



Employment Agreement for _____ Executive Director

Term: This contract begins on July 1, __, and renews annually on July 1st of each year; employment will continue indefinitely on an “at-will” basis, subject to termination at any time by either party upon 30 days’ written notice.

Reports to: Kellogg-Hubbard Library Board of Trustees

Responsibilities and Performance Evaluations: Responsibilities are per the Executive Director Job Description. The Board of Trustees will complete an annual evaluation; the evaluation will be based on a mutually-agreed upon tool that will include input of staff and board members.

Schedule: This is a full-time, salaried, administrative position. The schedule is flexible, with evening and weekend work as needed; it is anticipated that, over time, weekly hours will average 40 hours.

Annual Salary: Annual salary for the period of July 1, __-June 30, __ is _____, increases are based on an annual performance evaluation and the Board-approved budget; any adjustments are made annually on July 1st.

Benefits available and fully described in the Bargaining Unit Agreement:

- **Sick Leave:** The employee earns 12 sick days per year, accrued in each pay period
- **Parental & Family Leave.**
- **Health Insurance.** KHL offers a health plan through BCBS of VT (switching to MVP effective January 1, 2027). The library pays 80% of the cost of platinum plan 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. Effective January 1, 2027, the Library funds an EBHRA at \$1,600 per year.
- **Bereavement Leave.**
- **Jury Duty.**
- **Retirement:** The Library contributes 5.5% of pay to a SEP-IRA plan.
- **Vision Insurance.** KHL offers vision insurance through VSP after 90 days. KHL pays 100% of the cost for eligible employees.
- **Dental Insurance.** KHL offers dental coverage through Delta Dental after 90 days. KHL pays 100% of the monthly cost for a single plan and the same amount toward the couple/family plan options
- **Disability Insurance.** KHL pays 100% of the cost for short-term and long-term disability coverage.

Benefits specific to the Executive Director:



- **Paid Time Off (PTO):** Four weeks of PTO per year. PTO accrues monthly at the end of each month and unused time will be paid out upon separation. Up to two weeks of unused accrued PTO may be carried forward on anniversary date.
- **Professional Development:** The Library encourages professional development and will pay for annual dues for the one local and one regional or national professional association relevant to the position. Administrators may request funds from the Library's professional development budget for participation in conferences or other such activities.
- **Mileage and travel:** For travel to conduct pre-approved Library business, the Library will reimburse for mileage at then-current IRS rates.

Supersedure: This Employment Agreement constitutes the entire understanding between the parties and supersedes any previous understandings or agreements, whether written or oral. Any terms or conditions not contained in this Agreement shall have no binding effect on the parties. Any material changes to this Agreement must be in writing and signed by both parties.

Signed: _____

Executive Director

Board President

Dated: _____