



OTHER EMPLOYMENT INFORMATION - Manager

Compensation and Benefits:

- Part-time employment
- Salaried – contract
- Base salary \$32,000
- Paid bi-weekly
- Four (4) day work schedule (Monday – Thursday or Tuesday – Friday)
- 24 hours per week; 1248 hours per year
- Office hours 9:00 AM – 4:00 PM
- 1 hour lunch period per work shift
- 8 paid holidays (48 hours)
 - New Years
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving Day
 - Day after Thanksgiving Day
 - Christmas Day
 - Day before or after Christmas
- 8 paid vacation days (48 hours)
- Mileage reimbursed at the published standard IRS rates for business use (2025 = \$0.70 cents /mile)
- Performance and/or CPI compensation adjustments considered annually by the Board,

Performance Evaluation:

Employee performance will be evaluated at 6-months, and thereafter annually on:

- Attendance – Daily and Board Meetings
- Initiative
- Innovation
- Communications: Oral
- Communications: Written
- Adaptability
- Personal Relations
- Dependability: follow through and deadlines
- Organizational Capabilities
- Care of Equipment