

WAUKESHA PUBLIC LIBRARY
HUMAN RESOURCES POLICY PROCEDURE

SUBJECT: UNUSUAL OR UNDESIRABLE WORKING CONDITIONS EMERGENCY BUILDING CLOSURES	Issued: 12/13/12 10/10/19	No: H-7
	Supersedes: 11/10/05 12/13/12	Page: 1 of 1

Purpose

To establish a written policy regarding Library building closings.

~~The Waukesha Public Library desires to establish a written policy in regard to the Library closing due to inclement weather, loss of adequate building heat or light or sanitary facilities.~~

Summary

When the Library is closed by the Director or his/her designee because of:

- Inclement weather,
- Loss of adequate building heating or cooling
- Loss of light
- Loss of all sanitary facilities in the building for a period of time in excess of four (4) hours

Employees may choose to substitute another leave or opt to make up the lost time.

~~Employees will choose from one of the following options:~~

Non-essential personnel shall be paid for actual hours worked and choose either item 1 through 4 listed below as substitution for hours not worked.

1. Unpaid leave ~~or~~
2. Vacation leave ~~or~~
3. Compensatory time ~~or~~
4. Make up the lost time at a date(s) agreeable between the manager and the employee within 30 calendar days of the date the building was closed. ~~or~~

~~In any case above, the employee will notify his/her manager immediately upon notice of their choice.~~ Employees must notify their department director of their choice to make up the lost time within two (2) work days of the closure. Once an option is chosen to make up the lost time, it cannot be changed.

If approved by the employee's direct supervisor, the employee may have the option of working from home on the day of the closure if computer access is available. Under no circumstances will an employee report to work if the Library Director, or his/her designee, has closed the Library in order to avoid having to pay back time.

Adopted by the Library Board
~~12/13/12~~ October 10, 2019