



WESTCHESTER PUBLIC LIBRARY

Emergency/Inclement Weather Closing Policy

In the event that the library must close any or all of its locations due to an emergency or inclement weather, or otherwise urgent circumstance, the following procedure will be followed:

1. Director will determine whether or not to close the library building(s) and/or reassign employees.
2. The decision to not open the library, or to delay the opening time, will be made by 7am, if possible.
3. Director will notify Managers by telephone; Managers will then notify scheduled employees by telephone.
4. Affected library premises will be posted with signs informing patrons of the closure or delay; postings will occur in advance as much as possible.
5. Library online outlets will be posted with closing/delay information; postings will occur in advance as much as possible and will be updated as needed.

In the event that the Director is not available, the decision to close any or all Library locations due to an emergency or inclement weather, or otherwise urgent circumstance, will be made by, in hierarchical and available order, the: Assistant Director; Administrative Assistant; Thomas Branch Manager; Hageman Branch Manager.

In the event that the library must close any or all of its locations due to an emergency or inclement weather, or otherwise urgent circumstance, employees will be compensated in the following manner:

Delayed Opening

If there is a delayed opening due to an emergency or inclement weather, Administration will specify a “delayed starting time,” which will indicate the starting time for employees to report to work, with an opening time to the public 30 minutes after. For example: employees are to report to work at 10:30am, with the library opening to the public at 11am.

If employees arrive prior to the “delayed start time,” they will not receive extra time/hours; they will be paid their regular rate beginning from the “delayed start time.”

Early closure

Both salaried and hourly employees who are already on duty for their scheduled shift when the library closes early will be paid for the entirety of their regularly scheduled shift, provided that there is not another location that remains open and in which, contingent upon the workflow needs of the library and whether employees may reasonably be able to complete most or all of their duties at the open location, they may be assigned to complete the remainder of their shift.

Library does not open at all

If the library does not open at all for an entire day(s) due to emergency or inclement weather, whether planned ahead of time or decided day-of, **Salaried employees** who were scheduled to work will be paid for their regularly scheduled shifts, provided that all locations in the system are closed and there is not another location that remains open in which they may be assigned and in which they may reasonably be able to complete most or all of their duties.

If the library does not open at all for an entire day(s) due to emergency or inclement weather, whether planned ahead of time or decided day-of, **Hourly employees** will not be paid for scheduled hours not worked. Contingent upon the workflow needs of the library, **Hourly employees** may be able to attain some, but not all, of the scheduled hours that did not occur due to the closure, as long as the hours recouped occur within the same pay period or, if the closure occurred within the last two days of a pay period, the pay period immediately following. Any recoup of hours lost due to closure are based upon the workflow needs of the Library and must be approved by the Director.

Prior scheduled time off

All employees who scheduled time off (vacation, personal day, or sick) prior to the announcement of early closure or non-opening of the library must use the time off as it was scheduled; they are not permitted to reverse the scheduled vacation, personal day, or sick time off due to emergency altered library hours.

Note on weather conditions

If at any time an employee feels that weather conditions in their home location warrant not reporting to work, or warrant leaving work before their scheduled shift ends, the following will apply:

Salaried employees may elect to use vacation or personal day time to call off for the day, or for the balance of the day (they may not use sick time). Should the library subsequently close early, salaried employees who elected to use vacation or personal day time off will not receive “time credited.”

Hourly employees may elect not to work their scheduled hours, or may elect to work a shorter schedule, and will not be paid for scheduled hours not worked.