

## **Spring Green Community Library Emergency Closure Policy**

This policy establishes guidance for library staff when deciding to close or modify regular open hours for emergency or dangerous conditions.

### Criteria –

- Weather related warnings issued
- Safe traveling conditions for scheduled staff
- Closing of area schools, agencies, and/or businesses
- Other emergency warnings
- Mechanical failures or dangerous conditions in the building
- Fewer than two staff available to work

### Authority –

- The Library Director will make a decision to close by monitoring weather, news, and/or road condition reports, and the closing of other organizations.
- When the Director is unavailable, the senior staff member may decide to close by consulting with the Library Board President, or other board member.

### Notifications –

- To the extent possible, the closing will be shared on the library website and calendar, relevant social media, library entrances, outgoing phone message, and to SCLS libraries.
- To the extent possible, the library will remain open a minimum of two hours after dismissal of River Valley Schools.

### Programs –

- Programs scheduled during an emergency closure will be cancelled.
- Youth programs will be cancelled when River Valley Schools are cancelled.

### Compensation –

- Employees whose shift is cut short by an emergency closure shall receive regular pay as if they had worked the entire shift.
- Employees who do not work any part of their regularly scheduled shift will not receive regular pay.
- Employees who do not feel safe traveling to work may choose not to come in by notifying the director or senior staff member and will not receive pay.
- Requests to make up time or work from home (when applicable) will be considered by the director.

Library Board Approved 3/13/18. Revised 10/13/2020.