

SH 600 Responsibilities of Employees

SH 611 Unexpected Closure

Draft 12/17

Purpose

The Metropolitan Library System ("Library System") is committed to providing favorable working conditions for its employees. The purpose of the Unexpected Closure policy gives primary consideration to the safety of staff and customers. The Library System will make its own determination on operating hours due to inclement weather or other emergency situations.

Policy

It is the policy of the Library System to remain open during regular business hours; however, where extraordinary circumstances warrant, the Library System reserves the right to close its libraries and/or facilities.

Regardless of whether the Library System or a facility is open or closed, it is each employee's decision as to whether to travel to work on hazardous, inclement weather or facility closure days. If an employee chooses not to travel, he/she must follow their normal call-in procedures and he/she will not be eligible for closure pay. Employees can use available paid leave or an authorized workweek schedule adjustment for the missed time.

System-wide Closure:

The executive director or his/her designee will make the decision regarding closing the Library System during inclement weather or other emergency situations.

A decision to close the Library System is made after taking into consideration the forecast of coming weather or other county or statewide emergencies, the condition of area roads, and the ability of staff and customers to safely get to the libraries. Information used in making a closure decision may come from the National Weather Service, local weather outlets, municipal authorities and library personnel.

If the Library System is closed on a given day, employees will be notified by the automated emergency notification system, or they should monitor online library channels, or local television stations and their websites for closing announcements.

- **All Day Closure:** All exempt level staff will receive their regular pay for a day of closure. Non-exempt employees will receive an amount equal to their scheduled hours of base pay for the day.
- **Partial Day Closure:** In the event of a partial day closure, all exempt level and non-exempt employees scheduled to work will be paid for the closure time that occurred during their scheduled hours.

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Facility Closure:

Facility concerns, operational issues, or utility outages may necessitate temporarily closing one or more of our facilities until the situation is corrected. The executive director delegates responsibility for the decision to close or remain open to the library or facility manager who will consult with a regional director and/or the deputy executive director of member services.

A decision to close a library is made after reviewing information from the on-site local library management team member and considering all known factors, including:

- input from Maintenance and/or IT
- the exact nature of the operational or facility failure
- the time of day (daylight or after sundown)
- outside temperature
- the number of operating hours remaining that day
- any information from utility provider on expected timeframe for restoration
- proximity of nearby restroom facilities

Staff will be reassigned unless the closure is within three hours of regular closing time. If within three hours of closing, staff will be allowed to go home and will be eligible for closure pay.