

## Emergency Closures

At times, emergencies such as severe weather or power outages can disrupt library operations. In extreme cases, these circumstances may require the closing of the Library as defined in the Library Closings policy. When operations are officially closed due to emergency conditions, those full-time employees who had been scheduled to work during the time the Library must be closed will be paid (non-overtime) at their current rate of pay. These employees may be called upon to assist the director in tasks related to the emergency, such as notification of staff or program registrants, securing the building etc., before being released. If the emergency closure takes place after employees have arrived at the library and staff must be sent home, part-time employees who are mid-shift or have already arrived for their shift will also be paid for their full scheduled shift after assisting in necessary closing procedures.

*Library Board Approved: December 12, 2016  
to take effect on Sunday, December 11, 2016*