

Closings Inclement Weather Procedures Adopted February 3, 2014, updated January 26, 2015.

- a. Guidelines to follow in the event of severe weather and/or building utility issues.
- b. Library closing or opening late or not opening at all will be considered in the event of heavy weather conditions such as: blowing & drifting snow, blizzard conditions, heavy ice and/or sleet, heavy fog, wind chill warnings, travel advisories or warnings by county officials, and any other conditions as determined by the Library Administration. *Please note that the Library does not follow closing or late opening procedures as the school corporation.*
- c. As deemed necessary, the Director will consult with the Library Board President or the next person in line if the President is unavailable, to determine whether or not the Library will be closed due to weather or other issue. This action does not necessarily need to originate with the Library Director. If necessary, the Library Board President may confer with the Director to determine the best course of action with respect to the closure. Action may also begin with another Trustee, but the decision needs to be finalized by the President or the next officer in line.
- d. In the event of a life threatening emergency, the Director or designated alternate is to see that the Library is evacuated and that all staff and patrons are accounted for. The Library Board President or the next officer in line will then be contacted and be given an update. Example: gas leak.
- e. CLOSED ALL DAY
 - i. Staff members who are scheduled to work will be paid for their regularly scheduled number of hours that they would have worked that day.
- f. PARTIAL DAY CLOSINGS
 - i. Staff who are present at the time the decision is announced to close the Library for the balance of the day will be paid for the hours for which they were scheduled to work. Example: All regular Tuesday morning staff arrived on time. Snow is accumulating so that travel is becoming dangerous, travel warnings have been posted. It is determined to close the Library at noon. Staff who are present and scheduled to work past the announced closing time will be paid their regularly scheduled hours.
 - ii. Staff who are scheduled to work later in the day (such as from 5:00-7:00) will not be paid, though they are welcome to work additional hours at a later time so as to not be shorted their regular pay. It needs to be stated that the personal safety of the Library's staff is always important. If for whatever reason a staff member feels that conditions (notably winter conditions) are such that their personal safety would be in jeopardy traveling to work, they are able to use whatever earned leave is available so as to not lose any wages.

g. CLOSURES LASTING MORE THAN 48 HOURS.

i. This section is intended to provide for the full/partial closure of the Library due to health emergencies or disasters as declared by local, national or federal orders which recommend that opening the Library could/would be detrimental to the health of the Library staff or public.

(1) If elements of this section do not provide adequate direction, then common sense must prevail and this policy should be used as a template for the issue at hand.

ii. The Library will comply with all local, state, federal laws as well as any acts or orders that effect Library personnel and could influence some of the following sections. The purpose of any level of closure is to:

(1) Ensure safety and security of the Library staff, patrons and facility through a closure.

(2) Maintain a continuity of Library's mission including communication to staff, trustees and the public.

(3) Provide guidance for staff compensation.

(4) Ensure basic building and asset maintenance at all times except in the event of a full quarantine.

iii. Level of closure and staff duties during closure:

(1) Full closure – (note: in the event of a quarantine no staff are allowed in the building)

(a) Department heads are expected to telework or take home materials etc. to continue planning for future programs, material selection, participate in online meetings and webinars, attend online courses to satisfy Library Education Units (LEUs) approved by the Indiana State Library or other online course as approved by the Director. Staff member will provide the Director with a certificate of completion as proof of course completion or other documentation showing participation. Time spent on planning or material selection should be noted as if the staff member were performing such duties at the Library.

(b) Staff members who do not have access to the Internet or equipment to perform telework or whose duties cannot be performed remotely will need to consult with the Director on an alternative method of performing their duties or other services that could count toward their duties.

(c) The above supports the maintenance of the Library's mission and staff are paid accordingly as long as there is supporting

documentation on time spent on Library duties. Staff not turning in documentation or request to take earned will receive no pay for that pay period.

- (2) Partial closure – Library closed to the general public but staff are allowed in the building.
 - (a) Staff could be performing their normal duties or other duties as requested by the Director
 - (b) Staff schedules could be modified as needed or required by events such as maintaining a physical distance from another staff member. Should physical distancing be required, the Director or a delegate will create a staff schedule that allows for only a certain number of staff in the building at any one time.
 - (c) If a staff member’s scheduled hours do not equal that of their generally scheduled hours they are to consult section 3.a.(1) and 3.1.(2) above to fill-in the balance of their scheduled hours.
- (3) Library partially open providing services via non-standard means (i.e. curbside delivery of materials) or open with limited services and limited number of people in the building.
 - (a) If a staff member’s scheduled hours do not equal that of their generally scheduled hours they are to consult section 3.a.(1) and 3.1.(2) above to fill-in the balance of their scheduled hours