

DANIEL BOONE REGIONAL LIBRARY

**SUBJECT: Library Closing for Severe Weather and
Unusual Circumstances**

ADMIN 2-950

SECTION: 900 - Security and Emergency Management

BOARD

Approved: 02/13/97

Revised: 06/10/10

POLICY

Occasionally, a service center of the library system may need to be closed because of severe weather conditions, unusual circumstances, or an emergency. Such circumstances may include, but are not limited to, problems which threaten the health or lives of staff and patrons; i.e., serious gas leaks, extended power outages, severe weather and disasters.

The Executive Director, and/or designated library staff in the absence of the Executive Director, will determine whether conditions indicate a need to close a building or suspend other library services. These decisions will be made in consultation with the appropriate administrative staff.

If library facilities close on any of their normally scheduled open hours, the staff members who were scheduled to work during those hours will be credited the hours they would have worked had the library been open.

This policy pertains to short-term closings. Should conditions require a facility to be closed or services to be suspended for longer periods, the Executive Director in consultation with the Board of Trustees will render a decision regarding continuing operations and staff compensation based on the specific circumstances of the closing. This policy does not cover planned closings of any library facility for activities such as, but not limited to, Staff Day, weeding and collection inventories.

PROCEDURE

If the library is closed for severe weather or unusual circumstances on Saturday or Sunday, those people scheduled to work for that date will be granted compensation time in the same manner that it would have been granted had they actually worked on that Saturday or Sunday. If a staff member is not scheduled to work, is scheduled in advance to take paid time off or other leave, or calls in sick on a day the library is forced to close due to severe weather or unusual circumstances, the staff member will not be credited with the hours the library is closed.

In severe weather, if the library is open but a staff member is unable to report to work because of the weather, the staff member may request to:

1. Take paid time off for the scheduled hours missed;
2. Take lost time and have salary deducted from pay; or
3. If approved by the supervisor, and within the library's policy of avoiding overtime pay, make up the time missed.

If a staff member requests to leave early and the leave is granted by the supervisor, or the staff member arrives late due to severe weather, the time missed may be made up or taken as paid time off. Up to thirty (30) minutes of the employee's lunch hour may be utilized for make-up time with the approval of the supervisor.

For full-time staff, any make-up time must occur within the same work week in which the employee missed the scheduled hours. As the library's work week is Wednesday through the following Tuesday, it should be noted that should the absence occur on a Tuesday, the time cannot be made up.