



Emergency Closing and Delayed Opening Policy

Created 3/9/2004

Revised 2/11/2014

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The Library will make every effort to remain open during inclement weather, assuming safe travel is feasible. Staff members are expected to make every attempt to report to work. Severe weather conditions, however, may cause transportation difficulties. In the event of severe weather conditions or other emergency situations, employees will be notified as to the state of operations of the Library per the current Emergency Information Sharing procedure.

The Library will close early or for the entirety of the day should current and pending weather conditions be deemed unsafe for travel during the Library's regular hours. In the case of full-day or early closing, employees scheduled to work that day will be paid for the time they were scheduled to work while the Library was closed. Employees not scheduled for that time will not receive any additional compensation and employees already taking vacation, sick, or personal leave will still be charged for the time off. Neither compensatory time nor overtime will be allowed for those employees affected by the closing.

If weather conditions are such that the Library can open safely by delaying the opening time, employees scheduled to work while the Library was closed will be paid for that time if they report to work for their remaining scheduled time after the library opens. If an employee chooses not to report to work for their remaining scheduled time, they may charge the day off to vacation leave or leave without pay but they will not be paid for any time the Library was closed.

When the Library is open but extreme weather conditions make it impossible for a staff member to arrive at the regular time, reasonable allowances for lateness will be made. If the employee cannot report for work within a reasonable time, they may charge the day off to vacation leave or leave without pay. The employee's supervisor must be notified as soon as possible if an employee chooses to not report.

If only one location needs to close because of a situation outside the control of the Library, such as HVAC unit issues or a pipe breaking, the staff working at that location will finish their hours at one of the other Library locations as directed by their supervisor, or can use personal time or vacation time for their normally scheduled hours. The Library administration will make the decisions regarding the need to close or change hours.