

Classifications and Salaries

Created 10 October 2023

The goal of the Library is to attract, motivate, and retain talent with a fair and equitable compensation policy based on necessary knowledge, skills, and abilities.

Exempt and non-exempt Employees

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

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

Exempt employees are generally managerial, professional, administrative, or technical staff who are exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs, which meet the standards and criteria established under the FLSA by the Department of Labor. Exempt staff members are eligible for compensatory time. (See Compensatory Time.)

Full-time employees

Full-time employees work thirty-five (35) hours per work week (Saturday through Friday). An eight (8) hour day is the normal working day with some flexibility in starting and ending times. Full-time employees are required to participate in the state retirement plan. Many types of leave and a full range of other benefits are extended to these employees.

Part-time employees

Part-time employees work regularly scheduled hours, not to exceed an average of twenty (20) hours during a work week; however, times may vary according to the Library's needs. Part-time employees are paid for regularly scheduled hours worked that fall on closed holidays. Part-time employees are not eligible to participate in the state retirement program.

Total compensation package

An employee's total compensation package includes the employee's salary, employer paid Social Security/Medicare contributions, workers' compensation insurance, unemployment insurance, Bereavement Leave and holiday pay. For full-time employees, the Library offers health care benefits (including vision and dental), retirement benefits, life and Accidental Death & Dismemberment (AD&D) insurance, Vacation Leave, Sick Leave and one day off for birthday.

Pay classifications and starting salaries

The schedule of starting wage rates is based on the classification 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.

Class Library Assistant 1

- Positions in this category are non-exempt.
- Positions in this classification: Intern, Library Page
- Requirements: No educational requirement, minimum of sixteen (16) years of age.
- Starting salary: \$9.00

Class Library Assistant 2

- Positions in this category are non-exempt.
- Positions in this classification: Inter Library Loan Assistant, Circulation Clerk
- Requirements: High school diploma or equivalent.
- Starting salary: \$10.00

Class Library Associate 1

- Positions in this classification are non-exempt.
- Positions in this classification: Book Delivery, Technical Services, Marketing Specialist, Maintenance, Teen Services, Programming Assistant.
- Requirements: High school diploma or equivalent, 2+ years' work experience.
- Starting salary: \$12.00

Class Library Associate 2

- Positions in this classification are non-exempt.
- Positions in this classification: Programming Coordinator, Youth Services, Bookmobile Driver and Circulation manager.
- Requirements: Bachelor's degree preferred.
- Starting salary: \$14.00

Class Library Associate 3

- Positions in this classification are non-exempt.
- Positions in this classification: Facility Manager
- Requirements: Bachelor's degree, 3+ years' experience in Library related field or MILS
- Starting salary: \$16.00

Library Director

- This is an exempt position.
- Requirements: Master's degree in Library Science, plus seven (7) years of professional experience and five (5) years of supervisory experience.
- Salary to be determined by the Board of Trustees

Salary limitations

The salary schedule 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 minimum entry-level salary for a position is increased, the maximum salary for the position will be adjusted as appropriate. If an employee reaches the maximum salary for their particular position's classification, a one percent merit increase will be given annually on the employee's anniversary as allowed by their supervisor.

Maximum salaries are based on a percentage of the entry-level salary for each classification. Currently, the following percentages are used:

- Class Library Assistant: Maximum salary is 130% of entry level salary.
- Class Library Associate: Maximum salary is 140% of entry level salary.

Reviews of salary schedule

Reviews of the salary schedule take into consideration current Library salary standards (within the region), cost of living, and pay for comparable work in other industries (within the region).

Differentials

In some cases, the Library may provide specific compensation in addition to 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 the employee's use of personal funds for ongoing work-related purposes (such as maintaining a cell phone service).

Differentials are not considered a part of the employee's regular salary and are not included when calculating the employee's merit increase