

The Library is a public service institution, and every effort is made to maintain regular hours for the public. The Library will be closed only for reasons beyond staff control, including but not limited to: when weather conditions deteriorate to the point where travel is hazardous, when vital equipment in the building fails (such as furnace malfunctions, no water in the building, or no electricity) or when there is a general emergency in the city of West Bend.

Ordinarily, inclement weather or an emergency does not warrant the closing of the library.

- If the library remains open during inclement weather or the emergency and an employee cannot make it to the library due to the inclement weather or other conditions preventing the employee from working scheduled hours, the employee will not be paid or may elect to use leave benefits.
- If the Library is closed due to inclement weather or an emergency, the library employees who were scheduled to work will be paid for their scheduled time. Employees not scheduled to work, on sick leave, vacation, or other authorized leave shall not be paid for the closed period.
- In the event that the Federal, State or Local government determines the conditions warrant the closing of the West Bend Public Library to the public, and the employees are unable to report to work or telework, the library employees affected receive regular compensation for their scheduled time.

The Library will not automatically close based on any other institution's actions, including the West Bend-Mallard Schools. Once the decision to close is made, the Director will notify the board president, staff members scheduled to report, and news media.

Revised Jan 2015

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