

CLOSINGS - UNSCHEDULED

The Director, or the Director's designee, shall be authorized to close the Library at any time due to inclement weather, emergency, or other circumstance as deemed necessary.

In the event of an unscheduled Library closing:

Employees scheduled to work shall be paid for any scheduled work time the employee was expected to work but did not due to the closing of the Library. Should the closing occur prior to the employee's scheduled work shift, the employee will be paid for the entire shift the employee was expected to work. Should the closing occur during the employee's scheduled shift, the employee will be paid for the remainder of scheduled work time expected to be worked. Employees who are scheduled to work but request time off (call in) prior to the Library closing will not be paid for time not worked while the Library is closed.

At the discretion of the Director, or Director's designee, employees (particularly Custodial and Security) may be kept at work or called into work even in the event of an unscheduled Library closing. In this instance, the employee will be paid for all scheduled work hours that coincide with the time the Library is closed and will also be paid, at regular wage, for the time worked during the closing.

It shall be the employee's responsibility to contact the Library to determine if we're closed.

Latest Revision: August 22, 2005
Originally Adopted: August 23, 1999 (Extreme Weather,...)