

POLICY 605
LIBRARY CLOSING POLICY

When it is determined by the Director in consultation with the Board President or the next available officer in order of succession that a general emergency situation exists or is impending (e.g., snow storm, flood, or adverse conditions arising from temperature control failure, electrical failure, improper air ventilation, etc.) and when it is determined best for the safety, health, and general welfare of the public and the staff, the emergency closing of the Library may be authorized.

Employees scheduled to work on a day that the Library is closed due to emergency shall be paid for the hours that they would have worked

When adverse weather conditions or other conditions as stated above occur, every effort will be made to keep the Library open with at least a skeleton staff. All those who can report for work will be paid for the day. Those who cannot report for their scheduled hours of work may have the option of making up the time within the next quarter following the closing and be paid for the hours that they would have worked.

Every effort will be made to notify all trustees of such an emergency closing.

Adopted 3/14/94
Revised 11/13/02
Revised 11/9/11