

PERSONNEL POLICIES

It is the belief of the Board of Trustees of the Mastics Moriches Shirley Community Library that effective personnel policies not only set forth employment guidelines but also attempt to ensure that employment at the Library is productive, rewarding, and fair.

All employees are expected to be familiar with and abide by the policies set forth in this manual. If questions should arise regarding policies, employees should contact their Department Head for clarification. The Board of Trustees is the ultimate authority in questions of Library policy.

In order to maintain necessary flexibility regarding personnel administration, the Library reserves the right to change, amend, revise, or eliminate policies set forth in this manual. Changes to policies will be communicated to staff through written communication or through the issuance of new or replacement pages.

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