

Action Item

*Lincoln Trail Libraries System
November 20, 2006*

Action Item No.: 2007-11

Subject: Personnel Policy – Employee Definitions

Recommended by: LTLS Staff

Adopted:

In the Lincoln Trail Libraries System Board approved budget the FY 2007 funds were allocated for substitute employees to improve delivery services. In order to clarify the definition of a substitute employee, the LTLS administration recommends that the following definition be approved for “Substitute Employee.” This definition clarifies specific benefits for LTLS substitute personnel.

Substitute employee – Employee who is scheduled to substitute for a full or part-time employee, for no more than 400 hours in any twelve month period. Employee is paid on an hourly rate basis. A Substitute employee does not qualify for holiday, vacation, sick leave, health, dental, retirement or other benefits.