

Library Closing Policy

There will be times that the Library will have to close unexpectedly, whether due to building issues, staff shortages, health emergencies or inclement weather.

To that end, the minimum staffing level for the Library to remain open is at least two (2) healthy staff available to be present at the Library during all open hours with a maximum of either (8) hour workday and 40-hour workweek per employee. An inability to maintain this temporary minimum level of staffing can ultimately result in reduced hours or closing the Library. If the Library is open, employees are expected to report to work on time as scheduled, excluding any excused absences as defined in the Library Personnel Policy handbook. In the event of sudden closure and healthy employees are sent home from work, those employees shall be compensated for their regularly scheduled hours.

When in cases due to inclement weather, the safety and wellbeing of the employees shall remain the primary deciding factor, following the Inclement Weather policy as outlined in the Personnel Policy handbook. Only three Inclement Weather days are allowed per year in which staff scheduled to work that day will be paid for their scheduled hours. Staff not scheduled to work that day will not be paid. In the case of having to close the Library after the start of the work day, staff can be excused by the director. Staff will be paid for a full day of work if at least four (4) hours of the work day have been completed.

When the Library is closed for staff in-service and/or other further training, Library staff who are physically present during that work day will be paid for their hours worked. If employees would like to be excused, they shall not be paid for hours not worked and can only make up that time due to the discretion of the director.

The library director is authorized to make decisions relative to the closure of the Library. Should the director not be physically present, only authorization from the director or staff that have been designated as interim director may make the decision to close the Library.

For further review, refer to 'Health Emergency Policy' or 'Inclement Weather Policy' in Personnel Handbook, all of which can be located on Rusk County Community website. Paper copies can also be requested from Library staff.

Approved March 18, 2025