



PUEBLO CITY-COUNTY Library District

www.pueblolibrary.org

WORK ENVIRONMENT

02.09.10 P1 Procedures for Closings and Delays ***NOTE: All Procedures are a new addition to this policy**

I. Notifying Patrons

When PCCLD decides to close or delay openings for one or more libraries, this information is made public as soon as possible in several ways:

- A. An announcement is posted on the website pueblolibrary.org and on social media.
- B. The main telephone line (719-562-5600) is updated with a recorded message.
- C. Signage is updated on library buildings where applicable.

II. Notifying Employees

When a decision is made to close or delay openings for one or more libraries, this information is relayed to all employees in the following method (subject to updates based on organizational need.)

- 1. Call-Tree notifications begin – The Executive Director, or their designee, notifies all Directors who in turn will immediately notify their direct staff members and others as applicable (example: Pueblo Library cafe)..
- 2. A notice is posted on the Portal at portal.pueblolibrary.org.
- 3. An email is sent out to all staff members.

III. Employee Information

PCCLD's goal is to enhance the safety of library district employees and to inform employees about delays and closures in a timely fashion. We understand that road conditions vary depending on location including home location and work locations. In addition, weather conditions can vary dramatically. PCCLD encourages employees to maintain awareness of the conditions in their area and make informed decisions regarding travel.

IV. Pay and Time Records

On days when inclement weather leads to a delayed opening, employees should not arrive at their work location any earlier than 30 minutes prior to the delayed opening time. Even on snow days when the depth is not significant enough to call for a delay, employees should not arrive until 30 minutes prior to the library opening.

Employees will be paid for regularly scheduled hours if PCCLD has a delayed opening or closure. This pay is entered as Administrative Leave in the timecard by the Supervisor.

If an employee does not report to work at all, they do not receive administrative leave.

If PCCLD closes due to unexpected circumstances and it is the employee's regular day off, or if the employee is on scheduled leave, no additional time will be added to the employee's leave.

When the library is open during inclement weather, employees who are scheduled but unable to report to work – or whose supervisor authorizes early departure – can take Vacation or PTO (personal time) for time missed. Those who elect to use Vacation or PTO leave due to inclement weather will not have the administrative leave credited to their leave account if the library location should close later that same day.

Per Colorado's Healthy Families and Workplaces Act, an employee can take sick leave if their child's school or daycare is closed for inclement weather. If an employee's children are old enough that they don't need constant care, the staff member can take partial sick leave for the day if the school is closed.

Employees may use flextime, with supervisor approval in advance. This means that if an employee is unable to come in for their scheduled shift, the employee can arrange to work another shift in the same week or later that day with approval from their supervisor.