

EMERGENCY CLOSING POLICY

In the event the Executive Director or Designee of the Southern Tier Library System deems it necessary to close due to inclement weather or other unforeseen circumstances, employees will be paid for the hours that they are scheduled to work on that particular day; up to five work days per incident. If more than five work days is required by the status of the situation, the Executive Director or Designee will consult with the Board of Trustees. In exceptional or emergency circumstances the Executive Director or Designee may consult with the President of the Board of Trustees or a Designee. If closure of the building is deemed necessary, or if roads are closed by the employee's county of residence, employees will be paid for the hours that they are scheduled to work on that particular day.

Original policy adopted by STLS Board of Trustees, November 2004

Reviewed by Policies Committee, November 2008

Revised by Board Approval January 17, 2017.