

PERTH EAST PUBLIC LIBRARY

POLICY TYPE: OPERATIONAL

POLICY NUMBER: OP-06

POLICY TITLE: INCLEMENT WEATHER POLICY

APPROVAL DATE: JANUARY 2015

DATE OF LAST REVIEW: JANUARY 2015 DATE OF NEXT REVIEW: NOVEMBER 2020

Statement of Purpose

Employee safety is of the utmost importance in traveling to and from work especially in inclement weather. Employees are empowered to make their own decisions as to whether it is safe to travel. Employees must notify CEO if they are unable to travel to work.

Library will be operational at the discretion of CEO.

1. A minimum of two employees must be able to safely travel to work for the library to open.
2. In the event of closure, the CEO will advise staff to update social media sites where applicable. Closure notice will be posted on Township of Perth East website.

Procedure

In the event of inclement weather, the employee may request to leave for home early, report to work late or note report to work. If this results in less than two on staff, the library will close. In-town staff may stay for the duration of their shift to complete non-circulation duties after closure. Absences due to inclement weather will not be compensated as per part-time employment status.