

Montauk Library Personnel Policy

Revised June, 2021

Performance Evaluation

It is the responsibility of the Director to continually assess and evaluate the performance of the employees. Standards and criteria of performance should be communicated to the employee. There will be a performance review for all new employees after 3 months and 6 months of employment. Each employee is entitled to a discussion with the Director on an annual basis. These discussions and evaluations shall be held in January. A full opportunity will be provided for the employee's response. Discussions and evaluations shall include but not be limited to the following points: quality of work, work habits, work interest, relations with people; and supervisory skills where applicable. The Personnel Committee shall do employment and evaluation of the Library Director. The Director's assessment shall also include an evaluation of the Library's programs.

A copy of the employee's evaluation shall be kept in the employee's personnel folder.