Unscheduled Library Closing Policy

In the event of an emergency it is the responsibility of the Director or her/his designee to close the Library to protect the safety and well-being of the staff and patrons. An emergency situation may include, but is not limited to the following:

· Threats to public safety

· Inclement weather

· Extended loss of electricity or gas

· Inability to provide adequate heating and cooling within the building

· No access to water and/or sanitary facilities

· Inability to properly staff the library

Notification of the closing will be provided to the Mayor and the Fire/Police non-emergency dispatch. Closings will be announced as appropriate on public news channels and social media. Staff will be notified by the Director or her/his designee if the library will be closing before their scheduled start time.

During an officially declared closure, affected non-exempt employees shall be paid for actual hours worked and choose one of the following items listed below for hours not worked.

1. Unpaid leave

2. Vacation time

3. Compensatory time

4. Make up the lost time at a date/time agreeable between the department head and the employee

In all cases, affected non-exempt employees will notify their department head or supervisor immediately of their choice.

In addition, as required by the Department of Labor, the City of New Berlin is obligated to pay exempt workers when city operations close. The only instance in which the City of New Berlin is permitted to not pay exempt employees because of inclement weather or other emergency closure situations is when city operations close for an entire week and an exempt employee performs no work during that week.

Approved by the Library Board

March 18, 2019