

**Resolution No:** TBR 2011-

**Subject:** IHLS Library Employment Definitions

**Recommended By:** Personnel Committee

**Date:** May 9, 2011

**Adopted:**

## Resolution Illinois Heartland Library System Transition Board

The Personnel Committee of the Transition Board of the Illinois Heartland Library System met on Wednesday May 4, 2011 to continue their work. As part of that work the committee reviewed the section in the Personnel Code for Employee Definitions. The Personnel Committee recommends that the following definitions be adopted for the Illinois Heartland Library System

All employees fall within one of the following categories that are relevant to determining eligibility for benefits:

1. Full-time employee – An exempt employee who is regularly scheduled to work a 37.5 to 40-hour work week. Full-time employees are eligible for all benefits provided by the System.
2. Part-time employee with benefits – An employee who is regularly scheduled to work between 30 and 37.5 hours per week is also eligible for all benefits provided by the System. Any paid time off will be prorated.
3. Part-time employee – An employee who regularly works 29 hours or less will only receive legally required benefits. Employees who work 1,000 hours or more in any 12-month period will also receive pension benefits.

The Illinois Heartland Library System resolves to adopt the following Employment Definitions: Full-time Employee with benefits; Part-time employee as defined in this resolution.