



Waterloo Public Library Director Compensation and Benefits Package

Policies for paid benefits, i.e. casual/personal time, sick leave, plus time and funeral leave, for management staff at the Waterloo Public Library will be the same as those stated in the Collective Bargaining Agreement between the Communication Workers of America and the Board of Trustees except in determining vacation accrual.

IPERS: Mandatory public retirement system. Employee contributes 6.29% and City contributes 9.44% of the gross salary.

FICA: Employee contributes 7.65% and City contributes 7.65% of gross wages.

HEALTH/DENTAL/VISION/PRESCRIPTION DRUG INSURANCE: New employees are not provided paid insurance coverage for the first 30 days of employment. City-paid health insurance is available the first day of the month following the thirtieth day of continuous employment. A single plan is \$40.00 per month and family coverage is \$80.00 per month. This insurance also includes dental, vision and prescription drug coverage. These premium rates may change on July 1st.

LIFE INSURANCE: City provides, at no cost, term life insurance at amount of salary with option to purchase additional term life insurance at a very reasonable cost up to a maximum of \$100,000.

HOLIDAYS: Ten paid holidays are observed plus the employee's birthday.

SICK LEAVE: Receive ninety-six hours of sick leave credit July 1. Employees who begin employment after the start of the fiscal year receive prorated credit based on accrual rate of eight hours per month for each month remaining in the fiscal year. At the end of the fiscal year, employees receive reimbursement for 25% of 32 hours or more of the unused portion of their sick leave, or may opt to take up to 50% of the 25% in time off (plus time) and the remainder in cash. Plus time can accumulate to 64 hours and can be carried from fiscal year to fiscal year and shall be payable at the current applicable rate. There will be no bonus payment in cash for less than 8 hours; rather these uncompensated hours shall be placed in the storage bank and is available for use if needed.

PERSONAL DAYS: Thirty-two hours are awarded each July 1, and earned at eight hours per quarter.

DEFERRED COMPENSATION: Can enroll in a deferred compensation program offered by the City upon completion of probationary period. Program allows employee to contribute pretax dollars to an approved annuity contract, lowering tax liability. City does

not contribute to this program.

DISABILITY POLICY: City provides disability policy that becomes effective after ninety calendar days of continued absence due to a non-work related injury or illness and continues for up to twenty-one months. Policy reimburses employee 66 2/3% of gross salary. Employee must utilize sick leave or other paid leave during ninety-day deductible period.

FUNERAL LEAVE: Receive up to five days of paid funeral leave for the death of a relative.

LONGEVITY PAY: Employee eligible for longevity payments of \$45.00 per month after five years of continuous employment to a maximum of \$130.00 per month after thirty years of continuous employment.

VACATION: Vacation schedule is based on the employee's anniversary date. Professional management employees (those with advanced library degrees) shall accrue vacation according to the following schedule: after one year, 20 days; after eight years, 25 days. Vacation is negotiable with board approval.

PROBATIONARY PERIOD: Six months. This position is not protected under a collective bargaining agreement or Civil Service. Consequently, the incumbent is an at-will employee.

WAGE INCREASES: Wage increases for non-bargaining employees are granted yearly, generally on July 1 as determined by the City Council. This is usually a percentage increase for all non-bargaining employees who have shown satisfactory performance. There is currently no system in place for merit increases. Employees are paid every other Friday with automatic deposit available.

The Library Director is a salaried, exempt position so there is a certain amount of flexibility allowed in the work schedule although it is favorable the library director be available 8 a.m. – 5 p.m. There is mandatory attendance at Monday evening City Council meetings at 5:30 p.m. unless the person is on vacation or gone for some other reason. There is also a weekly City department head meeting at on Thursday that City department heads are asked to attend as they are able.

COMPENSATION: Salary range is \$85,000 - \$115,000 commensurate with experience.

Waterloo Public Library
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Waterloopubliclibrary.org