

## HELEN PLUM LIBRARY

### **P-2 Classification of Employees**

Approved by the Library Board of Trustees, November 21, 2023.

Job descriptions indicate an employee's job classification and whether their position is exempt or non-exempt, consistent with the provisions of the Fair Labor Standards Act (FLSA). Per FLSA, exempt employees are not entitled to overtime compensation. Non-exempt employees will receive overtime compensation consistent with FLSA.

All employees accrue paid vacation time off in compliance with the Illinois Paid Leave for All Workers Act.

### **Full-time salaried employees**

Full-time salaried employees typically work 1950 hours annually (37.5 hours per week). Full-time employees may be exempt or non-exempt depending on their position at the Library. Salaried exempt employees are managerial or professional employees, consistent with FLSA executive, administrative or professional exemption tests.

Full-time salaried employee benefits include but are not limited to:

- Participation in the Illinois Municipal Retirement Fund (IMRF) and optional 457(b) plan
- Paid Vacation, Sick Time, Personal Time, and Holidays
- Enrollment in Medical, Dental, and Basic Life/AD&D insurance coverage – The Library pays a portion of these insurance premiums
- Eligibility for Tuition Reimbursement program after one year of employment

### **Regular Part-time employees**

Regular part-time employees who work over 1000 hours annually are classified as **eligible** part-time employees.

“Eligible” classification relates to eligibility for Illinois Municipal Retirement Fund (IMRF) participation and correlates to designated employee benefit levels.

Eligible part-time employee benefits include but are not limited to:

- Participation in the Illinois Municipal Retirement Fund (IMRF) and optional 457(b) plan
- Paid Vacation, Sick Time, Personal Time, and Holidays
- Eligibility for Tuition Reimbursement program after one year of employment

Regular part-time employees who work less than 1000 hours annually are classified as **non-eligible** part-time employees.

Non-eligible part-time employee benefits include but are not limited to:

- Participation in the optional 457(b) plan
- Paid Vacation, Sick Time, Personal Time, and Holidays

### **Substitute and Seasonal employees**

Substitute and Seasonal employees are scheduled to fill in on an intermittent basis and are non-exempt employees. Substitutes may be scheduled throughout the year and/or to cover a leave-of-absence. Seasonal employees are scheduled to supplement staff during busy seasons. Substitute and seasonal employees are not eligible for most benefits and do not accrue service time.<sup>1</sup>

Substitute and seasonal employee benefits include but are not limited to:

- Participation in the optional 457(b) plan
- Paid Vacation

### **Changes in employee classifications**

If a full-time employee assumes part-time status, the employee will no longer be eligible for full-time employee insurance benefits. Personal time and floating holidays will be adjusted to the applicable part-time rate. Accrued vacation will not be lost, but future vacation will be calculated using the pro-rated part-time rate. Sick time will continue to be accrued based on hours worked.

If a regular part-time employee assumes full-time status, the employee's past service hours will count toward their total years of service when calculating benefits.

### **Re-employment and Service Credit**

An employee who has resigned from the Library staff and is subsequently re-employed within 5 years will be credited with prior service for the purpose of computing benefit accrual.

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<sup>1</sup> Service time refers to the length of time an employee has worked for the Library and relates to service anniversaries and retirement recognition. See Policy P-19 Service Anniversaries, Retirement, Employee & Trustee Recognition.