

POLICY: Library Closings for Severe Weather and Unusual Circumstances**Approved: September 30, 2014****Revised: November 23, 2021**

Occasionally, one or more of the Webster County Library (WCL) 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.

Closures will be announced to the public via the library website, social media, phone announcement and signage, if staff is able to reach the library facility for posting.

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 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 training, or facility remodeling.

SEVERE WEATHER

Library facilities will usually be closed if the corresponding public school district in your community closes due to inclement weather; Marshfield, Logan-Rogersville School Districts. Library staff may attempt to open the Marshfield or Rogersville locations if circumstances allow. Please do not travel to the library without first calling or checking the library website/social media to ensure the library is open.

Early closures due to weather conditions, may be announced at any time during the workday to ensure the safety of patrons and staff traveling.

OTHER CIRCUMSTANCES

The Director, and/or designated library staff in the absence of the 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.

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 Library Closing for Severe Weather and Unusual Circumstances.

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.