

EMERGENCY CLOSING POLICY

Policy Statement

It is the policy of the Chesterfield Township Library to deal with weather emergencies in an appropriate manner.

Regulations

1. The library will be closed only when weather conditions deteriorate to the point where emergency situations prevail, when vital equipment in the building fails, or when there is a general emergency within the library's service area. The decision to close the library will be based upon:
 - a. General conditions of roads in the library's service area.
 - b. Availability of sufficient staff to open and operate the library safely. Minimal staffing levels are defined as one staff member per service desk.
 - c. Condition of the building's equipment.
 - d. Requests for closure by local, county or state law enforcement agencies.
2. The library will not automatically close or delay opening based on any other institution's actions, however, the Library will attempt to determine if Township offices are open. The decision to close will be made by the library director who will notify the Board Chair. If the library director is unavailable, the senior supervisor on staff will contact a member of the library board, preferably the Board Chair, to approve the decision. Once the decision to close or to open late is made, a message will be sent to the staff using the calling tree. The library's automated attendant, website and Facebook page will be updated to notify the public.
3. Compensation
 - a. Employees may be requested to report to work or remain at work even if the library is closed to the general public. If the library remains open to the public during inclement weather, employees are expected to work their regular hours. Employees are expected to leave home early enough to compensate for poor weather conditions so that they may reach work at their scheduled time. When employees report late or do not report due to bad weather, the time may be taken from the employee's existing accumulated benefit time. If there is no accumulated time, the employee will be not be paid.
 - b. If an employee cannot report to work, the employee must call the designated attendance supervisor at least 1.5 hours prior to the beginning of one's shift. Unless otherwise noted, the designated attendance supervisor will be the HR manager.
 - c. If the library is closed due to emergency conditions, regular full-time and part-time employees will be paid for their scheduled time. If the library is

closed due to emergency conditions, provisional employees who are scheduled to start working after the library has closed will not be paid.

- d. Provisional employees in the library at the time of the emergency closing will be paid for the remainder of their scheduled time for that day.
- e. If an employee elects to leave earlier than the time the library closes, they will be paid for any hours worked. Regular full and part-time employees may use accumulated benefit time for the hours between their departure and the library's closing time.
- f. If the library is closed two or more days due to an emergency, regular full-time and part-time employees will continue to receive pay for two weeks. An improvised interim work schedule may be developed to handle existent work needs. Job descriptions or duties may be temporarily altered or reassigned, based upon unusual need. A reasonable effort will be made to maintain a useful work schedule and provide continuous employment opportunities.

Tornadoes

Notice of tornado watches or warnings are received from the weather notification radio in the library. In the case of tornado watches, business will proceed as usual. If a tornado warning is issued, the Library will be closed until an all-clear is received. Library patrons in the building will be allowed to remain in the library's multipurpose room until the all clear is sounded. Unattended minors will be asked to stay in the building until a guardian picks them up or until the all clear is sounded.

Approved: February 19, 2014
Chesterfield Township Library Board of Trustees