

ARTICLE XI

EMERGENCY CONDITIONS

In the event of the closing of Manitowoc Public Library, information will be made available, first and primarily, on our website. It may also be available through local media outlets such as Facebook, WCUB and WOMT/WQTC. Managers will make an effort to contact the staff involved. Staff are also encouraged to contact their supervisor if they have questions.

Employees are expected to work their regular schedule whenever the library remains open. If the library closes after opening, employees who reported to work but are sent home when the library closes will be paid their regular compensation for the hours worked plus 2 hours of scheduled work time, not to exceed scheduled hours.

If the library opens late, information will be made available, first and primarily on our website by 6:00 am. It may also be available through local media outlets such as Facebook, WCUB and WOMT/WQTC by 6:00 am. Managers will make an effort to contact the staff involved. Staff are also encouraged to contact their supervisor if they have questions.

If the library opens late, no employees (except maintenance) will be allowed to report to work sooner than 1 hour prior to the library opening. This is to ensure the safety of employees and to allow the maintenance staff a suitable amount of time to prepare the sidewalks and entrances.

If weather conditions prevent some staff from reporting for work they will be given the option to flex their schedule, use benefit time (not sick) or leave without pay for the hours not worked.

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