

ELWOOD PUBLIC LIBRARY

1929 JERICHO TURNPIKE | ELWOOD, NY 11731 | www.elwoodlibrary.org | 631.499.3722

PERSONNEL APPOINTMENTS

All positions are to be filled and personnel policies administered recognizing the laws and rules of the State of New York and the Suffolk County Civil Service Commission as they pertain to the Library.

The selection of staff members is based strictly on merit with due consideration of personal and educational qualifications, and of training and aptitude for the position. Applicants for employment shall be interviewed and carefully screened by the Director and/or the Director's designee.

If the applicant meets the qualifications required for the position the applicant may be hired provisionally by the Director pending final Board approval.

Every permanent competitive appointment shall be for a probationary period of twenty-six weeks. If the position is classified under Civil Service, the probationary period cannot start until the employee has been certified by Civil Service. The employee should be given assistance and consultation on the job to help him or her qualify for permanent placement.

If the performance of the probationer is not satisfactory, employment may be terminated at any time on or before the completion of the probationary period of employment, consistent with the law and governing regulations.

Members of the Board of Trustees, and the spouses, parents and children of the Trustees and the Director are prohibited from being employed by the Library.

Employment preference for non-professional positions is given to residents of the Elwood Public Library district.

Adopted September 17, 2015