

Vandergrift Public Library

Compensation and Fringe Benefits Policy

Adoption Date: 07/08/2026 by the Board of Vandergrift Public Library

Policy Number: 007

Purpose of Policy: The Compensation and Fringe Benefit Policy of Vandergrift Public Library provides the principles, practices, and guidelines for employee compensation and fringe benefits. It follows applicable local, state, and federal laws.

Scope of Policy: The policy applies to all employees of Vandergrift Public Library.

Policy Statement: Vandergrift Public Library provides the information you need to understand your employment, compensation, and fringe benefits available to you with the library.

Definitions:

- **Audit/Financial Review:** A professional check by an external accounting firm to make sure the library's financial records are current, and proper procedures are followed.
- **Compensation:** The pay (salary or wages) the library gives you as an employee in exchange for your work.
- **Employment Category:** Groups of jobs at the library based on what the job involves, the skills needed, and the level of experience required.
- **Employment Classification:** Classification groups for staff based on job duties and terms of employment, while also ensuring the library follows all state and federal labor laws.
- **Fringe Benefits:** Extra benefits the library provides to you as an employee, in addition to your regular pay.
- **Hourly Wage:** The amount of money an employee earns for each hour they work.
- **Performance Review Process** A formal process and meeting where job performance and progress toward your goals as an employee are discussed and evaluated.
- **Salary:** A fixed amount of money an employee is paid for their work, usually set for an entire year.

Staff and Board Trustee Responsibilities:

1. **Know the Policy:** Familiarize yourself with the Compensation and Fringe Benefits Policy to understand the library's compensation and fringe benefits for employees.
2. **Keep Records:** Follow the rules for keeping financial documents to ensure everything is organized for audits.
3. **Follow Other Policies and Procedures:** Make sure to also follow the policies in Vandergrift Public Library's Personnel Manual and the Document Retention Policy, in addition to the Compensation and Fringe Benefits Policy.

Vandergrift Public Library's Compensation Philosophy, Structure, and Strategy:

At Vandergrift Public Library, openness and transparency are necessary in informing you as an employee how pay is set and how fringe benefits are offered. The decisions made on compensation and benefits provided align with the library's Board of Trustee annually approved budget. This section explains how Vandergrift Public Library determines compensation in support of the library's organizational and strategic goals.

When funds are available in the budget, the library focuses on the following:

1. **Pay Equity:** We follow all laws to ensure fair pay for everyone, no matter your race, gender, age, religion, or other unrelated factors to compensation. The library regularly checks for pay differences with periodic audits, and if needed, adjusts pay based on findings, as long as the budget allows. The library aims to be clear and open about pay to create a positive workplace where you are valued as an employee.
2. **Employment Classifications and Categories:** The compensation for each role is based on the job's classification and category, as well as the role, responsibilities, and requirements of the job.
3. **Cost of Living Adjustments (COLA):** As long as the budget allows, the library adjusts pay for rising costs of living (due to inflation) to help keep you as an employee motivated in reaching your goals, engaged in your work, and to foster a team environment across the organization.
4. **Performance Reviews and Merit Increases:** Every year, you as an employee have an annual performance review to celebrate your accomplishments and highlight areas for improvement. Based on your performance and review for the year, merit increases are provided as long as the budget allows.
5. **Job Openings and Advertising:** When the library posts a job, the position's requirements and starting pay are shared so you as an employee or those interested in working at the library have clear understanding about the role, its responsibilities, and related compensation.

6. **Employee Skills, Education, and Experience:** As the needs of the community change, the library considers staff skills, education, and experience to determine levels of compensation.
7. **Market Competitiveness and Benchmarking:** The library regularly checks pay rates at other organizations in the local area to ensure compensation is competitive and fair.
8. **Industry Standards:** The library compares pay rates with other public libraries in the region to ensure fair compensation is offered by the organization.
9. **Job Descriptions:** Each role at the library has a job description that outlines duties, responsibilities, and required experience. Job descriptions are updated, and the compensation level is reviewed when job duties change significantly.
10. **Alignment with the library's strategic plan:** You are key to achieving the libraries' goals in serving our community, and fair compensation is an integral part of the library's success in meeting the goals and objectives of our strategic plan.

Establishing Employee Compensation:

This section explains how employees are classified and categorized, how pay rates are set, how employees are paid, and how employee compensation changes are made at Vandergrift Public Library.

To determine employee compensation, Vandergrift Public Library follows these guidelines:

1. **Employment Classifications:** These categories help clarify employment status and eligibility for benefits:
 - a. **Exempt Employee:** Employees in this classification are not subject to certain state and federal wage and hour laws. They do not receive overtime pay and typically have higher-level roles such as the library director, administrative roles, and department manager roles. They earn a salary instead of an hourly wage.
 - b. **Non-Exempt Employee:** Employees in this classification are entitled to overtime pay and are paid an hourly wage under specific state and federal wage laws.
 - c. **Reclassification:** An employee's classification can change if their job duties, responsibilities, or scope of work change, or if they temporarily take on a supervisory role.

To decide if an employee is classified as exempt, the Human Resources Manager uses the following tests:

- **Salary Basis Test:** The employee is paid a set amount each week, no matter how many hours they work.
- **Salary Level Test:** The employee's pay meets the threshold amount required by law in the [Fair Labor Standards Act](#).

- **Job Duties Test:** The employee's job duties match the requirements for an exempt role at the library.

If you have questions about your employment classification, contact the Human Resources Manager.

2. **Employment Categories:** Employees at Vandergrift Public Library are placed into different categories based on their job duties, responsibilities, required skills, and education. These categories help you as an employee understand which benefits are eligible to you:
 - a. **Library Management Team:** These are full-time, salaried employees who may need to work during the day, evenings, or weekends, depending on their role and responsibilities. They are eligible for all fringe benefits, but some benefits may have waiting periods until they are available to the employee. Refer to the library's Personnel Manual to see what benefits the Library Management Team are eligible for.
 - b. **Full-Time Employees:** These employees work 35 hours a week, can either be salaried or paid hourly, and may need to work during the day, evenings, or weekends, depending on their role and responsibilities. Full-Time employees are eligible for all fringe benefits as applicable, but some benefits may have waiting periods until they are available to the employee. Refer to the library's Personnel Manual to see what benefits Full-Time employees are eligible for.
 - c. **Part-Time Employees:** These employees work less than 30.00 hours a week, are paid hourly, and may need to work during the day, evenings, or weekends, depending on their role and responsibilities. Part-Time employees are eligible for certain fringe benefits based on their weekly hours, but some benefits may have waiting periods until they are available to the employee. Refer to the library's Personnel Manual to see what benefits Part-Time employees are eligible for.
 - d. **Substitute Employees:** These employees work no more than 20 hours a week, are paid hourly, on-call to fill in for absent employees, and may need to work during the day, evenings, or weekends. Substitute employees are not eligible for fringe benefits.
 - e. **Seasonal Employee:** These employees are hired for specific short-term tasks, are paid hourly, and may need to work during the day, evenings, or weekends. Seasonal employees are not eligible for fringe benefits.
 - f. **Intern:** These employees are hired for a set number of hours with a start and end date, are paid hourly, and may need to work during the day, evenings, or weekends. Internships with Vandergrift Public Library have specific learning goals and objectives. Interns are not eligible for fringe benefits.
3. **Employee Pay Scale and Compensation Structure:** Vandergrift Public Library uses a pay scale to decide how much you as an employee will be paid. It is based on factors such as your job description, how long you have worked at the library, and the complexity of your job duties and responsibilities.

4. **How Employees are Paid:** At Vandergrift Public Library, the standard work week is 35 hours for full-time employees. You as an employee are paid every two weeks, with 26 pay periods each year.
 - a. **Pay Periods:** The Director provides a pay period chart for the year. Employees are paid for the two-week period ending the Friday before payday. Paychecks are issued every other Friday.
 - b. **Timesheets:** Employees paid an hourly wage must submit their time sheets to their manager, who will approve and send them along to the Accountant for payroll processing. Be sure to submit your time sheets when they are due.
 - c. **Direct Deposit:** The library recommends but does not require that all employees use direct deposit, where your pay is automatically sent to your bank account. For questions about paychecks or direct deposits, contact the Finance Department.
 - d. **Holidays:** The library offers paid holiday time to all Full-Time employees and to Part-Time employees who were scheduled to work on the holiday. For more details, refer to the Holiday Policy in the library's Personnel Manual.
 - e. **Overtime:** To comply with state and federal law, Non-Exempt employees are paid overtime at 1.5 times their regular hourly rate if they work more than 37.50 hours in a work week (Sunday through Saturday). Paid leave days do not count toward overtime unless the employee works on those days (e.g., on a holiday). Overtime must be approved by the Library Director or your manager and is only allowed in emergencies or when public safety is at risk. For questions about overtime, contact your manager.
 - f. **Taxes:** To comply with state and federal law, the library is required to withhold taxes according to the information you provide upon hiring. If there are changes to your tax status or beneficiaries, inform the Human Resources Department and send along the required updated documents. The library also determines which benefits are taxable.
 - g. **Impact of Employment Reclassification:** If an employee's job duties or responsibilities change, their compensation may be adjusted. Also, if an employee temporarily takes on a supervisory role, they will receive extra pay to reflect their added responsibilities. This temporary change should not last longer than a year. When the employee returns to their original role, their salary will return to its previous level, including any adjustments they received in compensation during this temporary period.
5. **Adjustments to Employee Compensation:** Employee compensation may be adjusted in the following ways:
 - a. **Pay Equity Audit:** If an audit shows that an employee's pay needs adjusted to ensure fairness, changes may be made.
 - b. **Cost of Living Adjustments (COLA):** Pay increases may be given to keep up with the rising costs of goods and services due to inflation.
 - c. **Merit Increases:** Employees who have a positive performance review may receive a raise based on their performance.

- d. **Market Competitiveness and Industry Standards:** If it is determined that employee pay needs adjusted to stay competitive with other organizations, changes may be made.
- e. **Employment Reclassification:** If an employee's job duties or responsibilities change, or if they temporarily take on a supervisory role, their compensation may be adjusted.
- f. **Other Factors:** Additional factors from the section 'Vandergrift Public Library's Compensation Philosophy, Structure, and Strategy' may also affect compensation adjustments.

The decisions made on compensation provided align with the library's Board of Trustees annually approved budget.

Vandergrift Public Library's Employee Fringe Benefits Philosophy, Structure, and Strategy:

Vandergrift Public Library aims to clearly communicate the fringe benefits available to you as an employee. The annual budget, approved by the Board of Trustees, helps guide decisions on the availability of funds for fringe benefits. This section explains how the library decides on employee benefits and how they are managed.

The library is committed to the following when funds are available:

1. **Why Fringe Benefits are Offered:** Vandergrift Public Library believes offering fringe benefits beyond a salary or hourly wage helps attract, motivate, and retain talented employees who are dedicated to our mission of serving the community.
2. **Transparency:** The library strives to be transparent about the fringe benefits available to you as an employee, aiming to create a positive work environment that values our employees and their long-term contributions.
3. **Employment Classifications and Categories:** The classification and category of job an employee has determines the fringe benefits they receive. Some benefits are available to all employees (with the exception of Substitute Employees, Seasonal Employees, and Interns), while others are specific to certain roles. Check the Personnel Manual for eligibility details or ask the Human Resources Department if you have questions.
4. **Job Openings and Advertising:** When the library posts a job, the fringe benefits associated with the position are shared, so you as an employee or those interested in working at the library understand what is offered by the organization.
5. **Market Competitiveness:** The library regularly reviews its fringe benefits compared to other organizations in the area to ensure we stay competitive and offer fair benefits.
6. **Industry Standards:** The library compares its fringe benefits with other public libraries in the region to ensure our offerings align with industry standards.
7. **Alignment with the library's strategic plan:** You are key to achieving the libraries' goals in serving our community, and providing fringe benefits wherever possible are

an integral part of the library's success in meeting the goals and objectives of our strategic plan.

Establishing Employee Fringe Benefits:

Each year, the Board of Trustees of Vandergrift Public Library approves a budget that guides decisions about the availability of fringe benefits for employees. This section provides a listing of the fringe benefits offered, how you as an employee qualify or do not qualify for them, how adjustments are made, and which other library policies provide more details on the fringe benefits available.

Vandergrift Public Library offers the following fringe benefits:

1. Vacation, Personal, and Sick Leave
2. Leave of Absences
3. Jury and Witness Duty
4. Holiday Observances
5. Flexible Work Arrangements and Teleworking
6. Tuition Assistance
7. Professional Development Assistance

Eligibility for certain benefits depends on an employee's job classification. When you are hired, the Director will provide you with information and review the fringe benefits you are eligible for. Employment classification and category determines eligibility for certain fringe benefits. If your employment classification changes during your time at the library, the fringe benefits available to you may also change. Some fringe benefits are offered to all employees (with the exception of Substitute Employees, Seasonal Employees, and Interns), while others are offered to certain classifications and categories of employees. To find out more about eligibility, check the individual benefit policies in the Personnel Manual. If you have questions, contact the Human Resources Manager.

Federal Award of Funds Impact on Compensation and Fringe Benefits:

1. When Vandergrift Public Library uses federal funds for employee compensation and benefits, this policy is followed to ensure compliance with federal regulations.
2. To comply with the federal Uniform Administrative Requirements for grants ([2 CFR 200.300 - 200.345](#)), the library ensures that any compensation and fringe benefits provided with federal funds follow the Code of Federal Regulations regarding the allowable compensation and fringe benefits under the federal regulations. The sections applicable include 2 CFR [§ 200.430 \(Compensation – Personal Services\)](#), [§ 200.431 \(Compensation – Fringe Benefits\)](#), and [§ 200.464 \(Relocation costs of employees\)](#).

Annual Audit or Financial Review:

1. An annual audit or financial review is completed by the Vandergrift Public Library's external accounting firm to assess the performance of the internal controls process and to address any weaknesses in the process.
2. On a yearly basis, the board of trustees, library director, and staff who handle financial responsibilities will review the Compensation and Fringe Benefit Policy to ensure the internal controls in place are effective and the policy reflects the organization's current practices.

Board Procedures:

The Vandergrift Public Library's board of trustees is legally responsible for fiscal oversight of the approved budget, regular review of financial reports, and engages in long-term planning to support the mission and financial sustainability of the library. The board works with the library director to prepare the annual budget. The Board Treasurer oversees the library's bank and other financial accounts and oversees all organizational financial records. If the Treasurer is unavailable, the Board President can take over these duties. The Library Director assists the board with financial management and supervises the staff who manage financial and human resources records related to compensation and fringe benefits.

Monitoring for Compliance and Consequences:

All staff involved in the compensation and benefit process for employees will undergo background checks. You are responsible for following the Compensation and Fringe Benefit Policy to make sure all accounting practices and internal controls are properly followed. If the policy and related procedures are not followed, you could face disciplinary action, legal action, and termination from your position at the library.

Policy Notice: This policy is subject to change without notice.

Original Approval and Amendments:

Policy originally approved by Vandergrift Public Library Board 7/8/2026.