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**SECTION 200**

**PERSONNEL SELECTION, ADDITIONS, CHANGES AND DELETIONS**

I. PERSONNEL SELECTION

II. PERSONNEL ADDITIONS, CHANGES AND DELETIONS

## **SECTION 200**

### **I. PERSONNEL SELECTION**

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.

#### **FULL-TIME COMPETITIVE APPOINTMENTS**

For our purposes, full-time competitive appointments cover all budgeted positions involving a work week of more than 17½ hours with the exception of Custodial, Security and Page positions.

Selection and appointment of candidates must be made from a valid and current list as issued by the Suffolk County Department of Civil Service. Appointments may also be made by transferring an employee who currently has the same title in another place of employment.

#### **FULL-TIME NON-COMPETITIVE APPOINTMENTS**

For our purposes, full-time non-competitive appointments cover all Custodial and Security budgeted positions involving a work week of 35 or 40 hours.

Selection and appointment of candidates is based upon prior work experience, references and their indicated capability and willingness to fulfill the positional requirements.

#### **PROBATIONARY PERIOD**

All full-time positions require that a probationary term be completed successfully before a permanent appointment shall be made.

The current Civil Service rules and regulations shall govern the application of the probationary requirement.

## **PART-TIME EMPLOYMENT**

For our purposes, part-time employment covers all budgeted positions involving a work week of 17½ hours or less with the exception of Custodial, Security and Page positions. Part-time employment for Custodial, Security and Page positions covers all budgeted positions of 25 hours or less per week.

Selection of candidates shall be based upon any or all criteria such as prior work experience, training and education, indicated capability and willingness to fulfill the responsibilities, references and, in the case of student pages, official verification that they are eligible to be employed.

## **NEPOTISM**

Relatives of the Board of Trustees, Administration and Department Heads are prohibited from being employed by the Library.

Huntington Public Library has determined that it will be in its best interest to:

- Avoid conflicts of interest between work-related and family-related obligations;
- Reduce favoritism or even the appearance of favoritism;
- Prevent family conflicts from affecting the workplace.

Huntington Public Library will accept employment applications from all interested candidates; however, relatives of a staff member may not be hired if any of the following job relationships would result:

- A supervisor is related to a direct subordinate;
- The work of one relative is audited by another;
- Where conflicts of interest exist between either the related persons or the related persons and the Library or any of its vendors.

Relative is defined as a father, mother, brother, sister, son, daughter, grandfather, grandmother, grandchild, first cousin, nephew, niece, step or in-law equivalents, spouse or domestic partner.

All exceptions must have prior approval by the Board of Trustees upon the recommendation of the Library Director.

## **SECTION 200**

### **II. PERSONNEL ADDITIONS, CHANGES AND DELETIONS**

#### **FOR APPOINTED POSITIONS/ CHANGES OR DELETIONS**

All new full or part-time employees will receive a packet of information from the Business Office containing employment forms to be completed.

The Director may make transfers of employees within the Library when deemed necessary and/or advantageous to the operation of the Library.

A Payroll Change form must be completed by the Department Head or Administration for all personnel changes, hires and deletions.

#### **POSITION NECESSITY REVIEW PROCESS**

Immediately following the departure of any employee above the level of Page, notwithstanding the reason for resignation or termination, the employee's position will be evaluated by the Director and/or his/her designee to determine if a replacement is needed.

The Director and/or his/her designee may determine that a replacement is necessary but would better serve the Library in another capacity or a different department.

If it is determined that a replacement is not necessary, the job duties of the departing employee will be reassigned by the Director and/or by the Department Head.