

# **DANIEL BOONE REGIONAL LIBRARY**

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

**ADMIN 2-950**

**SECTION: 900 - Security and Emergency Management**

## **BOARD**

**Approved: 02/13/97**  
**Revised: 06/10/10**  
**Revised: 10/10/19**  
**Revised: 03/12/20**

## **POLICY**

Occasionally, one or more of DBRL's facilities 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 (see Policy 2-960 Public Emergencies). This policy does not cover planned closings of any library facility for activities such as, but not limited to, Staff Day, collection inventories or facility remodeling.

## **PROCEDURE**

If the library is closed for severe weather or unusual circumstances, employees 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 day. If a staff member is not scheduled to work, is scheduled in advance to take time off 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 leave time for the scheduled hours missed; or

2. Make up the time missed within the pay period as long as overtime would not be incurred. Should the absence occur on the last day of the employee's work week, the time cannot be made up.

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 used for make-up time with the approval of the supervisor.