

Sutton Free Public Library

Inclement Weather Policy

The purpose of this policy is to define whether or not Library employees should expect to travel to work or to remain at work if snow conditions for travel are deemed extreme or dangerous. At all other times employees are expected to adhere to their regular work schedule.

In order to fulfill its mission of public service the Sutton Free Public Library will make every reasonable effort to open to the public as scheduled, consistent with safe access for the public and staff. However, inclement weather can cause transportation problems or locally hazardous conditions and possible power outages. At times when the weather becomes hazardous to the health and/or safety of the public and/or library staff, the library will close, delay opening or close ahead of schedule. National or Massachusetts weather service advisories concerning travel during storm conditions, or during the clean-up afterwards, will always be followed. The decision to close or postpone the opening of the library due to inclement weather is reached with consideration of the Library Trustee Chairperson, Highway Superintendent, and/or Town Manager and is at the discretion of the Library Director. In the absence of the Director, the Youth Services Librarian will render the decision.

If the Library remains closed for an entire day because of an emergency situation, all staff scheduled to work that day will be paid for the number of hours they were scheduled to work. If an emergency closing occurs during hours the library is open, employees will be paid for any remaining hours scheduled. If the Library opens late due to an emergency situation, scheduled staff who report to work will receive credit for regular scheduled hours for that day. Scheduled staff who do not report to work will not be compensated for any scheduled hours that day. When the Library has decided to open, but extreme weather conditions make it impossible for an employee to arrive at the regular time, reasonable allowances for lateness will be made. If the employee cannot report for work within a reasonable time, he/she can utilize vacation or personal leave equal to their regular work schedule for that day.

Approved by the Board of Library Trustees April 22, 2013