

# TOWN OF TWO HILLS PUBLIC LIBRARY BOARD POLICY MANUAL

**Category:** Personnel  
**Policy Number:** 514  
**Title:** Inclement Weather

## **Policy Statement:**

Library personnel shall be made aware of this policy.

## **Guidelines and Procedures:**

1. It is the policy to remain open during most periods of inclement weather, however, where extraordinary circumstances warrant, due to weather or other unforeseen business interruption, the board reserves the right to close the library.
2. Should this occur, employees will then be communicated to whether the library is open or closed on a given day.
3. The Library Manager or designate in their absence will make a final decision as soon as possible during periods of such inclement weather and communicate with the Board Chair on the closure.
4. The Library Manager will post the closure communication on social media and website where/when possible.
5. Should the employee be required to travel on the day of inclement weather it will be up to the employee's discretion whether they can do so safely as long as the Chair is aware of this decision.

Facility closed.

1. If the facility is announced to be closed by the board on a given day, all employees will receive regular pay for the day or partial day of the closure.

Facility open.

1. If the facility remains open on an adverse weather day, employees who report to work will receive their normal pay for the day.
2. If an employee elects not to report to work on a facility open day, the employee will not be paid for the day.
3. If the facility remains open or closed on an inclement day, it is each employee's decision to determine if they can safely arrive at work under the conditions. If the employee elects not to work on a given day, the board requires the courtesy of a phone call to the Chair or supervisor advising as to your status for the day.

When mandated by NLLS or the Alberta government or Alberta Health Services or the Town of Two Hills, the library will follow the town policy.

Policy #514

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Date Approved: March 18, 2020

Date to Review: March 18, 2023