LCPLD Personnel Policy

I. Kinds of Employment

1) Full time

A full-time employee of the Lewistown Carnegie Public Library will work 35-40 hours per week.

2) Part-time

Part-time employees work less than 35 hours per week at a percent of time to be determined by the board and/or Library Director. All benefits and leave will be based on this percentage.

3) Extra Help

Extra Help employees will work hours as needed for the smooth operation of the library and will be determined by the Library Director and approved by the Board. The hours and schedule may vary from week to week. Extra Help employees receive no vacation sick leave, or holiday pay. It is strictly hourly wages plus required IMRF and State and Federal withholding.

II. Sick Days

Both Full- and Part-Time Employees will accumulate sick days at the rate of one sick day per month of service. Total accumulation will not exceed 120 days. The number of hours of a sick day are prorated depending on each employee's percentage of appointment.

Extra Help employees receive no sick days.

III. Personal Days

Full- and Part-Time employees will accumulate personal days at the rate of one day for each 6 months of service. Part-Time employees will receive days at the prorated number of hours for each day, depending on percentage of appointment.

Extra Help Employees receive no personal days.

IV. Vacation Days

Full- and Part-Time employees will receive vacation time as follows:

1 year of employment.....1 week (5 days)
2-5 years of employment.....2 weeks (10 days)
5-15 years of employment.....3 weeks (15 days)
Over 15 years of employment.....4 weeks (20 days)

Part-time employees receive the same number of weeks of vacation as Full-Time employees. However, the length of each day is prorated according to the percentage of appointment.

Ideally, Vacation time does not accumulate and must be taken during the current fiscal year. However, 1 week of vacation may be carried over each year, if desired.

V. Paid Leave for Illinois Workers Act

Effective January 1, 2024 the library will follow the Paid Leave for Illinois Workers Act for all employees.  Staff will earn 1 hour for every 40 hours worked to be used in two hour

increments. Staff will be required to work a minimum of 90 days before paid leave off can be used. Employees may roll over their time earned under this act but may not earn nor use more than 40 hours a year. Employees will not be paid for hours accumulated under this act upon leaving employment. If an employee returns to the library within one year, previously earned hours will be returned and the 90 day work requirement will be waived.

VI. Holidays
Full- and Part-Time Employees will be paid their hours normally worked on the days that the library is closed for a holiday. The length of day for Part-Time employees is prorated, depending on percentage of appointment.

Holidays observed are:

New Year's Day
Martin Luther King Day
President's Day
Memorial Day
July 4th
Labor Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving Day
Christmas Eve
Christmas Day
Employee Birthday

VII. Maternity/Paternity/Family Leave
12 weeks unpaid Maternity/Paternity leave will be granted per year for all full- time and part-time employees.

VIII. Compensatory Time
Compensatory Time is not offered except as defined for salaried employees.

IX. Over Time
Over Time will be paid at the rate of 1.5 times the normal hourly rate for each employee. Over time MUST be approved by the board before it is worked.

X. Bereavement
3 days of paid Bereavement leave will be granted per year for all full- and part- time employees. Part-time employees will be granted the time according to the percentage of appointment.

XI. Library closing due to severe weather
The Library Director and two board members will decide if and when to close the library due to severe weather conditions. If the Library is closed, those employees scheduled

to work that day will be paid as if the library was open and their regular hours were worked.

XII. Jury Leave

Employees subpoenaed for jury duty by the court will receive straight time earnings for the day or days served. The Library Director must be appropriately notified. Employees will be expected to work any hours before or after their duty service. Court duty leave does not apply if the employee is a party to any non-library related civil or criminal litigation. Employee vacation, sick leave, and holiday benefits will continue to accrue during jury duty leave.

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