

Jefferson County Public Library Library Inclement Weather Policy

Policy Statement

In consideration of the personal safety of staff, the Library will communicate to staff in a timely manner the operational status of the library system and/or individual locations during inclement weather conditions.

The Executive Director (or his/her designee) is responsible for determining the operational status of the library system and/or individual locations during inclement weather conditions.

The Communications office will notify the radio and television stations. Staff will also be notified by phone using the established telephone trees. Staff should not call supervisors, as it will interfere with the operation of the telephone trees.

Radio stations KOA and KYGO and television stations 9News KUSA-TV, CBS-TV Channel 4, KMGH-TV Channel 7 and KDVR/KWGN Channels 31 and 2, will have information on Library closings due to weather.

1. When an on-site employee identifies an inclement weather emergency, for which the facility should be closed, the next available person in the chain of command must be contacted.
2. In the event of inclement weather employees may request that they not report to work, or to leave work early in the interest of their personal safety. Time not worked will be charged to the individual's accruals.
3. Staff previously scheduled to be out of the office when a closure due to weather is called must use the previously scheduled/requested accrual.