

PURPOSE OF THE PERSONNEL POLICY

Library staff members are crucial to the mission of the library. A positive climate for staff achievement and ultimate client satisfaction is necessary.

The Bell Memorial Library shall abide by existing requirements established by the New York State Education Department and the New York State Department of Labor.

The library is an equal opportunity employer and does not discriminate against current or prospective staff members because of race, color, creed, religion, sex, national origin, age or handicap. In all instances, the Library Board will seek to employ the most qualified individual.

Civil Service

The employees of the Bell Memorial Library are public employees and as such are subject to Civil Service. The Livingston County Personnel Department administers civil service for the Library, including reviewing job applications, scheduling and conducting civil service exams for competitive positions, and establishing and certifying candidate eligibility lists. The Library complies with New York State Civil Service Law and if a conflict occurs between this policy and the law, the law shall take precedence.

WORK WEEK: The normal work week is Sunday to Saturday.

Full time: As defined for this policy is considered 1820 hours per year or 35 hours per week of scheduled work time.

Part time: As defined for this policy in considered 910 hours per year or 17.5 hours per week of scheduled work time.

TEMPORARY: A staff member hired for less than 90 days in a given calendar year and/or a staff member who fills a position vacated by a leave of absence

ADOPTED: 11/16/95

REVISED: 3/16/00

REVISED: 10/22/2020