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## Maryville Public Library Policy

### Section C: PERSONNEL

**Subject 700:** Extra Duty Pay, Page 1 of 3

Last reviewed/revise: 2021

## 2022-23 Extra Duty Pay

1. All extra duty assignments shall be for one year (Oct. 1—Sept. 30), unless noted otherwise in the individual assignment description.
2. Experience shall be defined as experience or formal education directly related to the required skills listed in the individual assignment description. Individuals new to the position may be granted half credit for years of relevant experience and formal education gained outside of the Maryville Public Library.
3. Extra duty assignments are created by the Library Director to support library goals and objectives. The Library Director is responsible for assigning a group level of placement for each assignment, based upon the estimated level of time, education, and experience required for each assignment.
4. The Extra Duty Pay Schedule must be approved every year by the Maryville Public Library Executive Board. Assignment to extra duties is the responsibility of the library director.
5. The library is not required to fill any extra duty positions.
6. This schedule is concerned with compensation for extra duties that are separate or fall outside of any other duties related to employment at MPL, such as that of a front desk library assistant.
7. One intention for this pay schedule is to provide equitable differentiation between the various levels of responsibility and skills involved in extra duties. Placement on the extra duty pay schedule is also based on workload (expressed in number of hours) and must ensure that legal minimum wage requirements are being met.

### Extra Duty Pay Schedule (Dollars per fiscal year)

Steps	Group I 44 hrs	Group II 104 hrs	Group III 208 hrs	Group IV 300 hrs	Group V 414 hrs
1	528	1,248	2,496	3,600	4,968
2	528	1,248	2,496		4,968
3	528	1,248	2,496		4,968
4	600	1,300	2,600		5,200
5	600	1,300	2,600		5,200
6	600	1,300	2,600		5,200
7	700	1,400	2,800		5,500
8	700	1,400	2,800		5,500
9	700	1,400	2,800		5,500
10	720	1,400	3,000		5,500

## Extra Duty Assignment Descriptions

### Group I

Short-term event/project leader: This position requires planning/publicity/implementation and cleanup of at least two events, to be determined by the Director; or as an alternative, one significant event or project involving specialized skills or community partners. Duration of this assignment may be from one to five months. Work hours related to this project are not intended to exceed 44 hours during the fiscal year.

Weekend/holiday book check-in/processing:

Position requires employee to empty the library's north book drop at least once every Sunday, and at least once on at least 8 of the holidays on which the library is closed the entire day. The books retrieved from the drop are to be checked in at the library's circulation desk, checked for damages, and shelved appropriately. All newspapers delivered to the library are also to be retrieved and set on the circulation desk. The ILS is to be checked for patron texts and responses are to be given. Any visible damage to the library from weather, vandalism or other causes is to be reported to the director immediately. Dehumidifiers in the basement are to be emptied when full. Work hours related to this project are not intended to exceed 60 hours during the fiscal year. Pay will be at Step 10 to ensure state minimum wage is met.

### Group II

Short-term event/project leader: This position requires planning/publicity/implementation and cleanup of at least two events, to be determined by the Director; or as an alternative, one significant event or project involving multiple community partners. Duration of this assignment may be from one to five months. Work hours related to this project are not intended to exceed 104 hours during the fiscal year.

Technology help walk-in clinic: This position requires being available on site two hours per week to directly assist patrons with technology skills development. In the absence of walk-in patrons, this position requires covering the library's main circulation desk, promoting the library's technology resources online, and assisting fellow staff members in maintaining the library's building and equipment. Additional duties include measuring and reporting adult technology learning outputs and outcomes. All regular requirements and expectations of employment at Maryville Public Library must be met. Applicants may be subject to a criminal background check.

### Group III

Children's Services Assistant: This position requires the employee to work with library staff to plan, promote and implement a minimum of 10 children's programs or projects over the course of the year, with at least 5 of those sessions to take place during the library's Summer Reading Program. Events should average 45 minutes to one hour in length. At least 5 programs should be offered to the public in the evening (after work) hours. Some sessions may be held outside of the library, such as in local schools and preschools. Additional sessions may be held for visiting groups and field trips groups. Online promotion and measuring attendance and learning outcomes may also be required. All regular requirements and expectations of employment at Maryville Public Library must be met. Applicants may

be subject to a criminal background check. This position must be filled by someone with a minimum of two years of experience working with children and a minimum of two years of college coursework directly related to the education of young children. Total work hours related to this project are not intended to exceed 208 hours during the fiscal year.

#### Archival Assistant

This temporary position requires the employee to assist the Library Director with the creation of a Preservation Plan that will identify criteria for the retention of documents and artifacts related to the history of the Maryville Public Library and/or the history of the building currently housing the Maryville Public Library. The Archival Assistant may also be required to work with interns on the inventory of historical documents and artifacts, and the creation of finding aids describing those documents and artifacts. Required qualifications include a minimum of a bachelor's degree in history, library science or a related field; some knowledge of the history of Maryville; knowledge and experience with archival work and methods of preservation, basic computer knowledge and references indicating strong interpersonal communication skills. Experience with digitization is helpful. Work hours tied to this project intended to amount to between 100 and 104 hours for the fiscal year.

#### GROUP IV

Cataloging/ILL Assistant: This hourly position requires the employee to prepare physical items for library circulation, edit bibliographic and item records as needed, assist with processing Interlibrary Loan requests when the Assistant Director is absent. Total work hours for this position are not intended to exceed 208 hours outside of normal desk duties during the fiscal year (average 4 hours a week).

Temporary National Registry Application Assistant: This part-time position is created for FY2022 for the purpose of assisting the Library director in pursuing a listing for the 1912 building on the National Registry of Historic Places. Duties include completing and submitting a nomination form and all required accompanying materials to Missouri State Historic Preservation Office for consideration by the Missouri Advisory Council on Historic Preservation. Total work hours related to this position are not intended to exceed 260 hours.

#### GROUP V

#### Adult Programming Assistant:

This position requires the employee to work under the guidance of the Library Director to plan, market, and host a minimum of 12 public programs for adults per year with the intention of supporting current Maryville Public Library goals and objectives, specifically in providing learning opportunities based on local community interest, and increasing recreational reading opportunities for adults. Additional duties include measuring and reporting adult learning outputs and outcomes and may also include participation in library outreach activities. All regular requirements and expectations of employment at Maryville Public Library must be met. Applicants must have a valid driver's license with a clean driving record and may be subject to a criminal background check. Total work hours related to this position are intended to fall between 400 and 414 hours during the fiscal year or 8 hours per week.