

## **1001 - Emergency Closing Policy**

Date Policy Approved: March 23, 2017 by DeSoto Parish Library Board of Control

When it is determined by Administration that an emergency situation exists or is impending (e.g., weather, temperature control failure, etc.) and when they deem it is best for the safety, health and general welfare of the public and the staff, they may authorize the closing of library.

If the decision to close is made prior to the branch opening, staff will be called and told not to report to work.

If the decision to close is made after the library has opened, full-time and part-time staff members who are scheduled to report later in the day will be notified of the closing time.

Staff will not be charged for lost time in this event. Hourly personnel who come in and work part of their schedule during these periods will be paid for their normal schedule even if the library closes early.

During adverse weather conditions, scheduled meetings will not be held.

Although it is unrealistic to assume that every staff member will agree with Administration's decision every time, obligations for public service and the safety of the staff are considered in making decisions about library closings.