

**BEFORE THE BOARD OF TRUSTEES
Of Yakima Valley Libraries**

In the Matter of the Emergency Library)
Closure Policy)

RESOLUTION
#14-001

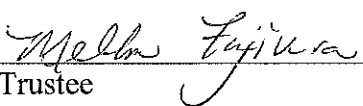
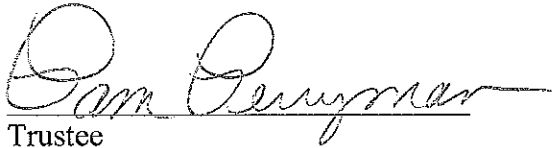
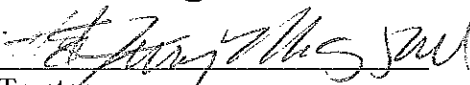
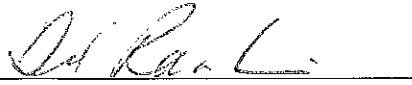
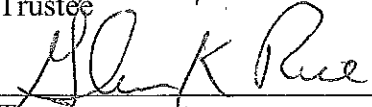
WHEREAS, there is a need to establish a policy for emergency closure of a library and/or the library district;

WHEREAS, there is a need to modify Chapter 10.01 of the Personnel Policies to accommodate individual community emergency closures;

WHEREAS, the Board of Trustees set policy to meet the needs of the library;

BE IT HEREBY RESOLVED by the Board of Trustees for Yakima Valley Libraries the Emergency Library Closure Policy be adopted as written in Attachment A.

ADOPTED by the Board of Trustees this 27th day of January, 2014.

 _____ Trustee	 _____ Trustee
 _____ Trustee	 _____ Trustee
 _____ Trustee	

YAKIMA VALLEY LIBRARIES

Emergency Library Closure Policy

Yakima Valley Libraries is an essential public service institution and every effort is made to maintain regular and accessible hours for the public. The Library will be closed only when:

- Weather conditions deteriorate to the point where emergency situations prevail,
- When vital equipment in the building fails, e.g., furnace malfunction, no water, no restrooms, no HVAC, electricity, etc., or
- When there is a general emergency or other event within the Yakima Valley Libraries' District that impacts library operations.

Determination of Closure

When severe or inclement weather, mechanical failures within the building, or any other emergencies occur the Director has the responsibility for deciding whether or not to close an individual library or the entire library district. If the Director is not present or available by phone, the designated District staff on call will contact the Trustees to assist with the decision.

Compensation Due to District Wide Closure

If the entire district is closed upon the authorization of the Director or Trustees, leave with pay will be provided for the hours that employees are scheduled to work that day. If a single library is closed upon authorization of the Director, leave with pay will be provided for the hours that employees are scheduled to work that day.

The Director may designate certain library staff to report to work or remain at work even if the library and/or District is closed to the general public.

Leave Due to Inclement Weather – Non District Wide Closure

Staff absence due to an employee's inability to report for scheduled work because of severe inclement weather or conditions caused by severe inclement weather shall be charged to the following in the order listed:

- Any earned compensatory time;
- Any accrued vacation leave;
- Leave without pay.

Although the types of paid time off shall be used in the numerical order listed above, and each type of paid time off shall be exhausted before the next (in numerical order) is used, employees shall be permitted to use leave without pay rather than paid time off at their request. The employee may work the hours missed within the same workweek, not to exceed designated schedule or forty hours, subject to the approval of the supervisor.

Tardiness due to an employee's inability to report for scheduled work because of severe inclement weather or conditions caused by severe inclement weather will be allowed up to one hour at the beginning of the work day. Inclement weather tardiness in excess of one hour shall be charged as provided above.

Replacement of Policy

This policy replaces *Chapter 10.01 Leave Due to Inclement Weather* in the Yakima Valley Libraries' Personnel Policy.