

**Latah County Library District
Personnel Policy
Approved September 2004
Revised September 2005, December 2006, Revised November
2008, March 2010
Policy reviewed annually**

3.0 SALARY AND COMPENSATION

3.1 Salaries

The Library Board is committed to consistent maintenance or improvement of base pay to library staff. The salary pay plan shall be studied each year taking into account the availability of funds. A salary schedule shall be reviewed no less than every 5 years and may be adjusted to reflect market changes.

A salary schedule is used to determine the salary range for job descriptions. The Board of Trustees determines the director's starting salary, position description and salary increases. The director, in accordance with the salary schedule, determines all other employees' position descriptions and starting salaries. The starting salary for new employees is set between the minimum rate and a higher level for the position description, depending on the employee's qualifications and is at the discretion of the director.

Salary increases do not occur automatically each year. While employees can expect to advance within their pay range based upon satisfactory performance evaluations, advancement is within the discretion of the director and is based on annual budget considerations.

Pay increases will normally be effective January 1.

3.2 Pay Day

The library will issue payroll checks on the tenth, which covers the 16th through the end of the previous month's pay period; and the twenty-fifth, which covers the 1st through the 15th of the current month.

If payday falls on Saturday, Sunday or a holiday and the District libraries are closed checks will be issued the last week day (Monday through Friday) prior to the pay date.

It is the responsibility of each employee to keep a current and accurate time sheet, which must be signed by the employee's supervisor. The time sheet must be received no later than the first work day (Monday through Friday) after the last day of the pay period.

If a timesheet is received late an employees' pay may be delayed until the next pay period.

3.3 Scheduled Hours

The workweek runs from midnight on Sunday through 11:59 P.M. on Saturday.

Each employee is informed of the number of hours in their workweek at the time they are employed. If these hours change at any time during the course of employment the employee will receive written notification of the change and when it goes into effect. No employee, with the exception of managers, is authorized to work more than the scheduled hours, without prior authorization from their Supervisor.

Each employee is allowed an appropriate (uncompensated) lunch or dinner break. A rest period of fifteen minutes for every four hours worked will be provided. Breaks may not be accumulated or used to come late or leave early.

Evening and weekend scheduling is the responsibility of the supervisor.

Paid time begins when a person arrives at their base work location and continues until they return to their base or equivalent miles have been traveled.

The supervisor and/or the Director should resolve conflicts that may arise out of workload scheduling.

Overtime is defined as any hours worked over forty hours in the normal workweek. Overtime can only be worked with prior approval from the Director or supervisor in emergency situations. This applies to non-management positions. An employee cannot be forced to work overtime.

A non-exempt Manager position may accumulate compensatory time. Compensatory time may be accumulated on a value up to ½ of the weekly regularly scheduled hours without prior authority of director. Compensatory time over 40 hours per week accumulates at 1 ½ time. Compensatory time must be zeroed out by the end of each fiscal year.

3.4 Paid Holidays

New Year's Day
Martin Luther King Day
President's Day
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Christmas Eve (in lieu of Columbus Day)
Christmas Day

New Year's Eve (Libraries will be closed. Eligible employees will receive holiday compensation for ½ day. To receive full compensation an employee must either work the necessary hours or use annual leave.)

The libraries are closed on these days unless otherwise noted.

Regular full-time employees are paid 8 hours for each holiday. Regular part-time employees are paid pro-rated hours for each holiday. Only staff eligible for benefits receive holiday pay. Scheduling issues will be resolved with the employee's supervisor.