



## PERSONNEL POLICY

It is the belief of the Board of Trustees of the Sachem Public 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 the Personnel 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. Should any part or parts of policies adopted by the Library be determined to be inconsistent with Federal or State law, the requirements of the law shall take precedence and will be followed.

All staff upon commencement of their employment must sign a policy agreement form inclusive of the policies and their most recent date of board approval listed below.

Alcohol/Drug Free Workplace Policy 11/2016  
Anti-Harassment 4/2019  
Code of Business Conduct 2/2021  
Code of Personal Conduct 11/2016  
Confidentiality Policy 11/2016  
Credit Card Usage Policy 11/2016  
Guidelines for Traveling 03/2012  
Family and Medical Leave 11/2016  
Nepotism Policy 11/2016  
Purchasing Policy 11/2016  
Sexual Harassment Prevention Policy 4/2019  
Social Media Policy for Staff 12/2016  
Smoke Free Workplace Policy 12/2017  
Staff Computer and Network Usage Policy 1/2012  
Travel and Reimbursement Policy 10/2016  
Unattended Child Policy 04/2015  
Vehicle Use Policy 12/2016  
Violence in the Workplace Policy 12/2016  
Weapons Policy 12/2016  
Whistleblower Policy 1/2015