

Bartholomew County Public Library Personnel Manual

9. RESPONSIBILITY FOR BUILDING SECURITY

9. E. Emergency Closing of the Building

Emergencies such as severe weather, fire, power failures, earthquakes, or **public health emergencies** may require the closing of the library.

The library should never be closed before the posted hour without authorization of the Library Director or Business Office.

In the event that such an emergency situation occurs and the staff listed above cannot be reached, supervisors who are on duty may authorize closing.

As soon as possible, early closing should be reported to local radio stations so that the public can be notified.

At least one staff member must remain on duty until all library users have transportation home from the library. Police can be called to assist if parents/guardians cannot be located.

It is the responsibility of all employees to check thoroughly to make sure that all doors are locked, that all lights, including those in restrooms, are turned out, that all electrical appliances are turned off or unplugged, and that everyone is out of the building. Each employee has the overall responsibility to make sure that his or her work and public area has been shut down properly.

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9. F. Pay for Employees

During the time when the library is closed, exempt employees will receive their full salary for their normal hours worked for up to one work week.

Nonexempt employees: Full-time employees will receive their hourly pay for their normally scheduled 40 work hours for up to one work week. Part-time employees will be paid for their scheduled hours during the closing. No overtime will be paid to any employee. **If the emergency is ongoing, the Library Director has the authority to extend the paid time off up to one month.**

For an unlikely emergency that extends **longer** ~~beyond one work week, at the end of the one work week~~, employees may use paid time off (vacation only) to cover additional days that the library may be closed. No overtime will be paid during this time period.

Employees who had taken the day off will have the day subtracted from their allotted benefits as would have occurred if the library did not close.

Notification

In an emergency, managers will make every effort to notify employees by e-mail or by RainedOut™ notification of the closure. The closing will be sent to local radio and television stations, and the closing will be posted on the website and to social media.

All of these assume that all or some employees have access to electricity and phones. In a regional power outage, recognize that the library's best efforts to notify employees of the closure may not work.

Part-Day Closure

If an emergency event such as inclement weather or a power outage occurs, the director may determine that the library will close mid-day. When the library closes mid-day, employees are encouraged to leave immediately so that the conditions do not further deteriorate and affect their ability to safely travel.

Exempt employees will be paid their normal salary. Nonexempt employees will be paid for their scheduled hours of work. No overtime will be paid.

Employees who had taken the day off will have the day subtracted from their allotted benefits as would have occurred if the library did not close.