



Policy Statement

In accordance with its commitment to public service, the Romulus Public Library maintains a regular schedule of hours open to the public while maintaining a safe work environment for staff.

Emergency Closings

The decision to close, close early, or postpone the opening of the Library due to severe weather or any emergency situation will be made by the Library Director or designee and will be based upon one or more of the following:

1. Severe weather and/or road conditions that cause hazardous traveling, such as significant snow or ice accumulation, extreme (subzero) temperatures, or blizzard conditions
2. Availability of sufficient staff to operate the Library
3. Failure of vital building services, extended power failure, condition of the building or its equipment
4. General health or safety emergency in the community or in the Library

Notifications

Emergency closings will be announced to the public in as many ways as possible given the circumstances of the emergency. These include the Library website, social media outlets, library answering machine, and signs on doors.

In the event of a closing, the Library Director or designee will contact the Library Board, supervisors, and the Mayor's Office. Supervisors will notify each employee in their department. Supervisors will be responsible for contacting groups scheduled to meet in the Library to reschedule their event or meeting.

Staff Schedules and Compensation

- A. Unless contacted by a supervisor, all employees should assume the library is open and are expected to arrive on time for their regularly scheduled work shift.
- B. If the library is closed due to emergency conditions, full-time staff who are scheduled and do not come to work may use paid time off (either vacation time or personal business time only as approved by their supervisor). If paid time off is unavailable, the staff member will not be paid. Part-time staff will not be paid.
- C. Full-time employees who elect to leave earlier than the time the library closes or arrive late for their scheduled shift, may make up the time within the pay period or request paid time off. Supervisors may approve

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make-up time or paid time off at their discretion on a case-by-case basis based on the circumstances.

- D. Employees who are sent home due to an emergency situation and recalled when the situation is resolved will be paid as follows:
1. If the employee promptly (within the hour) returns to work, they will be paid for the number of hours they were scheduled to work.
 2. If the employee declines to return to work upon being recalled, they will be paid only for actual hours worked that day.
 3. Full-time employees who decline to return to work may use available paid time off for the difference between scheduled hours and actual hours worked, only as approved by their supervisor.