

**Brandon Public Library Compensation & Benefits Policy**

**Updated April 2013**

Compensation and benefits for a full-time (40 hrs. per week) Library Director for the Brandon Public Library shall be provided according to the Compensation & Benefits section (currently Section IV) of the Village of Brandon. For a Library Director contracted for less than 40 hrs. per week, but equal to, or more than, the eligibility level (currently 30 hrs. per week) for employment benefits (hereinafter referred to as 'Qualified Library Director), the Compensation & Benefits Policy (currently Section IV) of the Village of Brandon shall be amended as detailed below. Any sections or sub-sections not amended herein will apply as stated in the current Compensation & Benefits section (currently Section IV) of the Village of Brandon.

**A. Holidays:** The following holidays are hereby designated as authorized holidays:

New Year's Eve (Mon. – Thurs. Close at 5:00 p.m.)		
New Year's Day	Memorial Day	Independence Day
Thanksgiving Day	Christmas Eve	Christmas Day
Labor Day		

When an authorized holiday falls on a Sunday, the following Monday shall be observed as the holiday. A holiday shall be defined as consisting of six (6) hours of worktime. An employee who is not assigned to work on a holiday listed above shall be paid the basic hourly rate for such day for the number of hours regularly scheduled for that day.

**B. Vacations:**

1. A Qualified Library Director will be granted vacations with pay based on the following schedule:

After one year of service	-	two weeks
After five years of service	-	2.5 weeks
After each additional year of service	-	one day per year, up to a maximum of 4 weeks

2. A vacation week shall be defined as the average number of contracted hours per week during the current year and the preceding year of "qualified" employment, or the number of contracted hours per week of the current annual contract, if the Qualified Library Director has been employed as such for less than one full year.

**C. Sick Leave:** A Qualified Library Director shall be entitled to sick leave or personal leave, with pay, based on the following:

1. A Qualified Library Director shall be entitled to twenty-four (24) hours of sick leave and twenty-four (24) hours of personal leave each year. Sick and/or personal leave shall be accumulated as follows: beginning at the date of employment, six (6) hours shall be accrued following each 1.5 calendar months worked, in which the employee worked not less than fifty (50) percent of her/his regularly scheduled hours (counting time off for vacation as time worked).

**F. Longevity Pay:** A Qualified Library Director shall be entitled to longevity pay as follows:

After five years of employment	-	\$50.00 paid in December
After ten years of employment	-	\$75.00 paid in December
After fifteen years of employment	-	\$150.00 paid in December

Board Approved: 04/02/2013  
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