

## Bunker Hill Public Library District Library Closings

### Library Closings During Business Hours

Per weather radio or electronic warnings and/or visual observation, employee on duty should contact the Library Director and/or the Board President to facilitate an early closing of the Library. All patrons will be instructed to find a safe way home. Employee will finish all closing procedures and post signs on both north and west doors to notify patrons of closure. Library Director will then post on Library Facebook page to notify patrons of early closing. The Library will serve as a shelter if weather is imminent and employee cannot safely travel home. Employees will be compensated their regularly scheduled pay if the Library closes. Compensation will only be paid for actual hours worked if hours are shortened.

### Library Closings Prior To Business Hours

Library Director and/or Board President should be prepared 2 ½ hours prior to library opening to make the decision to close the library or to delay opening. Employee on schedule for the day should be notified 2 hours prior to start of shift that the library is to be closed or delayed opening. Library Director will then post on Library Facebook page and notify local television stations of closure or delayed opening. Employees will be compensated their regularly scheduled pay if the Library closes. Compensation will only be paid for actual hours worked if hours are shortened.

Adopted