

Northville Public Library Personnel Policy

Employment

The Northville Public Library is an equal opportunity employer. The library will not discriminate against any employee or applicant for employment on the basis of race, religion, color, national origin, age, sex, disability, marital status, sexual orientation, military status, predisposing genetic conditions, familial status or domestic violence victim status.

Salaries and Hours

The Library Director shall be paid on a twelve (12) month pay schedule for a forty (40) hour week. Checks will be issued twice a month.

The Library Director's and Clerks' salaries are set by the Board of Trustees.

Library clerks will be paid by the month.

The Library Director and Clerks will have the following deductions withheld from each pay check: Federal Income Tax, State Income Tax, Social Security, Medicare.

Retirement

Retirement for the Library Director will be paid to the Northville Central School District for deposit in the NYS Employees Retirement System. The Director may opt for further retirement options deducted from his/her salary.

Health Insurance

The library will pay 100% of the cost of individual, 2-party, or family health insurance premiums up to \$7,000 for the current director. Additional costs will be shared between the library and employees at the rates applied to new employees.

For full time employees hired after the date of this document's approval by the board, the library will pay 90% of the health insurance premium cost for an individual plan and 50% for a 2-party or family plan.

Employee contributions will be deducted equally from each pay period.

For employees with a tenure of 25 years or more, the library will continue to pay the same percentage of retirement health insurance costs for the retiring employee that the employee was receiving on the date of the employee's retirement from the library until the age when Medicare becomes the primary insurance provider. At that time a supplemental insurance policy will be offered at the same rates as applied above.

Vacations/ Personal Leaves

Vacations:

1-2 years	2 weeks
3 years	3 weeks
15 years	4 weeks
20 years	5 weeks

Sick Leave:

Fifteen (15) days per year accumulative to two hundred twenty five (225) days. Extended sick leave beyond 1 week shall be contingent on written proof of the need for extended medical absence and the approval of the Board of Trustees. Up to 12 weeks of sick or leave time may be used for FMLA purposes.

Bereavement Leave:

Up to five (5) days bereavement leave shall be granted in each instance of family death. These days will not be charged to sick or personal leave.

Approved Unanimously: June 13, 2016

Updated Approved Unanimously: Jan 9, 2017