

Warren-Newport Public Library District **Staff Manual**

510 Emergency Closings

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At times, emergencies such as severe weather, fires, or power failures can disrupt the library's operations. In extreme cases, these circumstances may require the closing of the library. In the event that such an emergency occurs during nonworking hours, local radio and/or television stations and/or local websites will be asked to broadcast notification of the closing. Whenever such an emergency occurs, a notification of the closing will appear prominently on the homepage of the WNPLD website.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid. Employees will be paid for the hours they were scheduled to work, not to exceed two days per incident, had the library been open. If an employee has been pre-approved for an absence on a day that the library officially closes due to an emergency, the employee will be paid in accordance with the approved absence, not for the closure. In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off.

Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, non-exempt employees who work will receive one and one-half times their regular rate of pay for those hours worked.