

Hedberg Public Library
B109 Adverse Weather Conditions
Board Policy
Last update – February 2008

When adverse weather conditions make travel hazardous, staff members should use their judgment regarding personal safety and transportation to and from work. The library wants its staff members to feel safe. Staff members seriously concerned for their safety who choose not to travel to work, or choose to leave work before their shift is over, should feel comfortable doing so, notifying their supervisor as soon as possible.

If a staff member chooses not to work during his or her scheduled hours due to adverse weather conditions, the staff member will not receive pay for such hours missed. Employees may make up lost time or deduct the time lost from any accumulation of vacation or floating holiday, or they may flex their time during the same pay period at the discretion of the department head or library director, or they may be away without pay.

If the library is forced to close because of adverse weather conditions or other emergency situations, only scheduled employees present and working, or scheduled employees notified by the library not to report due to the library's decision to close, will receive pay for time not worked.

The decision to close the library will be made by the director or the designated person-in-charge in the absence of the director.

Staff members who live outside the City will not receive special consideration. Those employees must recognize the possible additional difficulties of traveling to work, and should be prepared to make any necessary arrangements for transportation.