

JOB CLASSIFICATIONS

It is the intent of the Wellsville City Library to clarify the definitions of job classifications so employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and the Library.

All Wellsville City Library employees are required to sign all employment forms and agreements.

FULL-TIME EMPLOYEES are those who are not in a temporary status and who are regularly scheduled to work at least 120 hours per month. Generally, they are eligible for WCL's benefits, subject to terms, conditions, and limitations of each benefit program. Full-time employees shall be paid once a month on an hourly basis and will receive regular hourly compensation for attendance of workshops, professional meetings, and monthly library board meetings. The library participates in the KPERS Plan (see KPERS Plan). Salary and working conditions shall be reviewed each year in Nov. or Dec.

REGULAR PART-TIME EMPLOYEES are those who are not in an interim status and who are regularly scheduled to work the WCL's part-time schedule. Regular part-time employees are scheduled to work less than 120 hours per month. Part-time employees shall be paid once a month on an hourly basis. Attendance at board meetings is optional, but if attending, will be compensated at regular hourly rate.

TEMPORARY PART-TIME employees hired by the WCL are those whose performance is being evaluated to determine whether further employment in a specific position with the WCL is appropriate. While temporary part-time employees receive all legally mandated benefits (such as Workers' Compensation Insurance and Social Security), they are ineligible for all other WCL benefit programs.

INTERIM employees are those who are hired as interim replacements to temporarily supplement the work force or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Interim employees retain that status unless and until notified of a change. While interim employees receive all legally mandated benefits (such as Workers' Compensation Insurance and Social Security), they are ineligible for all other WCL benefit programs.

All statuses are subject to change as deemed necessary by the WCL Board.

All Library employees will attend an orientation session on their start date or otherwise scheduled time.