

Superiorland Library Cooperative

Inclement Weather Conditions, Hazardous Travel Conditions and Emergency Closure

To temporarily replace Section 7. Work Conditions-Items 7.5-7.53 of the Superiorland Library Cooperative Personnel Policies

Inclement Weather and Hazardous Travel Conditions

The Superiorland Library Cooperative provides mission critical services to libraries in Michigan's Upper and Northern Lower Peninsulas. Member libraries expect Superiorland staff to be available to support their essential services, even when the Marquette area is experiencing inclement weather and/or hazardous travel conditions. Under extremely inclement weather conditions or hazardous travel conditions, closing of the Superiorland Library Cooperative will be at the discretion of the Director, or in his/her absence at the discretion of the person designated to be in charge during the Director's absence.

The Cooperative expects each employee to take reasonable precautions with regard to his/her safety in traveling to and from Cooperative headquarters during inclement weather.

The use of technology and remote access enables some Superiorland Library Cooperative employees to work from home. Employees who meet the requirements of the Superiorland Library Cooperative Work At Home Policy may choose to work from home during inclement weather and/or hazardous travel conditions. Employees electing to work from home must notify their supervisor and/or the Cooperative Director that they will be working from home during inclement weather and/or hazardous travel conditions at least one hour prior to his/her regularly scheduled work day.

Employees unable to travel to Cooperative headquarters in Marquette during inclement weather or hazardous travel conditions may also use earned leave benefits or unpaid leave for all or part of their normal hours of work provided the employee has notified his/her supervisor and/or the Cooperative Director of this choice at least one hour prior to his/her regularly scheduled work day.

In the event that the Superiorland Library Cooperative is closed due to inclement weather or hazardous driving conditions, all staff members scheduled to work will be credited with working their normally scheduled hours for the day(s) the Cooperative is closed.

Early Dismissal

There are some cases when the Superiorland Library Cooperative may close early and staff members will be dismissed. Reasons for early dismissal might include but are not limited to deteriorating weather conditions, fire, natural disaster, utility outage or disruption, civil unrest or criminal activity. The decision to close the Superiorland Library Cooperative and dismiss staff early will be made by the Director, or in his/her absence at the discretion of the person designated to be in charge during the Director's absence.

In instances where the Superiorland Library Cooperative is closed prior to the scheduled hours of service, all employees are expected to vacate the building immediately.

All employees who have reported to work prior to the early dismissal will be paid for their regularly scheduled hours of work for the day(s) the Cooperative is closed. Employees scheduled to work, but who have not yet reported to work, will be paid for the hours they were scheduled to work on the day(s) the Cooperative is closed.

Adopted by the Superiorland Library Cooperative Board of Directors December 8, 2017