Development Coordinator – Benefits Summary

**Schedule:** 35 hrs per week at 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 3, New Hire rate: current $24.46/hr. Staff are paid bi-weekly on Thursdays.

**Position is a bargaining unit position.** At time of hire, monthly union dues are $42.25/month (2021 rate) or $19.50/pay period.

**Sub shifts:** Bargaining Unit employees have first opportunity (based on seniority) to pick up open circulation desk sub shifts, up to 40 hours/wk (cannot go into overtime). Paid training is required first for any non-librarian staff interested in taking on sub shifts.

**Benefits available:**

- **Retirement:** KHL contributes 5.5% of pay, after earning $600, to a SEP-IRA.
- **Health:** KHL offers a health plan through BCBS of VT. The library pays 80% of the cost for single-person coverage, 60% for two-person coverage and 50% of family coverage. A health bonus is offered to eligible employees who have health insurance elsewhere.
- **Dental:** KHL offers dental coverage through Delta Dental. KHL pays 50% of the monthly cost for a single plan and the same amount toward the couple/family plan options.
- **Vision:** KHL offers vision insurance through VSP. KHL pays 100% of the cost for eligible employees.
- **Disability:** KHL pays 100% of the cost for short-term and long-term disability coverage.
- **Sick leave:** Employees accrue one sick day per month. Sick leave can be used immediately (no probation wait).
- **Paid Time Off (PTO):** Employees get twelve days of PTO annually to start, accrued monthly at the end of each month. PTO cannot be used during the initial 3-month probationary period.
- **Holidays:** The library is closed for 11 holidays each year. Employees are paid for these holidays; the amount of holiday pay varies based on your work schedule.

**Working at the Library:** the Kellogg-Hubbard Library is run by a small crew of dedicated staff working to provide high-quality library services to the 17,000+ people in our service area. The majority of our staff are librarians providing direct library services and programming. We are also an independent 501(c)3 nonprofit, managing all of our finances, fundraising, human resources and facility management ourselves. The library is run by Co-Directors, the Library Director who oversees all library services and the Nonprofit Director who manages the nonprofit.