



Policy on Weather-Related Closings

Draft

In the event that conditions make it unsafe for staff members to travel to the library due to the weather, the Library Director or her proxy will notify staff that they should not report to work or that the library will open on a delayed schedule. The Director may also choose to close the library early in the day if road conditions are expected to become unsafe prior to the scheduled closing.

Notification of the change in the normal hours of the library will be:

- Sent by email to all Trustees
- Sent to closings@rcls.org
- Posted on the library's website and social media accounts
- Posted on the door of the library, if possible
- Sent to presenters and registrants of any scheduled programs

Staff members are expected to make a good faith effort to come to work if the library is open unless they deem traveling to work unsafe. The judgement of 'unsafe' to travel is at the discretion of the staff member in snow/inclement weather. Staff members will not be penalized for being unable to travel to work in inclement weather. Library staff will be paid for the hours they were scheduled on an inclement weather day whether or not the library is open.

Approved by the Board of Trustees _____