

Nonprofit Clerk – Summary

Schedule:

- 14 hours per week in the library

Library staff are expected to read weekly staff email updates, attend monthly staff meetings (first Thursday of the month at 5:45 pm) and attend the annual staff inservice day in October (on Indigenous Peoples' Day).

Pay Grade:

- Grade 2, New Hire rate: current \$20.94/Hr

Position is a bargaining unit position. At time of hire, monthly dues are \$20.90/month or \$9.65 per paycheck.

Bargaining Unit employees have first opportunity (based on seniority) to pick up open circulation desk shifts and receive the staff pay rate. Any non-librarian staff need to be trained first on circulation procedures before they can start sub work.

Benefits available:

- **Retirement:** KHL contributes 5.5% of pay, after earning \$600 in a calendar year.
- **This position is not eligible for insurance benefits, based on the number of hours per week.**
- **Sick leave:** Employees accrue 1 sick day per month; the amount is pro-rated for part-time employees. Sick leave can be used immediately (no probation wait).
- **Vacation:** Two weeks of vacation a year to start (pro-rated for part-time employees), accrued monthly at the end of each month. Vacation time cannot be used during 3-month probation.
- **Discretionary time:** Two days of discretionary time are awarded on Jan 1st of each year (pro-rated to employees starting part-way through the year). Discretionary time cannot be used during 3-month probation.
- **Holidays:** The library is closed for 11 holidays each year. Employees are paid for these holidays, based on their pro-rated workday.