



# STATE OF CONNECTICUT

BOARD OF TRUSTEES

FOR THE STATE COLLEGES

80 PRATT STREET - HARTFORD, CONNECTICUT 06103

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EXECUTIVE SECRETARY  
J. EUGENE SMITH

## AUTHORIZING RESOLUTION

concerning

Unclassified Positions in State College Libraries

July 18, 1969

RESOLVED, That pursuant to Public Act 336 of the 1969 General Assembly, the Board of Trustees for State Colleges authorizes the establishment of the following unclassified positions effective July 1, 1969.

<u>Classification</u>	<u>Salary Group</u>
State College Library Assistant I	11
State College Library Assistant II	14
State College Librarian I	13
State College Librarian II	16
State College Librarian III	18

and be it

FURTHER RESOLVED, That the Board approves the attached policy statement covering the employment of State College Librarians.

## STATE COLLEGE LIBRARIANS

Public Act 336, placing state college librarians into unclassified service, requires the Board of Trustees to establish Unclassified Positions with salaries and job specifications for these personnel.

### Conditions of Employment

1. The positions of the Librarians at the State Colleges are recognized as professional and unclassified.
2. The placement and promotion of librarians in the schedule of compensation shall be determined upon the basis of merit. Having met the requirements of a particular library position either at the time of appointment or for promotion during tenure does not automatically provide for the placement of a librarian at that salary rate.
3. Promotion shall be recommended to the Board of Trustees by the Presidents in accordance with established criteria.
4. In order to be eligible for consideration for placement or promotion to a particular library position or salary librarians shall meet the minimum qualifications of training and experience as prescribed in the table below.

<u>CLASSIFICATION</u>	<u>MINIMUM QUALIFICATIONS</u>	<u>SALARY</u>
State College Librarian I	Four year college degree including minimum of 18 hours of Library Science or one year of professional library experience; or four year college degree plus one year of equivalent experience in a specialized library field.	Salary Group 13 \$7530 - \$9450.
State College Librarian II	Four year college degree plus fifth year library degree plus one year professional library experience -OR- Master's Degree plus two years experience in supportive library field.	Salary Group 16 \$8830 - \$10930.

<u>CLASSIFICATION</u>	<u>MINIMUM QUALIFICATIONS</u>	<u>SALARY</u>
State College Librarian III	Four year college degree plus fifth year library degree plus 30 hours additional graduate study. At least three years professional experience.	Salary Group 18 \$9840 - \$12060.
State College Assistant Director of Library Services	As presently approved.	Salary Group - 21, 22 or 23 \$11560 - \$13960. \$12020 - \$14900. \$12640 - \$15640.
State College Director of Library Services	As presently approved.	Salary Group 25 \$14000 - \$17240.
<p>There is equal need for protecting those persons now in the system as classified librarians, and at the same time to protect the need of the State College system from possibly freezing into the upper levels of appointment any existing personnel who lack the professional requirements for these positions. To achieve these needs, two temporary position titles are suggested in the table of organization being recommended.</p>		
State College Library Assistant I	Present staff classified service Librarian I who does not meet minimum requirements for appointment to new position of State College Librarian I or higher. For existing personnel only, with no new appointments to this position.	Salary Group 11 \$6710 - \$8210. (same as existing)
State College Library Assistant II	Present staff classified service Librarian II who does not meet minimum requirements for appointment to new position of State College Librarian II or higher. For existing personnel only, with no new appointments to this position.	Salary Group 14 \$7940 - \$9920. (same as existing)

At the time the new organization under the unclassified system goes into effect, it is recommended that staff members presently in the classified service may be transferred into the new position at the level of appointment to which both their qualifications and job responsibilities may allow. All such appointments to the new position title shall be on the recommendation of the Presidents. No existing staff member shall suffer a reduction in salary group or amount from assignment to the new position titles.

Vacations, benefits, work schedules, assignments, etc. will be consistent with the policies and practices approved by the Presidents for twelve-month unclassified members of the college staff. Unclassified Librarians will be assigned a normal 35 hour work schedule per week by the Director of Library Services and approved by the President. Unclassified librarians are not eligible for overtime payments.

Librarians will be eligible for sabbatical leaves under the same conditions and with the same benefits as faculty members. The adoption of procedures for nominating librarians to receive sabbatical leaves will be the responsibility of the President

#### Promotions

The adoption of procedures for nominating librarians for promotion will be the responsibility of the President.

#### Appointments

- A. Appointments of librarians are recommended by the President of the College under the policies of the Board of Trustees.
- B. In exceptional cases, the President is authorized to recommend appointments above the minimum salary.
- C. 1. Initial appointment to a position is made for a probationary period of seven years.  
2. In any year of the seven years the President may, upon six month's notice, terminate the probationary period for purposes of establishing tenure. Normally, when an individual joins the college library staff with at least three years of recognized prior experience, the probationary period need not exceed four years.