



EMERGENCY CLOSURE POLICY

The Board of Trustees of the Kenosha Public Library adopts and makes public the following written policies.

1. EMERGENCY CLOSURES

A. Emergency Citywide Library Closure (Non-Public Health/Safety Declaration)

The Library Director (or designee) shall close all branches and departments of the Kenosha Public Library whenever, in his or her judgment, existing emergency conditions pose a significant safety hazard to the public and library staff.

B. Emergency Closure of a Single Library Facility

Library supervisors (or designee) shall inform the Library Director (or designee) of emergency conditions that exist at a library building which may endanger public and staff safety or which make the regular operation of library services at that location impossible. The Library Director (or designee) shall determine whether to close the library facility.

C. Emergency Citywide Library Closure (Declared Public Health or Safety Emergency)

The Library Director, in consultation with the Board of Trustees, shall close all branches and departments of the Kenosha Public Library for the health, safety, and well-being of library patrons, staff, and the community during a declared public health or safety emergency including but not limited to pandemic, epidemic, or outbreak.

2. STAFF PAY

A. Emergency Citywide Library Closure

In the event of severe weather conditions or other emergencies, the Library Director may decide to close all KPL facilities for the full or partial day. The Library Director or designee will notify all employees of such closure via email/phone. When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid, not to exceed 8 hours per day (excluding Building Maintenance). If a leave day (vacation, personal, compensatory, etc.) has been scheduled and a weather or emergency closing occurs, the scheduled leave time or compensatory time will still need to be taken on that date although the Library has actually been closed. Employees not

scheduled to work will not be paid. In the event that the Library does not close during inclement weather, employees who fail to report for work will not be paid for the time off. Employees may request to use available paid leave time such as unused vacation benefits, personal time, or compensatory time.

B. Emergency Closure of a Single Library Facility

Employees of a closed facility may be assigned work to complete their shifts at other Library locations at the discretion of the Director (or designee) if work is available. For nonsupervisory staff who do not complete their scheduled shifts, the provisions of paragraph A above will apply.

C. Emergency Citywide Library Closure

In response to a declared public health or safety emergency, the Kenosha Public Library facilities may be closed. In order to maintain equity among all employees, the following procedures are in effect during this type of emergency.

Library Facilities Closed to Public

In the event that Library facilities are closed to the public but remain open to employees, employees will have the following choices: report to work (hours of operation may be modified), use paid leave, or choose to be unpaid.

Library Facilities Closed to Everyone

In the event that all Library facilities are closed as directed by the employer (KPL), all employees will be compensated according to the hours listed on their Personnel Change Form. This will supersede any previously approved paid time off. Essential non-exempt employees that are required to work during a complete closure will receive compensatory time.