



## **COMPENSATION AND BENEFITS POLICY**

*Approved by the Vista Grande Public Library Board of Directors – 2008-Aug-19*

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The Vista Grande Public Library will develop a compensation and benefits program for employees annually based on its financial resources. Wage scales shall be established based on level of position, responsibility, and education or professional requirements set forth in the position description. Benefits may include, but are not promised to include, personal leave time (sick and vacation leave) insurance (health, disability, or life) and other benefits as deemed appropriate. Time off for Jury Duty will be per Federal and State regulations.

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

The Fiscal Management Policy and the approved annual budget shall govern reimbursement to employees for pre-approved and authorized Library expenses.