

Emergency Closure Policy

I. Emergency Countywide Library Closure (Non-Public Health/Safety Declaration)

The Library Director (or designee) shall close all locations and departments of the Community Library whenever, in his or her judgment, existing emergency conditions pose a significant safety hazard to the public and library staff.

A. Staff Pay

In the event of severe weather conditions or other emergencies, the Library Director may decide to close all CL facilities for the full or partial day. The Library Director (or designee) will notify all employees of such closure. Salaried employees are expected to work the requirements of their jobs. Hourly employees who do not work as scheduled during an emergency closing may take vacation (applies to full-time hourly employees) or holiday time to receive pay for time not worked. They may also take the time without pay. If a leave day (vacation, personal, sick, holiday, etc.) has been scheduled and a weather or emergency closing occurs, the scheduled leave time will still need to be taken on that date although the Library has actually been closed.

In the event that the Library does not close during inclement weather, staff who fail to report for work will not be paid for the time off. Staff may request to use available paid leave time such as unused vacation, personal or holiday time.

II. Emergency Closure of a Single Library Facility

Library supervisors (or designee) will inform the Library Director (or designee) of emergency conditions that exist at a library building which may endanger public and staff safety or which make the regular operation of library services at that location impossible. The Library Director (or designee) shall determine whether to close the library facility.

A. Staff Pay

Staff of a closed facility may be assigned to work to complete their shifts at another Library location at the discretion of the Director (of designee) if space and work is available. For nonsupervisory staff who do not complete their scheduled shifts, the provisions of Article I, paragraph A above will apply.

III. Emergency Countywide Library Closure (Public Health/Safety Declaration)

The Library Director, in consultation with the Library Board of Trustees, shall close all facilities and departments of the Community Library for the health, safety, and well-being of library patrons, staff, and the community during a declared public health or safety emergency including but not limited to pandemic, epidemic or outbreak.

A. Staff Pay

In response to a declared public health or safety emergency, the Community Library facilities may be closed. In order to maintain equity among all employees, the following procedures are in effect during this type of emergency.

Library Facilities Closed to the Public

In the event that Library facilities are closed to the public but remain open to the staff, the staff will have the following choices: report to work (hours of operation may be modified), use paid leave or choose to be unpaid.

Library Facilities Closed to Everyone

The Community Library Board of Trustees will evaluate the situation on a case by case basis.