

Inclement Weather and Closing

Sherrard Public Library District will make every effort to offer service to the community in spite of weather conditions by maintaining regular service hours.

If weather conditions are extreme, the Library can be closed at the discretion of the Director. Extreme cold or heat, high wind, or conditions within the Library building are examples of reasons the Director might choose to announce the closing of the Library.

The Director will announce the closing of the Library by contacting as many local television stations as possible and by posting the closing on the Library website so that members of the community will be aware of the closing. The call letters of the television stations will be posted in the Library, listed in the newsletter and appear on the website.

The Library will pay all staff for discretionary closings due to weather conditions or other hazards. Any staff that is normally scheduled for the time the Library is closed will be paid for normal hours, whether full or part time. If there is a personal or vacation day scheduled, these would still be recorded as such. If the Library is open and staff chooses not to come in because of weather or other hazards, they must take the time as personal, vacation, or an unpaid day.

If the Board and Director determine the closing due to extreme weather to be an extended emergency, payroll policy will be revisited as appropriate.