

# **Montauk Library Personnel Policy**

*Revised June, 2021*

## **Compensation:**

Staff shall be paid bi-weekly via direct deposit. Payroll deductions will be made for Federal and New York State Withholding, Social Security, Medicare and Disability. Overtime (time and 1/2) for more than 40 hours of work; will be paid to non-supervisory personnel meeting this requirement. The director will be a salaried employee with a separate benefits package.

The library shall pay Unemployment Insurance and Workman's Compensation.

Evening, Saturday and Sunday work will be paid at the regular rate.

The Personnel and Finance Committees will examine individual salaries of employees every year; the Board must approve any changes.