

## **Aurora Free Library Staff Benefits Policy – 2026**

### **LIBRARY DIRECTOR**

The position of Library Director is a nonexempt, hourly position, subject to overtime. A 3-percent increase in the 2025 hourly pay rate shall be applied retroactively for the full 2026 year. The Library Director shall keep a signed, biweekly record of hours worked. A week shall begin on Sunday and end on Saturday. The record of hours worked will be kept by the Treasurer for a period of not less than six years.

In the event that the Library Director works more than 40 hours in one week, the Library Director shall be entitled to overtime pay in the amount of one and one half times their regular rate of pay.

The Library Director shall be paid every 2 weeks. This amount is the gross amount from which the following are withheld: Federal and State Income Taxes and Social Security Taxes and Medicare, to create the net monthly wage.

The Library Director will be allowed 90 hours of paid personal leave annually. Leave will be submitted to the Board for advance approval when leave is in a block of one week or more.

The Library Director will be paid for their regularly scheduled hours if the library is closed for a federal holiday, and agreed upon dates for Thanksgiving, Christmas and New Year's closures. Regularly scheduled hours will also be paid if the library is closed for a weather event.

### **LIBRARY ASSISTANT**

The position of Library Assistant is a nonexempt, hourly position, subject to overtime. A 3-percent increase in the 2025 hourly pay rate shall be applied retroactively for the full 2026 year. Library Assistants shall keep a signed, biweekly record of hours worked. A week shall begin on Sunday and end on Saturday. The record of hours worked will be kept by the Treasurer for a period of not less than six years.

In the event that a Library Assistant works more than 40 hours in one week, the Library Assistant shall be entitled to overtime pay in the amount of one and one half times their regular rate of pay.

Library Assistants shall be paid every 2 weeks. This amount is the gross amount from which the following are withheld: Federal and State Income Taxes and Social Security Taxes and Medicare, to create the net monthly wage.

Library Assistants will be allowed 40 hours of paid personal leave annually. This shall go into effect after their first 90 days of work and will be prorated based on the percent of the year they have worked. Leave will be submitted to the Library Director for advance approval.

Library Assistants will be paid for their regularly scheduled hours if the library is closed for a federal holiday, and agreed upon dates for Thanksgiving, Christmas and New Year's closures. Regularly scheduled hours will also be paid if the library is closed for a weather event.