



PERS.6

CLOSING POLICY

Snow and Emergency Closings:

In the event of inclement weather conditions or other unforeseen emergency situations, the Director or Assistant Director will have the discretion to close, after having notified a member of the Board of Trustees of this decision.

Should the Westford Public Schools close for inclement weather before the school day, the Library will automatically try to open at the next reasonable shift break: 10:00AM, noon (12:00PM), 1:00PM, 3:00PM or 6:00PM, the storm allowing. Staff will be encouraged to report into work as soon as possible, and will be paid for regularly scheduled hours of work. The emergency telephone tree will begin by 7:00AM. Staff will have the discretion to continue to offer any scheduled Library programs or events during the course of the day.

If the Director determines to close the library because of foul weather during the course of the business day, staff who have reported to work will be paid for the entirety of the regularly scheduled work shift, no matter what portion of the shift has been worked. If the staff is directed not to report into work (i.e. contacted prior to the beginning of the regularly scheduled work shift), those hours which would have been worked will be paid in full.

The Director is authorized to implement a "local staff only" staffing option, under which long-distance commuting staff would have the option of not reporting in and applying LEAVE to their shift hours, taking the day off for a Saturday worked, or reporting into work on the Saturday of that pay period. "Local" staff are staff residing in Westford and contiguous communities. Staff who elect not to report into work when the library is open for business will have the option of making up those hours which were not worked within the same pay period, which time period may be extended at the discretion of the Director.

Holiday Eve Closings:

The Director is authorized to curtail Library hours and close early on Holiday "Eves"; any such closings are to be reported in the monthly Director's Report.

Voted and approved 9/8/87; Revised 9/4/90; 9/9/02; 3/7/2011; 12/3/2012; 4/15/14; 5/1/17;12/4/17.

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