



## **Emergency Closure Policy**

Although the East Morgan County Library District (EMCLD) will make every effort to remain open for business during normal operating hours, there may be instances where conditions make it impossible to do so. These include, but are not limited to, severe weather, declared state of emergency, utility disruptions, natural disasters, and terrorist actions. In all cases, employee safety will be the primary consideration.

EMCLD will follow guidance related to the status of local government offices and school district closures. EMCLD may close if the electricity is out, severe weather has made roads unsafe, or a state of emergency has been declared. The decision to close EMCLD will be made by the Library Director in conjunction with the Library Board President. If the Library Director is unavailable to make the decision to close, then the Assistant Director will make the decision in conjunction with the Library Board President. When EMCLD is officially closed, employees are not to report to work.

### **Notification:**

The Director and Assistant Director will make every effort to contact scheduled staff in order to confirm the closure decision. If in doubt as to the closure of EMCLD, employees are to contact the Director or Assistant Director.

Certain designated emergency response employees may be required to report to work on a day that EMCLD is closed.

### **Compensation**

Employees will be paid their regular rate of pay if they are scheduled to work and EMCLD is closed, or until such time as the Board implements other pertinent policies.

### **Partial Day Closure**

In the event of inclement weather, power outage, or other emergency, management may determine that EMCLD will close mid-day. On-duty employees will be paid their normal pay for the day. This is true whether the closure is due to early closing or late opening, in accordance with procedures specified above. The Director will make every effort to remain in the library to assure emergency efforts are enforced, should they be necessary.

### **Returning to Work**

Employees who are late, or who choose not to report to work when EMCLD is otherwise open will be subject to the provisions of the Corrective and Disciplinary Action Policy.

Any employees who wish to report to work during a closure must have permission from the Director or Assistant Director to do so. The Director or Assistant Director may approve some work from home.

**Combined with Severe Weather Closure Policy: May 2020**  
**Reviewed: July 2025**