**Franklin Public Library**

**Pay Policy**

Adopted 12/2001

Revised 2005

Revised 2008

Effective June 2008

Revised August 2025

The Board of Trustees (Board) of the Franklin Public Library (FPL), in consultation with the Director sets initial salaries and authorizes annual increases based upon employee performance and/or Library financial conditions. Employee evaluations are to be performed and documented on an annual basis. The Director may, in exceptional circumstances, recommend that a compensation adjustment be proposed after an initial six months of service. All employees of the FPL are employed “at will” and their employment may be terminated an any time for any reason.

**Director**

The Director shall be offered a wage based upon education, the library budget, and salary survey information for public libraries of similar size and staff.

The Director shall receive an annual review on his/her service anniversary date. The Director’s review is to be conducted and documented by the Board president with input from all Board members. A formal evaluation form is to serve as an outline for this annual performance review which is to be held in a confidential manner.

The overall performance rating and any potential salary adjustments will be determined by the Board as part of the annual budget review process. Any such adjustments shall become effective on the Director’s service anniversary date. The Director is not eligible for a salary increase if the overall performance is “needs improvement”. If such a determination of “needs improvement” is made, the Board will propose a mutually agreeable ninety-day Performance Improvement Plan (PIP) for the Director to work on. A subsequent review date will be scheduled at the conclusion of the PIP period and a determination will then be made as to the level of success in meeting the terms of the PIP. Any such annual review and/or PIP plan and subsequent review are to be documented and signed by the Board President and the Library Director.

The Director is eligible for two weeks paid time off (PTO) per 12 month period upon reaching their first service anniversary. Upon reaching their 5th service anniversary, the Director will be eligible for 3 weeks PTO. Upon reaching their 10th service anniversary they are eligible for 4 weeks PTO. Upon reaching their 15 anniversary they are eligible for 5 weeks and 6 weeks of PTO after reaching 20 years of service.

The Director is eligible for two paid personal days per calendar year. Paid personal days will be based upon the average number of hours worked per day during the previous 12 months. Personal days are paid at the current hourly rate and considered part of the employee’s PTO. Personal days not used by the end of the calendar year will be forfeited. There is no provision for carryover of personal days and no retroactive payment for personal days. The Director is responsible for scheduling PTO and processing the requisite payroll request.

The FPL will cover the cost of a yearly membership to the American Library Association and a yearly Organizational membership to the Michigan Library Association which includes an individual membership for the Director.

**Librarians**

Librarians employed by FPL will be offered a starting wage based upon education and experience, the library budget, and salary survey information from public libraries of similar size and staff.

After six months of employment, a performance review is held to jointly establish future goals and objectives.

Once employment has commenced, the Director will conduct formal performance evaluations on an annual basis and propose any subsequent salary adjustments within budgetary guidelines established by the Board.

Librarians are not eligible for a salary increase if the overall performance rating is “needs improvement”. If a librarian’s rating is “needs improvement”, the Director must develop and offer a ninety day a “Performance Improvement Plan” (PIP) for improvement and conduct another review upon the conclusion of the PIP period.

Librarians are eligible for two weeks PTO per 12 month period upon reaching their first service anniversary. The PTO will be based upon the average number of hours worked per week during the previous 52 weeks. The rate of pay for PTO will be the current hourly rate. Upon reaching their 5th service anniversary Librarians will be eligible for 3 weeks PTO. Upon reaching their 10th service anniversary they are eligible for 4 weeks PTO. Vacation days will be scheduled in advance and approved by the Director. Upon reaching their 15 anniversary they are eligible for 5 weeks and 6 weeks of PTO after reaching 20 years of service.

Librarians are eligible for two paid personal days per calendar year. Paid personal days will be based upon the average number of hours worked per day during the previous 12 months. Personal days are paid at the current hourly rate and considered part of the employee’s PTO. Any unused personal days and PTO at the end of the calendar year will not be paid to the Librarian.

The FPL will cover the cost of a yearly membership to the Michigan Library Association.

**Substitute Librarians**

Substitute librarians will be hired as needed at a beginning salary determined by the Director. Annual reviews will be given to each substitute librarian who has worked a minimum of fifty hours in a calendar year. Wage adjustments will be determined by factors including, but not limited to, education, experience, responsibilities, years of service, and performance evaluations. For exceptional performance by a substitute librarian, the director may recommend to the Board a salary increase after six months of service and the completion of a documented interim performance review.

**Pages**

Library pages will initially be hired at minimum wage. Annual reviews will be conducted to evaluate and determine pay adjustments.

**Paid Sick Leave**

Per the Michigan Earned Sick Time Act voted in by the Michigan Legislature in February of 2025, every employee is entitled to paid sick time. I hour for every 40 hours worked. At FPL paid sick time is part of PTO and will be pro-rated at the beginning of each calendar year. Hours worked will be tracked by the Director through the year and paid sick time adjusted as necessary.