

SUN PRAIRIE PUBLIC LIBRARY

BAD WEATHER CONDITIONS POLICY

I. Purpose

The purpose of this policy is to assure that patrons will have safe access to the building and that the library will be adequately staffed during the hours the public expects it to be open.

II. Building Safety

The library parking lot, front walk, delivery entrance and emergency exit doors must be kept free of snow and ice to maintain safe access to the library building. Under bad weather conditions, library Registration Desk staff should monitor the condition of the lot, sidewalk and entrances hourly to determine safe access to the building. Staff will contact Building Grounds/Maintenance (1702 or 559-5870 (pager)) if the sidewalks or doors need attention, and Public Works (3710) if the parking lot needs attention.

III. Closings & Cancellations

(A) The library will be closed to the general public by the library director when safe access to the building or the parking lot cannot be maintained, when city government offices close or when the director closes the library in response to a weather warning. Library programs will be canceled in the event of a closing or in the event the Public Works Department is unable to clear the lot.

(B) The Public Works Department (3710), the Police Department non-emergency (837-7336) and the cleaning service will be notified of the closing. Designated radio and television stations will also be notified of cancellations/closing.

IV. Staffing Expectations

(A) Library employees are expected to report to work at scheduled starting times under bad weather conditions, such as snow storms, unless they are excused by the library director.

(B) An excused absence shall be recorded as an authorized absence. The employee will not be paid for the time missed; however, he/she may use accumulated vacation time or comp time to receive payment for time missed or make up the time missed within the work week. Sick leave, administrative leave and unearned vacation time may not be used for this purpose.

(C) In the event the library is closed:

1. Those individuals who did not report to work or left before the decision to close was made will use their vacation, comp time or personal holiday for their uncompleted shift.
2. Those employees who report to work but who are sent home early will be paid to the end of their regular work shift.
3. If an employee is advised not to report to work by their supervisor due to the early closing, they will be paid for their full work shift.

V. Waiving of Fines

(A) Fines for materials due on days that bad weather conditions occur may be waived, whether or not a snow emergency is declared and whether or not the library is closed.

Adopted June 5, 1997

Amended May 25, 2004

Amended January 10, 2008