

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 those conditions, all employees should work their regular schedule on site, but tasks may be different than usual.

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

Days 3-7: All permanent staff will be paid their FTE hours for each day of closure from day 3 to day 7.

Starting on Day 8, all employees should be available during their regular schedule to work either remotely or on site, depending on the status of the building. The library director or designee will assign tasks to each employee that can be thusly accomplished.

Employees who elect not to work or to work a reduced schedule for any reason during an emergency closure event can take accrued PTO or Unpaid Time Off.

Library paid benefits, such as retirement matching and insurance, will be paid normally throughout any facility closure. Employees who take extended unpaid time that depletes their paycheck below the threshold for withholdings used to pay the employee portion of those premiums will need to pay into the system to cover the deficit in order to keep coverage.