

Emergency Closing Policy

It is the policy of the Chesterfield Township Library to deal with weather emergencies in an appropriate manner.

Tornadoes

Notice of tornado watches or warnings are received from the Macomb County Library and/or weather notification radio. In the case of tornado watches, business will proceed as usual. If a tornado warning is issued, the Library will be closed until an all-clear is received. Library patrons in the building will be allowed to remain in the library's multipurpose room until the all clear is sounded. Unattended minors will be asked to stay in the building until a guardian picks them up or until the all clear is sounded.

Adverse Weather/Equipment Failure

The Library is a public service institution, and every effort is made to maintain regular hours for the public. The Library will be closed only when weather conditions deteriorate to the point where travel is not safe or emergency situations prevail, when vital equipment in the building fails (e.g., furnace malfunction, no water in the building, no electricity, etc.) or when there is a general emergency within Chesterfield Township. The decision to close the Library will be based upon:

1. General conditions of roads in Chesterfield Township and Macomb County.
2. Condition of the Library's parking lot and walkways.
3. Availability of staff to open and operate the Library. Minimal staffing levels are defined as one librarian and one Library Assistant in Circulation Services. The Library can operate with a reduced staff when the number of patrons is expected to be abnormally low.
4. Condition of the building's equipment.
5. Requests for closure by local, county or state law enforcement agencies.

The decision to close will be made by the Library Director. If the Library Director is unavailable, the senior staff member will make the decision after conferring with a trustee member if a trustee can be reached. Once the decision to close or to open late is made, the Director or senior staff member will notify the remaining staff.

Compensation

Employees may be requested to report to work or remain at work even if the library is closed to the general public. If the library remains open to the public during inclement weather, employees are expected to work their regular hours. Staff members are expected to leave home early enough to compensate for poor weather conditions so that they may reach work at their scheduled time. When staff report late or do not report due to bad weather, the time should be taken from the employee's existing accumulated benefit time. If there is no accumulated time, the employee will not be paid.

If the Library is closed due to emergency conditions, employees regularly scheduled to work 22 hours or more a week will be paid for their scheduled hours. Employees who are absent due to scheduled annual leave, holiday time, illness or other leave will not accrue additional time as a result of this closure.

Employees at the Library when it is closed, will be paid for the remainder of their time period for that day.

If the Library is closed two or more days due to fire, tornado or other unplanned lengthy closings, employees regularly scheduled to work more than 20 hours a week will continue to receive pay not to exceed two weeks. An improvised interim work schedule may be developed to handle existent work needs. Job descriptions or duties may be temporarily altered or reassigned, based upon unusual need. A reasonable effort will be made to maintain a useful work schedule and provide continuous employment opportunities.