

# Policies

## INCLEMENT WEATHER/LIBRARY CLOSURE

**Approved: 4/16/2003 ; Supercedes Weather emergencies and closing the library policy 3/9/1983; reviewed 5/21/2008, 6/19/2013; reviewed and revised 4/17/2019; reviewed and revised 1/18/2023.**

**Review Date: 2028**

T.B. Scott Library staff will follow the City of Merrill Policy on Inclement Weather.

23-11 INCLEMENT WEATHER. In the event that bad weather (such as snow or freezing rain) creates hazardous traveling conditions between an employee's home and his/her work site, and the employee cannot make it to work, vacation time may be used by the employee for time missed. In order for an employee to utilize vacation time, he or she must notify the Department Head or the City Administrator of the employee's inability to travel safely to work. (City of Merrill Personnel Policies Employee Handbook, 10/10/2017)

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### Library-specific Guidelines:

Maximum effort will be made to maintain regular library hours, however, the library may close entirely, closely early, or postpone opening during extreme weather conditions. Failure of facility power or equipment may also cause the library to delay or forgo opening. The Director or another member of the management team, if the Director is not available, is authorized to make the decision to close, close early, or open late. The decision is based on the library's ability to meet minimal staffing levels and the physical condition of the facility.

If the employee chooses to remain at home or leave work early due to concerns regarding hazardous traveling conditions: with the approval of the department head or supervisor, employees may use vacation, personal time (PH or GFH) or may trade hours with another employee. Use of unpaid time off may be used if no paid time off is available.

If the library has made the determination to forgo opening or close early, all employees will be paid their scheduled work hours that day.

For closure more than one day, the director or another member of the management team, will determine which positions, if any, are essential to maintain library operations. No overtime will be paid during this time period without approval from the Library Director or supervisor.

Staff will post notices and notify local broadcast media as soon as a decision about early closing or late opening is made.