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Authority to Close the Library During Extreme Conditions

The Library may suspend operations or release employees due to power outages, hazardous weather conditions, loss of heating or air conditioning, or other special circumstances. The Library Director (or designee) has the authority to close the library.

At the discretion of the Director, employees may be requested to report to work or remain at work even if the Library is closed to the general public.

If employees are dismissed or asked not to report to their scheduled shift because the library is closed due to an emergency, they will be paid for their scheduled time during the closure. Pay for closures over five days will be subject to Board approval.

If an employee is taking vacation, personal, sick, or paid leave of absence time off when the closure occurs, their time off will be paid as originally requested.

The Library Director is not required to consult with members of the Library Board of Trustees before making such a decision, but should notify the Library Board of the closing as soon as possible.

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