

Emergency Closure Policy

When the library is temporarily closed, due to a declared state of emergency, employees should not come in to work.

Upon a vote of the Board of Trustees, library employees should continue to be paid according to the following schedule:

Full-time staff shall be paid at their regular rate of pay.

Part-time staff shall be paid for their regularly scheduled shifts; for part-time staff with variable schedules, the weekly amount will be based on an average of the last three pay cycles, or as determined by the Board.

To be eligible for compensation during a time of emergency closure or reduced hours, employees must be ready, willing and able to work remotely on projects identified by library director during their regularly scheduled working hours, and must complete such duties as assigned. When performing tasks remotely, employees should note the time worked through the usual process for logging hours.

The Board shall review application of this policy every 60 days during the closure.

Approved 3/26/20 by LCL Board of Trustees