of earnings for each qualified employee. The library board may choose to increase this amount up to 15% of employee earnings at the beginning of each calendar year as salary rates are determined.