

ARTICLE XI: EMERGENCY CONDITIONS

Library employees see Addendum "B"

In the event of the closing of a City worksite, information will be made available through the local radio stations, the cable channel and the City website. For Library employees, it will also be listed on Library website. Conditions affecting only the ability to commute will generally not be considered a reason for closing a facility. Employees who do not report to work or leave the worksite early out of concern for personal safety will generally be given the option of using unpaid time or Personal Time Off.

In order to maintain safety for employees and the general public, the Mayor has the sole discretion to close any City building or individual City Department in the event of emergency conditions or hazardous weather. If the Mayor makes such an order, Department Heads are responsible for communicating with their staff and designating what staff must report. If any employee is required to stay home under this order, they will receive pay for the time they would have worked that day.

Library Addendum

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. In order to maintain safety for employees and the general public, the Library Director has the sole discretion to close Manitowoc Public Library in the event of emergency conditions or hazardous weather. If the Library Director makes such an order, department managers are responsible for communicating with their staff and designating what staff must report. If any employee is required to stay home under this order, they will receive pay for the time they would have worked that day.

~~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.~~

