

## Wells Branch Community Library District Extended Emergency Closure Policy

Wells Branch Community Library covers the possibility of a short emergency closure for weather or other circumstance in the personnel policy. That policy will apply for any closing of up to two consecutive regular operating days. Library closures are excused absences for all employees

In special circumstances, such as building maintenance/repair/construction or potential contagion, the library director may close specific areas of the library or cancel programs.

In the event that the library is entirely closed for more than two consecutive regular operating days, the staff will be compensated according to the following guidelines:

- Salaried managers are expected to continue to work, either remotely from home or in the closed facility when appropriate. They will be available by phone/email on each day of closure for which they would regularly be on site with approved work product for at least 50% of their scheduled hours. Exempt managers following this procedure will be paid their regular salary with the hours worked calculated normally (accruing PTO) and remaining hours processing as holiday pay. Managers who do not work remotely and make themselves available as described may use accrued PTO or take unpaid leave.
- Permanent hourly assistant managers and administrative employees are expected to work remotely and be available by phone/email each day of closure for which they would regularly be on site with approved work product for at least 25% of their scheduled hours. By following this procedure, they will be paid for their full regular schedule with the hours worked calculated normally (accruing PTO) and other hours processing as holiday pay. Those who do not work remotely and make themselves available as described may use accrued PTO or take unpaid leave.
- All other permanent employees will be paid at their holiday rate as if the closed dates were recognized as paid holidays as long as they check their library email each day. Temporary and probationary employees will not be paid for days they do not work.
- No employee will be paid for hours beyond their regular schedule without advance approval of the library director or designee.
- Holiday hours are not subtracted from an employee's available accrued PTO and do not accrue additional PTO.
- Library paid benefits, such as retirement matching and insurance, will be paid normally throughout any facility closure.