

PERSONNEL POLICY

Adopted September 11, 2019

Updated June 22, 2022



BENEFITS AND LEAVE

It is the Board of Directors' goal to provide the maximum benefit package possible to attract and retain a skilled workforce. A benefit package is not a contractual right and may be altered at any time by the Board of Directors. Decisions affecting a package may be based on a change in benefit costs or budget considerations.

PAID TIME OFF

North Douglas Library District (NDLD) provides Paid Time Off (PTO) benefits to its employees who regularly work 12 hours a week or more. Eligible employees will commence earning and accruing PTO benefits when hired. Earned PTO may be used on or after the 91st day of employment.

The purpose of PTO is to provide employees with flexible paid time off from work that can be used for such needs as vacation, personal or family illness, doctor appointments, school, volunteerism, and other activities of the employee's choice.

Any scheduled PTO is contingent upon the availability of a substitute to fill the shift. "Sick leave," for purposes set forth in ORS 653.616 and OAR 839-007-0020, is exempted from this contingency. All time granted shall be compensated at the normal pay rate for the employee. 50% of accrued and unused PTO benefits shall be paid upon termination of employment. Employees are allowed to carry 84 hours of PTO over into a new calendar year. Employees are responsible for monitoring and using their PTO over the course of a year so that they do not lose time when the current calendar year ends.

Rate: PTO will be accrued at a rate of .058 hours for each hour worked.

Vacation:

Vacation time shall be reviewed and approved by the Library Director.

Short Notice Leave:

If short notice leave is required, the employee should first contact the Director to find staff to substitute. If no staff are available, the Director shall contact a board member or qualified volunteer. *<More details regarding the use of sick leave can be found on the Requirements of Oregon Sick Time Law poster displayed in the break area.>*

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Holidays:

NDLD recognizes the following holidays and the library will be closed on the identified days. Employees regularly working more than 20 hours a week will receive a day off with prorated pay on each of these recognized holidays. *Example: If the employee normally works 7 hours on the day a holiday falls, they will receive 7 hours of holiday pay.* If the holiday falls on a day that the library is usually closed, the employee may take a different day as the holiday within the same pay period.

1. New Year's Day
2. MLK, Jr. Day
3. President's Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. Veteran's Day
8. Thanksgiving Day
9. Christmas Day

SICK LEAVE

The North Douglas Library District (NDLD) provides paid sick leave to its regular employees. Eligible employees will commence accruing sick leave benefits when hired. Earned sick leave may be used when it is accrued. Employees are allowed to carry 40 hours of sick leave over into a new calendar year.

On-call employees are entitled to use sick time for hours they have been scheduled to work. Being “scheduled to work” does not include shifts for which an employee has been asked to be available or on-call, unless the employee is working while on-call as defined in OAR 839-020-0041 (3[1]).

If the need to use sick time is foreseeable, the employee should provide reasonable advance notice to the Director. The employee should make a reasonable attempt to schedule the use of sick time, for medical appointments, for example, in a manner that does not unduly disrupt library operations.

If the need to use sick time is unforeseeable, the employee should contact the Director as soon as practicable. In the event the Director is unavailable, the employee should contact a Board member. Sick time should be promptly reported on the employee’s timesheet. *<More details regarding the use of sick leave can be found on the Requirements of Oregon Sick Time Law poster displayed in the break area. >*

Rate: Sick leave will be accrued at a rate of 0.036 hours for each hour worked.

EDUCATION

NDLD encourages professional growth and development. Regular opportunities for on-site training will be provided. In addition, the NDLD will pay for membership in the Oregon Library Association for all employees and membership in the American Library Association for the Director. The Board is also open to reviewing proposals for other educational opportunities that will enhance an employee's professional knowledge and skills.

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RETIREMENT

Retirement Benefits:

The North Douglas Library District (NDLD) shall contribute a monthly amount of an employee's gross wages into a 403(b) or 457(b) plan, the provider of which shall be selected by the employee, with guidance and limitations established by the Board of Directors. This benefit is for employees regularly working more than 28 hours per week. The contribution will be at the rate shown in the following table:

Year 1-3	4% of salary
Year 4-5	6% of salary
Over 5 years	6% + matching up to 3% of an employee's contribution

Retirement benefits shall begin three calendar months after an employee's start date.