



# Unscheduled Closures & Inclement Weather Policy

## Statement of Purpose

The purpose of this policy is to outline roles, responsibilities and guidelines for situations where the Library closes or limits operations due to an unexpected or emergency situation, such as severe weather, as well as in cases when the Library remains in operation but some staff may experience difficulty reporting to work due to inclement weather or other emergency conditions.

## Guidelines

The Library has a responsibility for maintaining services and therefore the application of this policy must consider both the operational obligations of the Library as well as the safety of Library staff and customers.

The determination to close the Library shall be made by the CEO/Chief Librarian (or designate), except where evacuation is essential for staff and public safety or by order of police or fire officials.

In some cases, such as temporary power outages, the Library will be evacuated and closed temporarily to the public, however staff will be required to stay on site for up to two (2) hours until the situation is resolved or more information is available regarding the timeline of an expected resolution.

## Compensation

When the decision is made to close the Library due to inclement weather or other short-term, unexpected circumstances, employees shall be paid for their scheduled hours, at their normal rate of pay, without premiums.

Employee safety is of the utmost importance in travelling to and from work especially in inclement weather. If the Library remains open but individual employees decide that they need to leave before the end of a scheduled shift or refrain from travelling to work for reasons of personal safety, they will be granted such leave. Employees must notify CEO if they are unable to travel to work.

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Absences due to inclement weather will not be compensated as per part-time employment status.

If this results in less than two on staff, the library will close.

In-town staff may stay for the duration of their shift to complete non-circulation duties after closure.

At the discretion of the CEO, an employee may be permitted to work extra hours at the regular rate to make up lost hours, or requested to do so to ensure the consistency of their workload.

## Roles and Responsibilities

### **Employer responsibilities**

- Make every effort to maintain service for the public despite disruptive conditions, while keeping the safety of Library staff and customers in mind during periods of inclement weather or other emergency situations
- Make timely decision on whether to close based on information available, as outlined above
- Communicate to staff, public, and Board Chair using prescribed methods, giving as much notice as possible
- Grant leave for individuals who make personal decision not to come to (or remain at) work due to safety concerns
- Make reasonable efforts to schedule make-up shifts upon request
- Make reasonable efforts to be proactive and prepare ahead of time if inclement weather is forecasted, reminding staff of policy and procedures

### **Employee responsibilities**

- Employees are expected to make every reasonable effort to report for work as scheduled
- During periods of inclement weather, check prescribed work communication channel prior to opening to confirm whether Library will be open or closed. In the absence of any communication, normal operations are presumed
- Leave enough time to travel safely when extra caution or preparation is required
- Make the decision to not come in, or to leave early, as determined by factors affecting individual safety, providing adequate notice using prescribed communication channels
- Following an inclement weather absence submit request to Manager to make up time, as soon as possible
- Inform customers of impending closure and ensure they exit the Library safely, with time to arrange for transportation if necessary
- Make reasonable efforts to inform impacted program registrants or volunteers if possible.

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