

Montauk Library Personnel Policy

Revised September, 2024

Attendance & Staffing

From Memorial Day through Labor Day, the building will be staffed by a minimum number of three employees during the hours the building is open to the public. In the event the requisite minimum number of employees is unavailable to work during said period, the building will be staffed by a minimum of two employees during the hours the building is open to the public.

For the remainder of the year, the building will be staffed by a minimum of two employees during the hours the building is open to the public. Under no circumstances will there be only one employee in the library.

If a staff member is unable to work when scheduled, he/she should notify the Director as soon as possible.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action up to and including termination of employment.