



# Wadleigh Memorial Library

49 Nashua Street Milford, NH 03055

POLICY: **700 – 001**

GROUP: **OTHER POLICIES**

TITLE: **Compensation Policy**

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On March 20, 1984 the Wadleigh Memorial Library Trustees voted to adopt the Town of Milford Benefit plan so that Library staff members would be entitled to the customary benefits available to non-union personnel employed by the Town of Milford. Please see the Town of Milford Employee Handbook for full details of the benefits.

The Library calendar and holiday schedule is determined annually by the Library Trustees and may differ from the Town of Milford calendar.

Library employees are paid on a bi-weekly basis on Friday for all hours worked during the previous two weeks. "Hours worked" includes any benefit time (sick time, holidays, personal time, vacation time, etc.) or remote work hours approved by the employee's supervisor. Compensation is subject to withholdings and deductions as may be authorized or required by law.

Employee time must be accurately reported on a time sheet that is submitted to the Library Director, who will then report it to the Library's payroll service.

Paychecks will be distributed to the employee unless the employee provides written authorization for someone else to receive the paycheck or has elected to use direct deposit.

Employees are informed as to their rates of pay at the time they are hired. Rates of pay are reviewed at least annually.

With prior approval by the Library Director, legitimate expenses will be reimbursed. Receipts must be submitted. Pre-approved mileage expenses will also be reimbursed.

Approved by the Board of Trustees November 21, 2017.

Reviewed and amended to include remote work hours on November 15, 2022.