

Employee Levels and Benefits  
September 8, 2005  
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**Employee Levels**

- Full-time salaried director
  - Full Benefits
- Full-time hourly librarians
  - Full Benefits
- Part-time hourly librarians scheduled an average of 25-39 hours per week
  - After one year of employment, five days' **vacation** based on the scheduled hours for each day taken as vacation.
- Part-time hourly librarians scheduled under an average of 25 hours per week
- Page positions based on hours needed.
  - Pages are allowed three unplanned absences per rolling twelve-month period.
  - Pages will need a doctor's excuse after missing three consecutive scheduled days of work due to illness.

**Full-Time Employee Benefits**

Full-time library employees use *The City of Oelwein Personnel Policy Manual* for Sick Leave, Insurance, Vacation Schedule, Holidays, Family Leave, and Longevity.

**Holidays**

- **Part-time** hourly librarians scheduled to work a minimum average of 20 hours per week will have the following paid holidays:
  - Memorial Day
  - Thanksgiving
  - Christmas

**Director's Holiday Schedule:**

New Years Day————January 1<sup>st</sup>  
Memorial Day————Last Monday in May  
Independence Day————July 4<sup>th</sup>  
Labor Day————First Monday in September  
Veterans Day————November 11<sup>th</sup> (Library is open)  
Thanksgiving Day————Last Thursday in November  
Day following Thanksgiving—Friday (Library is open)  
Christmas Eve Day————December 24<sup>th</sup>  
Christmas Day————December 25<sup>th</sup>

Due to the nature of the library schedule, the director may exchange a holiday the library is open for a more convenient day. Regular holiday pay will be paid.

**Full-Time Hourly Employee's Holiday Schedule:**

New Years Day————January 1<sup>st</sup>  
Memorial Day————Last Monday in May  
Independence Day————July 4<sup>th</sup>  
Labor Day————First Monday in September  
Veterans Day————November 11<sup>th</sup> (Library is open)  
Day before Thanksgiving——Wednesday (Library is open)  
Thanksgiving Day————Last Thursday in November  
Christmas Eve Day————December 24<sup>th</sup>  
Christmas Day————December 25<sup>th</sup>

Due to the nature of the library schedule, if a full-time hourly employee works on a holiday the library is open, a substitute day will be designated as a holiday. Regular holiday pay will be paid.

**Closing due to Inclement Weather or Unforeseen Circumstances**

- Full-Time hourly librarians have the option to either
  - make up the hours as close to the closed day as possible
  - use vacation time
- Part-Time hourly librarians normally scheduled to work have the option to either
  - make up the hours as close to the closed day as possible
  - use vacation time
  - not be paid

**Schedules**

- The director sets the number of hours for employees.
- The director sets schedule of hours worked by the staff.
- Schedules for full-time hourly employees must run from Sunday to Saturday with a mandatory limit of 40 scheduled hours.
- A full-time employee working on Saturday must take comparable hours off the previous week.
- A full-time employee working on Sunday must take comparable hours off the following week.