



COMPENSATION AND BENEFITS POLICY

*Approved by the Vista Grande Public Library Board of Directors- 21-Nov-2000
Revised and approved 19-Aug-2008, 17-Jul-2012, 19-Jan-2016, 19-Nov-2018, 19-Sept-2022*

It is the policy of the Vista Grande Public Library (VGPL) to provide a competitive compensation and benefits program consistent with its financial resources. Salaries are based on responsibilities, education and professional accomplishments as described in the position description. Benefits typically include personal leave time (sick and vacation), health insurance allowance and other benefits as deemed appropriate. Time off for Jury Duty will comply with Federal and State law. The hourly rate for the Library Aide position shall adhere to the Santa Fe County “Living Wage Ordinance.”

A full-time salaried employee accrues vacation and sick leave at the rate of 3.076 hours per two-week pay period beginning from their start date. This equates to two-weeks each of paid vacation and sick leave per year. Sick and vacation time is allowed to be carried over into the next year up to a maximum of two years’ accumulated time. Upon the employee’s five-year employment anniversary, an additional week of paid vacation leave accrues to total three weeks per year. At the 10-year anniversary, a fourth week of leave begins to accrue for a total of four weeks of paid vacation.

A non-salaried employee accrues sick leave at the rate of one hour of sick leave for every 30 hours worked. Sick leave accrual, usage and reporting will conform to the Library’s “Sick Leave for Non-Salaried Employees” policy and as governed by the State of New Mexico’s “Healthy Workplaces Act.”

Employees will not be scheduled to work on holidays listed on the approved schedule of holidays for the year.

This policy may be amended at any time at the sole discretion of the VGLP Board of Directors.