

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, and 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.

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.

Health Insurance

Health insurance is provided in which the library and eligible staff share costs.

Approved Unanimously: June 13, 2016

Update Approved Unanimously: Jan 9, 2017

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