

Severe Weather and Emergency Closing Policy

The Rochester Public Library District (RPLD) is a public service institution and every effort is made to maintain regular business hours. Severe weather conditions may require the RPLD Library to open late, close early, or close for the entire day or extended days. The decision to close or adjust the opening or closing times of the RPLD Library will be made by the Library Director. If the Library Director is unavailable or can't be reached, the decision will be made by the President of the Board of Library Trustees.

The RPLD Library will not automatically close or adjust the opening or closing times based on the actions of other institutions. The decision to close entirely, open late, or close early will take the following factors into consideration:

- General conditions of the roads in the area.
- Whether Sangamon County has issued a Level 2 or Level 3 advisory for road conditions.
- The weather forecast indicates continued deterioration of conditions vs. conditions will be improving.
- Utility outages and projected recovery periods.

Tornado

If the RPLD Library is open during a tornado watch or warning, employees should follow the RPLD Library Disaster Plan for safety information.

Equipment Failure/Other Emergencies

There may be occasions when equipment failures (e.g. furnace failure, power outage, etc.) or other area emergencies will require the RPLD Library to open late, close early, or close for the entire day or extended days. The decision to close will be made by the Library Director. If the Library Director is unavailable or can't be reached, the decision will be made by the President of the Board of Library Trustees.

Notification to the Public

The following forms of notification should be provided for library patrons in the event of severe weather conditions, an equipment failure or other emergency closing situation:

- Announcements on local radio and television stations.
- A notice on the front doors of the RPLD Library/Village Hall when possible.
- A recorded notice on the RPLD Library answering machine when possible.
- Contact with staff at the Village offices when possible.
- Notices on social media avenues such as Facebook when possible.
- Notice on the RPLD Library website when possible.
- The President of the Board of Library Trustees.
- Community Room users.

Patron Considerations

Fines for late library materials will be waived for two working days after the unscheduled closing has ended. When possible, pick up dates for reserve items will be extended and items may be renewed over the phone.

Staff Considerations

(a) When the RPLD Library is closed because of severe weather conditions, equipment failure or other emergency situations, non-exempt (“hourly”) employees will receive pay only for the actual time worked during the applicable payroll period. Employees may use accrued benefit time for the hours not worked.

If a non-exempt (“hourly”) employee chooses not to work during her or his scheduled hours due to severe weather conditions, equipment failure or other emergency situations that do not cause a closing of the RPLD Library, the non-exempt (“hourly”) employee will not receive pay for the hours not worked unless the non-exempt (“hourly”) employee uses accrued benefit time.

(b) If an exempt (“salaried”) employee chooses not to work during her or his scheduled hours due to severe weather conditions, equipment failure or other emergency situations that do not cause a closing of the RPLD Library, the exempt (“salaried”) employee will be charged accrued benefit time for the hours not worked.

Approved August 14, 2014