



# PUEBLO CITY-COUNTY Library District

## Work Environment

### 02.09.10 Closings and Delays Policy

Providing access to public library services is paramount to fulfilling the mission of the Pueblo City-County Library District (PCCLD). Library facilities and programs will remain open and available for established operating hours, with the exception of scheduled closings and delays.

Pueblo City-County Library District (PCCLD) is committed to the safety of our employees and our patrons. At times, emergencies such as severe weather, fires, flooding, power failures or other unforeseen events can disrupt PCCLD operations. In extreme cases, these circumstances may require the Executive Director or their designee to order the closing of a library location(s). In the event that such a situation occurs during non working hours, the library administration will follow procedures to notify patrons and employees. See procedures for Closings and Delays, 02.09.10 P1.

When operations are officially closed due to emergency conditions personnel may be redeployed to another location as business needs dictate. Emergency closings may also result in employees being excused from reporting to work. The time off from scheduled work is paid based on the regular work schedule for up to five days. In cases where an emergency closing is not authorized, employees who fail to report to work are not paid for the time off.

Employees may request available paid leave time such as unused vacation benefits or personal days (PTO). Should the nature of the emergency conditions extend the closure beyond five days, employees are advised of closure status, including possible temporary work changes, and their pay options.

Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, nonexempt employees who are required to work are paid at one-and one-half times the regular rate of pay. At the discretion of the Executive Director, or their designee, exempt employees who are called in to work may be approved for time off in recognition of work performed.

## **Types of Closures and Delays**

There are two primary types of closures and delays that can occur at one, some or all library locations:

A. *Expected* closures and delays are scheduled and shared in advance due to facility renovations, staff meetings and training, major holidays, including: New Year's Day, Martin Luther King, Jr. Day, President's Day (staff training), Easter, Memorial Day, Independence Day, Labor Day, Cabrini Day (staff training), Thanksgiving, Christmas Eve, Christmas Day. All planned closures can be found in the PCCLD Closures and Pay Periods Calendar. [Holiday pay is handled separately, see 02.06.01 for holiday pay details. More than one pay rate will not be applied to a single work event.](#)

B. *Unexpected* delays and closures can occur before or during normal operating hours due to inclement weather (i.e., snowstorm, flooding, wildfire, etc.), power outages and other facility issues, community emergencies or other situations.

## **Decision-Making for Closures and Delays**

The Executive Director, or their designee, in consultation with the Facilities Superintendent, makes all decisions regarding library delayed openings or closures. Factors considered include the status of other municipal and educational entities in the community, the specific needs of each library location, weather and safety reporting from authoritative sources, the timing of a delay or closure, library programs and events, and meeting room use.