

POLICY TITLE: Emergency closure/inclement weather

ADOPTION/LAST REVISION: Adopted 4-11-89, Reviewed 2-8-94

A. Emergency closure

The Library Director may close the library during periods of emergency, such as fires, floods, blizzards or power failures.

If the library is closed because of an emergency and workers are dismissed, personnel scheduled to work will be paid their regular wages for their scheduled time.

B. Inclement Weather

If the weather becomes inclement during the day and an employee feels he/she may have difficulty getting home, the employee may leave early with permission of the Director. However, the time off is without pay or it may be made up anytime during the pay period.

If the library is open and an employee cannot get to work, he/she shall be given the opportunity to make up the lost time or have the lost time deducted from that pay period.