

Policy Name: Inclement Weather and Emergency Closure

Effective Date: January 20, 2021

Supersedes: *Inclement Weather and Emergency Closure, #10.06*

BACKGROUND

Inclement weather or other emergency conditions may prevent Tacoma Public Library from opening or may cause the Library to close early. In the event of inclement weather or other emergencies, the Library Director, or their designee, has the authority to close library locations. Closures include delayed openings, early closures, and closures for an entire workday.

POLICY INTENT

Emergency Closures

Inclement weather or other emergency conditions may prevent Tacoma Public Library from opening or may cause the Library to close early. In the event of inclement weather or other emergencies, the Library Director, or their designee, has the authority to close library locations. Closures include delayed openings, early closures, and closures for an entire workday.

The safety and security of the Library buildings, the security of the automated system, or the need to attend to regular maintenance may require that certain departments of the Library system remain operational, such as Facilities, when the Director or designee has declared part or all of the Library system closed.

Pay During Closures

In the event of an early closure, employees who have reported to work by the beginning of their regularly scheduled shifts will be paid for all the hours they were originally scheduled to work that day.

In the event of a system or administrative delay, employees who report to work at the designated time will be paid for all the hours they were originally scheduled to work that day.

Policy # 10.06

In the event of a system delay and an early closure, any hourly employee who reports to and leaves work at the designated time (defined in procedure) will be paid for all the hours they were scheduled to work that day.

Any employee who reports to work later or who leaves earlier than the designated time will be paid for the actual hours worked. That employee will be required to use either paid leave or leave without pay at their individual discretion for the unworked hours.

Any employee who does not report to work as scheduled must take paid leave (if applicable to their CBA) or leave without pay if General Leave is not available.

In the event that the library system is closed for the entire day, employees who are scheduled to work that day will be paid for the hours scheduled.

Any employee who has previously approved leave of any kind during any type of closure will be required to use that leave.

Employees may also designate Mandatory Paid Sick Leave when their assigned work location has been closed for any health-related reason.

Paid time as the result of a closure may not be considered in calculations toward overtime.

Fees During Delays and Closures

In acknowledgment of the public impact of delays and closures, TPL will extend hold pick updates as follows:

System Delay	1-day extension
All Day Closure	Minimum 3-day extension
Early Closure	1-day extension

*TPL no longer charges late fees for items returned after their due date.

STRATEGIC PLAN ALIGNMENT

This policy supports the following library strategic priorities:

By implementing an inclement weather policy, the library maintains transparency and its commitment to equity, in regards to pay for during weather forced closures. The attached policy ensures that employees are aware of how pay is distributed during closures. The attached policy also ensures that residents have an equitable opportunity for retrieval of their hold items, if the library must close due to weather, whilst ensuring staff and the public's safety remain at the forefront of TPL priorities.

X	Equity and Access We are committed to racial equity and social justice. It guides our work in serving Tacoma's diverse communities, especially the most vulnerable and underserved.		Cultivate and Engage Community We will be the center for connecting people, ideas, and places.
	Learning, Creativity, and Innovation We will be the place for learning, discovery, and innovation.	X	Responsible and Resilient We will be an integral partner in a sustainable network that supports a thriving Tacoma.
	Investment in Youth We believe that youth are the future and will prioritize services, programs, and partnerships that nurture and develop young minds.		