

BOARD POLICY

Weather and Emergency Closures

If the Library closes due to adverse weather conditions or emergency conditions (i.e. State of Emergency, Natural Disasters) the employees will be paid for the hours they were scheduled. If the library loses power and it does not regain power in one hour, the Library will close. Scheduled employees will be paid for the hours they were scheduled.

Previous time off requests supersede any credited time. Employees scheduled to attend offsite functions that are canceled due to such conditions are required to cancel the offsite request and make up the time. If the Library is closed but an offsite function is still scheduled, the employee is not required to attend the function but may at their discretion. In instances where they elect to attend, they will not be paid for duplicate hours worked. With the Director's approval, time-off balances, such as personal days, vacation, and sick leave may be used to cover times when the Library is open but an employee believes traveling to or from work would endanger his or her safety.

In the event of inclement weather or emergencies, the Library may close to the public as approved by the Library Director. The Library may use school weather closings and weather forecasts, among other factors, in deciding to close the Library. It is understood that the Library will remain open except when, in the opinion of the Library Director, doing so poses a safety risk to staff and to the public. Staff members who are scheduled to work when the Library closes for an emergency will be paid for the hours they were scheduled. In the event the Library is open and an employee cannot get to work due to weather, the employee may choose to take a day of vacation, make the time up, or take a day of unpaid leave.

Effective: 4/8/05, revised 7/8/08; revised 3/17/2020

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