

Emergency Closings

When inclement weather or other emergency conditions require the closing of the Library, the employees who are scheduled to work and are excused from work will receive their regular compensation for any hours they are not permitted to work.

If the library is closed for an emergency prior to the regular opening hour, employees scheduled to work that day will not be charged, with the following exceptions:

- a. Employees who schedule vacation, personal, sick or compensatory time prior to a library closing for an emergency will be charged for the time scheduled as if the library were open.
- b. Any employee who chooses to leave work before his/her shift is over will be charged for the time necessary to complete the shift, whether or not the library is subsequently closed.
- c. When the library has a delayed opening, any employee who chooses not to come in for the remainder of his/her shift will be charged time from when the library opens until the completion of his/her shift.

Full time employees who may be required to work when the library is closed for an emergency may earn compensatory time for the time worked at the discretion of the library director.

A telephone "snow chain" is prepared to notify staff of emergency closings. No guarantee is made that every staff member can be successfully contacted. Staff members are advised to telephone their supervisors when in doubt as to whether the library will be closed. In general, the decision on emergency closing will be made by 8 a.m.

While the Library Director is notified of school closings, the Library will not necessarily follow the school district.

When the Library Director cannot be reached, the librarian-in-charge has the authority to close the library in an emergency. The librarian-in-charge will be expected to report orally and in writing to the Library Director concerning the emergency closing at the first reasonable opportunity.

History: Adopted January 18, 1995
Updated and approved by the Board of Trustees
September 17, 2002