Prairie du Chien Memorial Library

Emergency and Hazardous Event Policy

WEATHER

When adverse weather conditions make travel hazardous, staff members should use their judgment regarding personal safety and transportation to and from work. The library wants its staff members to feel safe. Staff members seriously concerned for their safety who choose not to travel to work, or choose to leave work before their shift is over, should feel comfortable doing so, notifying their supervisor as soon as possible.

If a staff member chooses not to work during his or her scheduled hours due to adverse weather conditions, the staff member will not receive pay for such hours missed. Full-time employees may make up lost time from any accumulation of vacation or floating holiday, or they may be away without pay. Part-time staff, at the discretion of the director, may make up the time missed.

If the library is forced to close for less than a day because of adverse weather conditions or other emergency situations, only scheduled employees present and working will receive pay for time worked.

The decision to close the library will be made by the director and Library Board President, or the designated person in the absence of either of those.

Staff members who live outside the city will not receive special consideration. Those employees must recognize the possible additional difficulties of traveling to work, and should be prepared to make any necessary arrangements for transportation.

EMERGENCY CLOSING OF THE LIBRARY FACILITY

The most senior staff person present shall inform the Library Director (or designee) of emergency conditions that exist at the library building which may endanger public and staff safety or which make the regular operation of library services impossible. The Library Director and Library Board President (or designee) shall determine whether to close the library facility.

At the time of the determination of the emergency closing, staff who are on site, or who have been contacted not to report for work because of the emergency will be paid for the hours worked. For closures of up to three days, full time employees may make up lost time or deduct the time lost from any accumulation of vacation or floating holiday, or they may be away without pay. Part-time staff, at the discretion of the director, may make up the time missed.

If the Library remains closed more than 3 days, employees may be assigned alternate work locations at the discretion of the Director (or designee) if materials and equipment can be removed from the library safely and effectively, and set up elsewhere.

Approved by the Library Board of Trustees 08/17/2026