

HELEN M. PLUM MEMORIAL LIBRARY

**P-3 Salaries and Wages**

Adopted by the Library board of Trustees, July 15, 2020. Effective: July 26, 2020

Salaries and wages for Library employees are paid bi-weekly.

As funds allow, minimum salaries and wages for all employees of the Library are equal to or above the median for other public libraries in the DuPage area.

Salaries and hourly rates are determined by the Library Director within the limits of a written schedule and are based on the qualifications, educational background and nature of the duties performed.

Annual increases in salaries and wages will be considered within the framework of the budget approved by the Board of Trustees at the beginning of each fiscal year in July.

**Full-time salaried employees**

Full-time employees are paid an annual salary divided across 26 two-week pay periods and based on 1950 hours per year. Full-time employees participate in IMRF (Illinois Municipal Retirement Fund) through required employer and employee contributions.

Full-time **exempt** employees are not entitled to overtime pay.

Full-time **non-exempt** employees, if authorized by their manager to work more than 37.5 hours in any work week, will earn compensatory time off for the hours over 37.5 and compensatory time-and-a-half off for the hours over 40. At the discretion of the Director, overtime pay may be authorized.

Holiday, vacation, personal and sick time do not count as hours worked for purposes of overtime.

**Regular Part-time employees**

Part-time employees are paid an hourly wage for time worked.

**Eligible** part-time employees (working 1000 hours or more annually) participate in IMRF (Illinois Municipal Retirement Fund) through required employer and employee contributions.

**Non-eligible** part-time employees (working less than 1000 hours annually) do not participate in IMRF (Illinois Municipal Retirement Fund).

**Substitute and Seasonal employees**

Substitute and Seasonal employees are paid an hourly wage for time worked.