

EMERGENCY/ADMINISTRATIVE CLOSINGS

POLICY

The Library is a public service institution and every effort will be made to maintain regular library hours. The Library will close only when weather conditions in the library's service area deteriorate to the point where emergency situations prevail, when vital equipment in the building fails (e.g. furnace malfunction, lack of running water, no electricity) or when there is a general emergency within the Malta Township Public Library Service area.

GUIDELINES and PRACTICES for IMPLEMENTATION

The decision to close the library will be based upon:

- Road conditions in the library's service area
- Condition of the library parking lot or walkways
- Condition of building equipment
- Requests from local, county or state law enforcement agencies

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

The decision to close will be made by the Library Director. The Library Director will notify the Board of Library Trustees of the decision to close.

If the Library Director is not available, a supervisor or senior staff member will make the decision to close after conferring with the Board President or the next available board member. All board members shall be informed of the decision to close the library.

After a decision is made to close the library or open later than regularly scheduled, the Director will notify all employees.

A reasonable attempt will be made to change the library's website as well as to post signs at the library's entrance. A reasonable attempt shall also be made to update the Library's Facebook page.

Compensation

Emergency closings are paid for hours regularly scheduled.

In the event of an administrative closing, the Library Director will make a recommendation regarding compensation to the Board of Trustees.

In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off. Depending on staffing levels, the Library Director may grant an employee permission to leave work early. Employees ending their shift early or starting their shift late will not be paid for the time off.

Employees in essential operations may be asked to work on a day when the library is officially closed.