

Pandemic Policy updates:

### **3.2.8 Emergency Closing Policy**

In the event of severe weather, a power outage, **pandemic**, or other emergency, the library may need to close early or not open for business at all.

#### *Closing and Communication Procedures*

**Weather:** It is the library's policy to remain open during all but the most severe conditions. We do not follow the lead of schools in making decisions on weather-related closings. Unless a snow emergency is declared covering the City of Carmel, it is likely that the library will be open.

Should a decision be made to not open the building, the Director and his/her designee(s) will contact department managers, who will in turn inform employees via the departmental calling tree. In addition, every attempt will be made to notify the news media early in the morning.

If severe weather conditions or other emergencies develop after the library has opened for the day, employees on duty, as well as those scheduled to report later in the day, will be notified of any closing decision.

**Pandemic/Epidemic:** the library will make every effort to remain open and provide services, but will take guidance from the health department **and other government officials regarding closures**. We reserve the right to suspend or abbreviate programs, services, and events at the guidance of the health department and in the interest of public health.

Should a **quarantine**-closure be triggered by the health department **or other government officials**, the Director and his/her designee(s) will contact department managers, who will in turn inform employees via the departmental calling tree **and by other means such as email**. If the closure should occur after the library has opened for the day, employees on duty, as well as those scheduled to report later in the day, will be notified of any closing decision. In addition, every attempt will be made to notify the news media early in the morning at the guidance of the health department and city officials.

#### *Compensation*

Employees scheduled to work during a time when the library is closed due to a weather-related or other emergency will be paid for the hours they were scheduled to work.

Employees not scheduled to work during the time covered by an emergency closing—including those on vacation or any kind of leave (paid or unpaid)—will not be paid, nor will they receive compensatory time off.

When the library is open during inclement weather, a staff member who is unable to report to work is expected to report his/her absence to the manager or supervisor on duty in his/her department. In such case, or in the event an employee arrives late or leaves early due to weather conditions, the employee may elect to use available personal or vacation time in order to be compensated for the missed work time; or, with supervisory approval, may arrange to make up the lost time.

When the library is open during a health event that has not affected the local area, staff members who feel unable to report to work are expected to report their absences to the manager or supervisor on duty in their department. Staff members caring for a sick family member or caring for a child due to school quarantine/closure, should contact HR and managers immediately.

In the event of a directed closure due to a significant public health risk, including a pandemic or epidemic, all work at library facilities will be limited as directed by library administration. Staff will be compensated for their budgeted hours, at regularly hourly rates, for the duration of the closure.

The library Board reserves the right to suspend the provisions of this policy based on financial or other extenuating circumstances. To the extent that a federal, state or local law or regulation is enacted, subsequent to the effective date of this policy, that would require compensation or benefits in excess of what is provided by this policy, the library Board will modify this policy in accordance with the law.

**3 PERSONNEL**  
**3.3 Employee Benefits**  
**3.3.2 Sick Leave**

Sick leave will be limited to those situations in which an employee is sick, or is caring for a sick member of the employee's immediate family, and therefore unable to come to work. Sick leave may also be used for medical appointments that can only be scheduled during work hours. It is not the intent of the library Board that this be used as a substitute for vacation or personal leave.

No compensation will be made for unused sick leave at the time of retirement, resignation, or termination.

Full-time employees are entitled to 10 days (80 hours) paid sick leave per year. Unused sick leave may be accumulated to a total of 120 days.

Part-time employees working at least 20 hours per week shall be entitled to the same benefit on a pro rata basis.

### **Quarantine Compensation**

Quarantine compensation is a rare and specialized compensation limited to only those situations in which an employee has been diagnosed or is caring for a sick member of the employee's immediate family, and has been quarantined by a medical professional. This leave is granted upon the production of medical documentation only. Employees are entitled to two weeks of paid compensation for the duration of the documented quarantine as approved by the board of trustees and library administration.

If employees are caring for a minor who cannot attend school due to quarantine closure, they should provide documentation to their manager; every effort will be made to reasonably accommodate this unique situation.

To the extent that a federal, state or local law or regulation is enacted, subsequent to the effective date of this policy, that would require compensation or benefits in excess of what is provided by this policy, the library Board will modify this policy in accordance with the law.