

LIBRARY DIRECTOR YEARLY EMPLOYMENT CONTRACT

_____ **LIBRARY**

Employment Contract between _____(Library Director) and the _____Library.

Beginning Date of Employment. _____.

Term of Employment. This agreement will begin on January 1, 2005, and end on December 31, 2005.

Position: The _____ Library will hire _____ (Library Director's name) in the capacity of Library Director. The Library Director shall work _____hours per week. Ten percent of the time worked should be done when the library is closed..

Duties: The Library Director shall comply with all stated standards of performance, policies, rules, and regulations. A Library Handbook and Personnel Manual containing a more complete explanation of many of these standards shall be given to the Library Director. It shall be the duty of the Library Director to attend all meetings of the Board. The Library Director shall have the right to speak on all matters under discussion at Board Meetings, but shall not have the right to vote thereon.

Review: A written review of the Library Director's job performance shall be completed each December. A copy of the annual review shall be given to the Library Director. A new contract shall be entered into each January.

Salary: The _____ Library shall pay _____ (Library Director's name) a salary of \$____ per hour for the services of the Library Director. In addition, the _____Library shall compensate the Library Director for any hours spent covering the hours of other employees or any time spent attending workshops and meetings, at the same rate.

Note: If the Library Director earns more than \$455 per week (Federal definition of a salaried person), the Director will be considered to be salaried. In that event, the pay is not based on the number of hours worked.

Benefits: The Library Director shall be covered by New York State Unemployment Insurance, New York State Worker's Compensation, and New York State Disability Insurance.

Annual Leave: The Library Director is entitled to two weeks paid vacation per year. One additional paid vacation day will be earned per year up to a limit of 4 weeks of vacation.

Sick Leave: The Library Director is entitled to one week paid sick leave per year. One additional sick leave day will be earned per year, up to the limit of 2 weeks of sick time.

Health Insurance: The Library Director will be entitled to health benefits.

Paid Holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas.

Disability: In the event that the Library Director cannot perform the Duties because of illness or incapacity, they will become eligible for New York State Disability Insurance or New York State Worker's Compensation. The Library Director's full compensation will be reinstated upon return to work.

Reimbursement of Expenses: The _____ Library shall reimburse the Library Director for all business expenses including mileage, after the Library Director presents an itemized account of expenditures. The library shall reimburse the Director for membership in the New York Librarian's Association organization (NYLA).

Termination of Agreement: This contract of employment may terminate upon the occurrence of any of the following events: (a) the death of the Library Director; (b) the failure of the Library Director to perform his duties satisfactorily after notice or warning thereof; (c) for just cause based upon nonperformance of duties by the Library Director.

Effect of Prior Agreements: This agreement supersedes any prior agreement between the _____ Library and _____ (Library Director's name), except that this agreement shall not affect or operate to reduce any benefit or compensation to the Library Director of a kind elsewhere provided and not expressly provided in this agreement.

Settlement by Arbitration: Any claim or controversy that arises out of or relates to this agreement, or the breach of it, shall be settled by arbitration.

Oral Modifications Not Binding: This instrument is the entire agreement of the _____ Library and _____ (Library Director). Oral changes have no effect. It may be altered only by a written agreement signed by both parties.

Signed this _____ day of _____ 20____.

President

Library Director

Board of Trustees

_____ Library

_____ Library