

Chapter 5 Employment Provisions

Section 9 Inclement Weather Situations

Employees are expected to report to work at their regularly scheduled time regardless of prevailing weather conditions. Any employee experiencing difficulty in complying with this directive shall immediately call and advise the supervisor of the problem. If the employee is unable to contact the supervisor, the employee shall leave the message with the Administration office or whomever else the employee is able to contact in the Library.

Employees not reporting to work or employees who are permitted to leave early due to an inclement weather situation may use accrued compensatory or vacation time or may take leave without pay. Sick leave may not be used. Employees must obtain approval from their supervisors before leaving the work site.

Library buildings will normally not close in inclement weather. Desks must maintain at least the minimum staff required to provide essential services to the public. Managers/supervisors shall determine who may be allowed to leave during inclement weather situations. If it becomes necessary to close any library building this decision will be made by the Library Director.