



BENEFITS FOR CIVIL SERVICE APPOINTED PART-TIME EMPLOYEE
(Part-time employment is defined as seventeen and one-half (17.5) hours per week.)

INSURANCE

Hospital and Medical Insurance is not available.

The Library Board of Trustees is responsible for the employer's share of Social Security contribution.

The Library Board is also responsible for Disability insurance, Unemployment insurance, and Workman's Compensation insurance.

VACATION LEAVE

Prior supervisor approval is necessary.

Employee is entitled to the following:

One (1) year employment: one (1) week annually.

Ten (10) years employment: one and one-half (1.5) weeks annually.

Fifteen (15) years employment: two (2) weeks annually.

PERSONAL LEAVE

Prior supervisor approval is necessary.

Employee is eligible for two (2) days annually.

HOLIDAY LEAVE

Employee is entitled to three and one-half (3.5) days annually when the Library is closed. The Holidays will be determined by the Library Manager and the Library Board of Trustees.

SICK LEAVE

Employee is required to notify supervisor at least one-half (.5) hour before the start of work schedule.

Employee is granted one-half (.5) day per month. This leave can accrue to six (6) days (forty-two (42) hours) annually.

Employee may be required to provide a physician's statement of health status after a prolonged illness.

BEREAVEMENT

Prior supervisor approval is necessary.

Employee is entitled to a total of one and one-half (1.5) days for a death in the immediate family (parents, spouse, siblings, children, grandparents and in-laws of the aforementioned relationships).

Adopted: 3/16/1995

Revised: 11/16/1995

Revised: 1/17/2000

Revised: 5/17/2007

Revised: 4/20/2017

Revised: 11/19/2020

Revised: 1/16/2025