

EMERGENCY CLOSINGS

The Library is a public service institution, and every effort is made to maintain regular hours for the public while maintaining a safe work environment for employees. When the Library is open, employees scheduled to work are expected to be present.

When the Library closes for an emergency, full-time and part-time staff scheduled to work that day receive paid time off.

Hourly employees in the Library at the time of the emergency closing will be paid for the remainder of their shifts. A reasonable effort will be made to alert employees who are scheduled to start working hourly shifts after the Library has closed; in any case, they will not be paid for those hours.

Employees who are absent due to scheduled annual leave, holiday time, illness, or other leave will still have to use their leave / benefit hours for the time the Library is closed.

Adopted March 10, 2015

Reaffirmed June 11, 2019