

UNEXPECTED CLOSURE POLICY

The Unexpected Closure Policy pertains to all regional library facilities including public library branches, headquarters, and any other locations where regional library staff members are employed.

Unexpected closure is defined as closure due to storms, facility issues, excessive heat/cold, and similar events.

For the purposes of this policy, staff members include contract workers and volunteers.

- It is recognized that staff members live where they do by choice and this can have no influence on working regularly scheduled hours.
- Due to varying conditions throughout the region, not all facilities must close at the same time or together. If staff members believe the branch should close due to conditions, they are to contact the Chief Librarian or the appropriate manager.
- The final decision to close is the responsibility of the Chief Librarian.
- When the Chief Librarian is unavailable, the decision to close is the responsibility of management team members working in consultation with each other.
- Staff members are to assume the facilities will remain open unless otherwise notified.
- If facilities are to close the Chief Librarian will contact managers as soon as possible. Managers will then contact staff members immediately.
- If a staff member is scheduled to be off work on a day a facility closes, he/she is not entitled to an extra day.
- When a facility is open and full-time staff members are unable to get to work, they are to make up the time within two weeks, or use their vacation time. If this is not possible, the Chief Librarian will deduct the time from the next appropriate pay period. This applies to staff members who leave work early and the facility remains open.
- When a facility is open and part time, casual, and contract staff are unable to get to work they are not paid for the hours missed. This applies to staff members who leave work early and the facility remains open.

Accepted November 2017