



WORK ENVIRONMENT

02.09.09 Emergency Closings

At times, emergencies such as severe weather, fires, flooding, power failures or other unforeseen events can disrupt PCCLD operations. In extreme cases, these circumstances may require the Executive Director or his/her designee to order the closing of a library location(s). In the event that such an emergency occurs during nonworking hours, the library administration will ask local media organizations to broadcast notification of the library closing. Library District Managers will notify employees of the closing using an emergency contact procedure.

When operations are officially closed due to emergency conditions personnel may be redeployed to another location as business needs dictate. Emergency closings may also result in employees being excused from reporting to work. The time off from scheduled work is paid based on the regular work schedule for up to five days. In cases where an emergency closing is not authorized, employees who fail to report for work are not paid for the time off. Employees may request available paid leave time such as unused vacation benefits or personal days. Should the nature of the emergency extend the closing beyond five days, employees are advised of closure status, including possible temporary work changes, and their pay options.

Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, nonexempt employees who are required to work are paid at one and one-half times the regular rate of pay. At the discretion of the Executive Director, exempt employees who are called in to work may be approved for time off in recognition of work performed.