

## **Hiring/Nepotism Policy**

The Library seeks to recruit and employ the best qualified candidates for positions at the Library. Selection of staff members shall be based upon merit in consideration of the applicant's professional and educational qualifications, experience, skill set, and overall job related knowledge. Positions at the Library are to be filled in accordance with all Federal, State and Local laws, procedures, and policies, including those of the Suffolk County Department of Civil Service, as they pertain to the Library. In accordance with Civil Service Law, the Library reserves the right to extend hiring preference to residents of the Mastics Moriches Shirley Community Library district.

All applicants are to be interviewed by the Library Director and/or the Library Director's designee prior to being hired.

Upon the Library Director's or designee's endorsement the applicant may be hired provisionally pending final approval by the Library Board of Trustees.

Newly appointed employees are subject to a probationary period in accordance with civil service rules.

During the probationary period, new employees must evidence themselves capable to perform the job for which they were hired.

A relative of a staff member is not to be hired and then appointed to a position within the same department as the staff member.

Further, an employee shall not possess responsibility for the supervision, evaluation, or assignment of duties to a relative of a staff member.

Relatives of the Board of Trustees or the Library administration are not to be hired by the Library in any capacity. Library administration shall be defined as the Library Director, Assistant Library Director, and Department Heads.

A relative shall be defined as a relation between two persons by blood, domestic partnership, marriage, or adoption.

The Library is an equal opportunity employer and does not discriminate on the basis of age, race, ethnicity, gender, creed, disability, political affiliation, religion, or sexual orientation. (see Non-Discrimination policy)

Originally Adopted: April 26, 1999

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