

**Knoxville Public Library
213 E. Montgomery St.
Knoxville, IA 50138**

BAD WEATHER CONDITIONS POLICY

I. Purpose

This policy will assure that patrons will have safe access to the building and that the library will be adequately staffed during the hours the public expects it to be open.

II. Building Safety

The library parking lot, front walk, and emergency exit doors must be kept free of snow and ice to maintain safe access to the library building. Under bad weather conditions, library Front Desk staff should monitor the condition of the lot, sidewalk and entrances to determine safe access to the building. Staff will contact City Maintenance (**891-4137**) if the sidewalks or doors need attention, and Public Works (828-0550) if the parking lot needs attention.

III. Closings & Cancellations

(A) The library will be closed to the general public by the library director when safe access to the building or the parking lot cannot be maintained, when Knoxville City offices close or when the director closes the library in response to a weather warning. Library programs will be canceled in the event of a closing or in the event the Public Works Department is unable to clear the lot or keep access safe.

(B) The Public Works Department, the Police Department non-emergency office (828-0554) and the cleaning service (891-8131) will be notified of the closing. Designated radio and television stations (KNIA/KRLS, Channel 5, KCCI, WHO-TV) will also be notified of cancellations/closing.

IV. Staffing Expectations

(A) Library employees are expected to report to work at scheduled starting times under bad weather conditions, such as snow storms, unless they are excused by the library director.

(B) An excused absence shall be recorded as an authorized absence. The employee will not be paid for the time missed; however, full-time employees may use accumulated vacation time or comp time to receive payment for time missed or make up the time missed within the work week. Sick leave, administrative leave and unearned vacation time may not be used for this purpose.

(C) In the event the library is closed:

1. Full-time employees who did not report to work or left before the decision to close was made will use their vacation, comp time or personal holiday for their uncompleted shift. Part-time staff will not be paid for their uncompleted shift.

2. Those employees who report to work but who are sent home early will be paid to the end of their regular work shift. Employees who choose to leave early will only be paid for the time worked.

Board approved on Nov. 18, 2009

Revised and amended on September 16, 2015

