

APPOINTMENTS & SEPARATION

I. Appointments/Promotions

A. Qualifications

1. Suffolk County Civil Service

This employer adheres to the rules, regulations and procedures of the Suffolk County Department of Civil Service.

2. Equal Employment Opportunity (EEO)

This employer does not discriminate on the basis of race, ethnicity, sex, color, age, creed, religious affiliation, sexual orientation, disability, or other status protected by law. All things being equal, preference will be given to qualified applicants who reside in the Connetquot Central School District.

3. Americans with Disability Act (ADA)

A qualified individual with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.

4. Promotions

All promotions to a competitive class position must be made from a certification of eligible lists established by Suffolk County Civil Service. Candidates will be considered based on merit, aptitude for the position and experience. Seniority does not guarantee any such appointments or promotions.

B. Requirements

Upon appointment, all new employees must provide: photo identification, Social Security card, list of emergency contacts, IRS Form W4, NYS Form IT-2104, NYSLRS membership registration (or declination), and working paper (if applicable).

Employees appointed to a competitive or non-competitive librarian position must provide an active public librarian certificate issued by NYSED or proof of enrollment in an accredited or NYS registered library program, completion of which will qualify the applicant for either a Master's Degree in Library Science (MLS), or for a Master of Science in Information Science (MSIS).

Employees appointed to any competitive or non-competitive position must complete an Application for Employment Open-Competitive Exam and Non-Competitive Appointments (cs205a).

All employees are required to submit a biometric identifier, or a fingerprint, for the biometric attendance system and photograph for the employee directory. All biometric data is retained until the employee's separation of employment.

All employees will be issued an employee access identification badge, which must be worn in such a fashion to be clearly visible at all times.

C. Classes

1. Full-time

An employee is defined as full-time once appointed to a competitive or labor class position at 35 hours per week. All competitive class position appointments must be made from a certification of eligible lists established by Suffolk County Civil Service.

2. Part-time

An employee is defined as part-time once appointed to a competitive or labor class position at less than 30 hours per week or a non-competitive position which cannot exceed 17 ½ hours. The employer can request seasonal appointments from Suffolk County Civil Service during the summer to allow a temporary suspension of this restriction up to 34 hours.

D. Probation

All competitive class positions have a probationary term of 26 weeks. All non-competitive class positions have a probationary term of 5 years.

II. Separation

A. Resignation/Termination

Full-time employees should provide a written notice of resignation at least 1 month in advanced of their anticipated final day of employment. Part-time employees should provide a written notice of resignation at least 2 weeks in advanced of their anticipated final day of employment.

In accordance with Section 75 of NYS Civil Service Law, an employee whose performance, attitude or personal philosophy of library service doesn't meet the standards and requirements of the employer, the employee will be warned of their inadequacies by their supervisor or the Library Director. If after such warning improvement does not occur than the employee may be terminated. Serious offenses such as but not limited to theft, use of drugs and/or alcohol while at work, or physical assault are grounds for immediate dismissal.

Vacation, personal and floating holiday leave credit balances will be prorated and added to the employee's final paycheck. All benefit leave credit balances will be prorated and deducted from the employee's final paycheck. The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) allows for the continuance of health insurance benefits for a limited time after an employee leaves their employment. See the agency health benefits administrator in the personnel office for more information.

B. Retirement

All employees eligible for retirement with NYSLRS should provide a written notice of resignation at least 1 month in advanced of their anticipated retirement date. They are responsible for contacting NYSLRS and filing their Application for Service Retirement no later than 30 days but no sooner than 90 days before the anticipated date of retirement.

Health insurance coverage provided through the New York State Health Insurance Program (NYSHIP) is the only employer benefit carried into retirement. See *Policy 500-10C COMPENSATION & BENEFITS* for more information.

An employee must apply up to 165 days sick leave credit towards their service time as defined by NYSLRS. Any sick leave credit balances in excess of 165 days but less than 250 days will be prorated and added to the employee's final paycheck. All other benefit leave credit balances will be prorated and either added or deducted from the employee's final paycheck.

C. Reappointment

Employees who are reappointed to a new part-time position following retirement will receive new benefit leave credit balances and wage rate commensurate with their new position. The 6 month waiting period for receiving leave benefit credits will be waived.