



National Emergency Policy

Adopted March 2020

Reapproved 2022; June 6, 2024

The National Emergency Policy can be enacted if the library is required to close for a long time. The Director determines when the policy shall be implemented.

Payroll Information:

- Salaried employees will be paid while the library is closed.
- Full-time/Part-time employees who are scheduled to work will be paid for the first two weeks of closure. Thereafter, the situation will be evaluated biweekly for financial viability.
- Hourly employees will be paid their scheduled hours during the first two weeks if it is financially viable.
- Scheduled paid time off must be used as originally scheduled.

The Director may designate essential staff to come to work or telecommute during this time. The Director may award compensatory time to the essential staff.

Important note:

Each *National Emergency* that necessitates this policy yields challenges that will be addressed by the Director in the changing landscape of the institution and our nation.