

## Wadleigh Memorial Library

### Compensation, Hours of Work, and Other Employment Details

On March 20, 1984 the Wadleigh Memorial Library Trustees voted to adopt the Town of Milford benefit plan so that Library staff members are 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.

The Library calendar and holiday schedule is determined annually by the Library Trustees.

Library employees are paid on a bi-weekly basis on Friday for all hours worked during the previous two weeks. 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 convert the information into the appropriate format required by the Library's payroll service (a position currently held by the Town of Milford Finance Department). 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