



DOWNTOWN LIBRARY
610 QUINCY ST. | RAPID CITY, SD 57701 | 605.394.4171

NORTH PARTNER LIBRARY
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Date: September 11, 2017
To: Library Board of Trustees
From: Faye Bice, Board Chair
Re: Annual leave accrual

Motion:

Move to approve an additional 1.54 hours bi-weekly annual leave accrual for Library Director Terri Davis, to be effective from her date of hire.

Background: Per the non-union information guide, exempt employees are eligible to accrue an additional 1.54 hours bi-weekly of annual leave, with written approval. The previous director was awarded this additional accrual, and the former Community Resources Director had intended this as an inclusion in the employment contract for the new library director.

Human Resources has confirmed that action by the Board and the signed minutes would be sufficient documentation for payroll and HR purposes.