

# **SUN PRAIRIE PUBLIC LIBRARY**

## ***INCLEMENT WEATHER CONDITIONS POLICY***

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### **I. Purpose**

The purpose of this policy is to assure that patrons will have safe access to the building.

### **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 inclement conditions, library 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 if the sidewalks or doors need attention and Public Works 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, when there is insufficient staff to maintain services as outlined in the Library Operations Policy, 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 City Administrator, Sun Prairie Media Center, Public Works Department, the Police Department, Sun Prairie Public Library Foundation, and the cleaning service will be notified of the closing. Closings will be announced on the library's website and social media.
- C.** Library staff will notify others as needed as indicated in the Unexpected Closing procedures contact list.
- D.** The outdoor bookdrops may be closed due to inclement weather conditions to protect the condition of library materials.

### **IV. Staffing Expectations**

- A.** Library employees are expected to report to work at scheduled starting times under inclement conditions, such as snow storms, unless they are excused by their supervisor or designee.
- B.** An excused absence shall be recorded as an authorized absence. The employee will not be paid for the time missed; however, they may use accumulated vacation time, personal holiday time, comp time or make up the time missed within the work week to receive payment for time missed. 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, personal holiday or comp time 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 closing, they will be paid for their full work shift.
  - 4.** Employees with a library issued laptop are expected to work remotely.

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