

BAY COUNTY LIBRARY SYSTEM

CLOSINGS, EMERGENCY-EMPLOYEE COMPENSATION

The Bay County Library System recognizes the importance of maximizing the number of days and hours open to the public as a service to the community. It also recognizes that there is a potential for emergency situations to arise that would result in unforeseen closings and cause a disruption in employee work schedules. Examples of such occasions include, but would not necessarily be limited to: fire, tornado, flood, snow or ice storm, power outage, or bomb threat.

*The Library System will close if the County closes for inclement weather.

Emergency closings will affect employee compensation as follows:

Full-Time Employees

Full-time employees scheduled for work or at work at the time of an emergency closing will be paid for all scheduled hours that day. Employees who are off work on any approved paid leave will be paid as if they worked that day and will not be charged any paid leave.

When weather conditions prevent a full-time employee from making it in to work, the employee may opt to request that time off without pay, rather than taking vacation or personal time.

When this circumstance occurs, employees who are off work on any full eight (8) hour approved in advance paid leave, shall have such leave time accounted for as those employees that had been scheduled to work the day of the closing.

Part-Time & Substitute Employees

Part-time employees, including pages and substitutes, who report to work and then have scheduled hours cut short by an emergency closing, will be paid for a minimum of two hours or the actual hours worked, whichever is greater.

Overtime Determination

Any employee required to work during time the Library is closed because of an emergency closing will be compensated at time and a half for hours worked during the closing.