

EMERGENCY CLOSINGS

In the case of an emergency closing, usually due to snow, supervisors will be notified of the closing and in turn they will notify their staff members.

Keep the following in mind:

- Extensive research and time goes in to deciding whether to keep the library open or to close, always considering the staff's safety. However, this does not mean that during every hazardous condition the library will close.
- If the library closes, the library will pay all employees for their scheduled time.
- If an employee is unable to work or is uncomfortable coming in to work when the library is open they are to call their supervisor. If the employee chooses not to work their normal schedule they will not be paid for any snow time that may occur on that day.
- If an employee is at work and would like to leave early due to the weather conditions they are to see their supervisor. If the employee chooses to leave early they will not be paid for any snow time that may occur.
- A staff member should always have their snow chain handy and up-to-date (See supervisor for a current snow chain).

DELAYED OPENING/CLOSINGS:

If the library's hours have changed due to an emergency the following will be put into place:

- If the library is opening one hour or less before an employee's scheduled time to leave work the employee does not need to come in and they will be paid for their full scheduled day.
- Example: John's workday ends at 2:00 and the library is opening at 1:00, he does not need to come in.
- Example: John's workday ends at 2:00 and the library is opening at 12:00, he needs to come in to receive his full wages.
- If the library is closing one hour or less after an employee's scheduled time to arrive at work the employee does not need to come in and they will be paid for their full scheduled day.
- Example: John's workday starts at 4:00 and the library is closing at 5:00, he does not need to come in to receive his full wages.
- Example: John's workday starts at 4:00 and the library is closing at 6:00, he needs to come in.
- Staff members will get the following *if they were scheduled to work a 7 hour day*:
 - 4 Hours of work: 15 minute break that must take place in the library
 - 5 Hours of work: 30 minute break that must take place in the library
 - 6 hours of work: 30 minute break that must take place in the library

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