



Taber Public Library Policy Manual

General Policy: Inclement Weather

PURPOSE: The library is a public service institution - and is often a refuge from inclement weather - and every effort is made to maintain access to library service for the public through regular hours of service. Library closure can occur prior to the Library's being opened for the day or at any time during the day due to changing weather conditions. For the purpose of this policy, inclement weather is defined as any weather condition, including but not limited to thunder storms, snow, ice, or sleet, which could cause hazardous conditions for employees and patrons in transit to, or from, the library.

POLICY: In the event of inclement weather, if the Town of Taber offices are closed/delayed, the library will also be closed/delayed accordingly.

The Library Manager will use his/her discretion when closing the library early due to inclement weather. All early closings will be posted through the following:

- Posted on the front door
- Library's website
- Facebook page
- Instagram page
- Twitter page

No fines will accrue on materials due when the library closes due to bad weather.

If the library remains closed for an entire day because of inclement weather, all staff scheduled to work that day will be paid for the number of hours they were scheduled to work. If the library is closed early due to inclement weather, employees will be paid for any remaining hours scheduled. If the library opens late due to inclement weather, scheduled staff who report to work will receive credit for regular scheduled hours for that day. Scheduled staff who do not report to work will not be compensated for any scheduled hours that day. When the library has decided to open, but extreme weather conditions make it impossible for an employee to arrive at the regular time, reasonable allowances for lateness will be made. If the employee cannot report for work within a reasonable time, he/she can utilize a vacation or personal day.

The Library Manager will follow the directions laid out in the Emergency Preparedness Plan if a tornado, wind storm or rain storm occur during library business hours.

Date of Approval: March 13, 2018

Date Reviewed/Revised: