



DENTON PUBLIC LIBRARY

INCLEMENT WEATHER OPERATING POLICY

Reviewed by the Library Management Team, December 7, 2023

All instructions regarding the closing of City offices or facilities will be issued by the City Manager. The Library will then follow the Library Emergency Contact Protocol: the Director of Libraries will notify library division managers, central administrative staff, and Facilities of any closing. Managers will then notify Assistant Branch Managers, Circulation Supervisors, and their direct report staff members. Assistant Branch Managers and Circulation Supervisors will notify their direct report staff members. Assigned staff will then notify seasonal temporary employees, interns, volunteers, and community service participants. (*See Library Emergency Contact Protocol chart.*)

The procedure for reporting absence due to inclement weather conditions is the same as for any other absence.

Staff who are able to work remotely may be assigned remote work during inclement weather.

Library staff may be assigned to assist with other City departments or participate in City community assistance efforts during inclement weather.

If library facilities are open during inclement weather:

Libraries should not open to the public unless there are at least two people available for public service. One of the two should be a Librarian or Circulation Supervisor. Efforts to secure an additional two employees by noon should be made. If additional staff are not available by noon, staff should contact the library director, who will then contact the City Manager's Office.

If inclement weather and weather conditions cause non-exempt employees to arrive later or leave earlier than their assigned work hour, the employee will be allowed to make up the time within the same **work week**.

If weather conditions cause employees to be absent, the supervisor may account for their absence by use of one of the following three methods:

- Allow the non-exempt employee to make up the lost time within the **work week** to ensure compliance with FLSA.
- If the employee has no accrued time, allowing the employee to use approved leave WITHOUT pay.

- Allow the employee to use accumulated vacation time at the discretion of the supervisor.

If library facilities are closed during inclement weather:

In the event City offices are closed by the City Manager due to inclement weather, employees will refer to City of Denton Inclement Weather Policy 110.03.

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