

## **Emergency Closing Policy**

It shall be the sole responsibility of the Library Director to determine whether the library shall be closed due to inclement weather or another emergency. In the event of the Library Director's absence, the Assistant Director will make the decision.

The library will not automatically close or delay opening based on any other institution's actions.

The library will close if requested to do so by local, county, state or Federal law enforcement or emergency management agencies.

If the library remains open to the public during inclement weather, employees are expected to work their regular hours.

Staff members are expected to leave home early enough to compensate for poor weather conditions so that they may reach work at their scheduled time.

Employees may be requested to report to work or remain at work even if the library is closed to the general public. Under these circumstances, employees will be compensated for time worked.

An emergency closing may be necessary due to an inability to maintain minimal staffing levels. Minimal staffing levels are defined as at least two employees in a building.

### **Compensation**

Library employees who are sent home during their shift, or told not to report to work, due to an emergency closing shall receive regular pay as if they had worked their scheduled shift.

Library employees who are absent due to a scheduled day off, illness, or other reasons will not receive pay for the time the library is closed for an emergency.

If the library has a delayed opening, an employee must work the remainder of their shift to be compensated for portion that falls during the emergency closure.

The library's online timekeeping system is used to determine scheduled shifts for compensation under the Emergency Closing Policy.

### **Notification**

The Director shall notify all supervisors and direct reports of the decision immediately. It shall be the responsibility of each supervisor to notify all of his or her staff.

The library will notify the local radio stations, local newspapers, and St. Louis television stations of the closure. The library will also announce the closure on social media.

If it is safe, a notice will be displayed at the building's entrance to notify the public of the library's closure due to an emergency.

Approved April 16, 2024.