

## 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.

The Library closes when it appears to be unsafe to occupy the building (as in the case of air conditioning breakdowns or night-time power failures) or when extreme weather conditions make it unsafe to travel.

When the Library closes for a severe weather or building emergency, full-time, part-time, and hourly staff scheduled to work that day receive paid time off. 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.

Due to a pandemic or similar, lengthy emergency, the Executive Director may use their discretion to make such scheduling adjustments.

The decision to close the building is made by the Executive Director. If the Executive Director is not available, the decision is made by the Associate Director or the next ranking Management Team member available.

Adopted March 10, 2015;

Reaffirmed June 11, 2019; Revised April 14, 2020; February 14, 2023