

APPENDIX A

PERSONNEL MATRIX

6.10.2025	EMPLOYEE CATEGORIES							OVERTIME EXEMPTION		SALARY VS. HOURLY		HEALTH INSURANCE		PERS-- RETIREMENT		PAID LEAVES (vacation, sick, holiday, etc.)				WORKER'S COMP.
	Regular Employees															WA Paid Sick Leave		Family & Medical Leave		WA Paid
	FULL-TIME = 40	PART-TIME = OR > 20	PART-TIME < 20	SUBSTITUTE	TEMPORARY	VOLUNTEER	TRUSTEE	EXEMPT (OT Not Eligible)	NON-EXEMPT (OT Eligible)	SALARY	HOURLY	INSURED	NON- INSURED	PERS	No Pers (may be exceptions)	FULL LEAVES	PRORATED LEAVES	PRORATED SICK & DOMESTIC VIOLENCE LEAVES ONLY	NO LEAVES	WORKER'S COMP.
EMPLOYEE POSITIONS																				
DIRECTOR	X							X		X		X		X		X				X
ASST. DIRECTOR/ADULT SERV. MGR	X							X		X		X		X		X				X
IT ADMINISTRATOR	X							X		X		X		X		X				X
CIRCULATION MANAGER	X								X	X		X		X		X				X
YS MANAGER	X								X	X		X		X		X				X
OUTREACH/TECHNOLOGY COODR.	X								X	X		X		X		X				X
YS LIBRARIAN	X								X	X		X		X			X			X
ADMINISTRATIVE ASSOCIATE		X							X	X		X		X			X			X
BOOKKEEPER		X							X	X		X		X			X			X
ILL & COLLECTIONS SPECIALIST		X							X	X		X		X			X			X
YS CATALOGER & COLLECTIONS SP.		X							X	X		X		X			X			X
AD CATALOGER & COLLECTIONS SP.		X							X	X		X		X			X			X
ADULT PROGRAMMING ASSOC.		X							X	X		X		X			X			X
CIRCULATION ASSOCIATE		X							X	X		X		X			X			X
PUBLIC SERVICE ASSOCIATE			X						X	X	X		X		X		X			X
PART-TIME IRREGULAR			X						X		X		X		X		X			X
SUBSTITUTE				X					X		X		X		X			X		X
TEMPORARY					X				X		X		X		X			X		X
VOLUNTEER						X		X					X		X				X	X
TRUSTEE							X	X					X		X				X	X