

Unscheduled Closings - Compensation Policy

The Johnson Creek Public Library recognizes that on occasion, inclement weather or other conditions may prevent the Library from opening, postpone opening, or require early closing. The primary factor of any decision made will be the safety of staff and Library customers. However, maximum effort will be made to maintain regular Library operating hours.

If the library closes for weather or any unforeseen circumstance, staff members scheduled for that day shall be paid for actual hours worked and choose from items 1 through 5 listed below as substitution for hours not worked.

1. Vacation or Personal time off
2. Compensatory time off
3. Unpaid time off
4. Make up the lost time at a date agreeable to the Library Director and the employee
5. Work remotely if applicable and with approval from Library Director

The employee will notify the Director by the employee's next scheduled work day of their choice of above options. Overtime may not be accrued.

Johnson Creek Public Library Board of Trustees

APPROVED 4.19.2022