



Emergency Closures

Last modified AUGUST 8 2023

The Rowan County Public Library (“the Library”) acts to ensure the safety of its patrons and its employees during emergency situations such as inclement weather, loss of utilities, or other events that interfere with normal operations. All decisions to open late, remain closed, or close early will be made by the Executive Director. Decisions should generally rely on actual observed conditions rather than predictions.

EMPLOYEE ABSENCE

Employees will be contacted by their supervisor in the event there is any change to regular operating hours. Unless contacted by a supervisor, all employees are expected to be on time for their regularly scheduled work period.

Staff who are unable to report to work due to weather related conditions should contact their immediate supervisor as soon as such a condition becomes apparent. Employees who are unable to report to work when the Library is open must use vacation leave or other appropriate paid time off (PTO), where applicable, to be paid for the hours missed. Full-time staff without sufficient leave or PTO and all part-time staff will generally be expected to make up any missed time within two (2) weeks of an absence.

EMPLOYEE COMPENSATION

If there is a deviation from the Library’s regular operating hours due to emergency circumstances, employees will be compensated for their regular work hours at their regular rate of pay (without the use of leave) for the time they were scheduled to work. Employees who are scheduled off or who are on previously arranged vacation or sick leave will not receive any extra compensation.

PROGRAM & EVENT CANCELLATION

Programs may be canceled due to inclement weather independent of the Library’s decision to remain open during such inclement weather.