



## **OREGON PUBLIC LIBRARY EMERGENCY CLOSING POLICY**

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### **I. Closing of Library Building**

- A. The Library is a public service institution, and every effort is made to maintain regular hours for the public and staff, safety permitting. The Library will be closed when weather conditions deteriorate to the point where emergency situations prevail, when vital equipment in the building fails (e.g., furnace malfunction, no water in the building, no electricity, etc.) or if otherwise deemed necessary by the Library to ensure safety of either library staff or the public.
- B. In the instance of adverse weather, the decision to close the Library or suspend curbside pickup will be based upon factors, as applicable, including:
  - 1. General conditions of roads in the Oregon area.
  - 2. Condition of the Library's parking lot, walkways, and emergency exits.
  - 3. Availability of sufficient staff to operate the Library.
  - 4. Requests for closure by federal, local, county or state agencies.
- C. The decision to close or suspend curbside pickup is within the sole discretion of the Library and will be made by the Library Director. In the absence of the Director, the Assistant Director will make the decision to close the Library. In the Assistant Director's absence, a Library Board trustee (first the President if available) or a member of the Library Management Team, will make the decision to close the library. The Library Director must promptly be notified of such action.
- D. In the event of a closing, the Library will attempt to provide both the public and its staff with as much notice as possible. The Library will seek to notify the public through media outlets. The Library will seek to notify staff via telephone.

### **II. Cancellation of Library Programs & Curbside Pickup Services**

- A. Library programs and curbside pickup may be cancelled if the Oregon schools are closed.
- B. All scheduled library programs and curbside pickup will be cancelled in the event of a library closing.
- C. Curbside pickup services will likely be suspended in the event any of the following warnings are in effect by the National Weather Service: wind chill warning, blizzard warning, winter storm warning or ice storm warning.

### **III. Staffing Expectations**

- A. The Oregon Public Library is committed to the safety of its staff members. The Library recognizes that there may be instances when weather conditions do not require the partial or full day closing of the Library, but nonetheless cause staff

to conclude traveling to or from work would be unsafe. Staff members seriously concerned for their safety in the event of adverse weather conditions who choose not to travel to work, chose to arrive late once weather conditions subside, or chose to leave work before their shift is over should feel comfortable staying home, arriving late, or leaving early after addressing this decision with their supervisor and receiving permission.

B. On days when the Library is closed due to inclement weather or other emergency conditions, and on days when an employee arrives late or leaves early due to unsafe conditions, the following expectations apply:

1. **Non-Exempt Employees**

- Regardless of whether an employee stays home in light of adverse weather conditions for an entire workday or misses a partial workday due to leaving early or arriving late, or whether the closure is for an entire or partial workday, if non-exempt employees wish to receive pay for the scheduled work hours missed, then they are required to either: (1) substitute applicable eligible paid time off; or (2) upon receiving prior, written supervisory approval, make-up work hours lost due to the closing of the Library during the same work week during which the closing occurred.
- Failure to substitute applicable paid time off or make-up the hours lost will result in the non-payment of non-exempt employees for hours not worked due to the Library's closure and may be treated as an unpaid leave thereby affecting the employee's benefits eligibility and accruals.

2. **Exempt Employees**

- Regardless of whether the closure is for an entire or partial workday, exempt employees are not required to utilize paid leave and will be paid their regular salary for the entire workday provided the employee was not already scheduled to use paid leave for that day and provided that the exempt employee, if not using paid leave, works from a remote location during their regularly scheduled hours of work.
- Regardless of whether an employee stays home in light of adverse weather conditions for an entire workday or misses a partial workday due to leaving early or arriving late, under the Fair Labor Standards Act's public accountability principles, if the exempt employee wishes to receive pay for the scheduled work hours missed, then they must substitute applicable eligible paid time off, if available.
- Exempt employees who fail to substitute applicable paid time off shall not be paid for absences, whether partial or full day, when the Library remains open and they choose to remain home, arrive late, or leave early or when they refuse or fail to work the scheduled time from an alternative worksite when the library is closed.

- C. For both exempt and non-exempt employees, employees may be assigned alternate work locations at the discretion of the Library Director (or designee) if materials and equipment can be removed from the Library safely and effectively, and set up elsewhere.

Approved by the Oregon Public Library Board of Trustees February 18, 2009

Amended: December 11, 2019,

Last Amended: December 10, 2020