



Inclement Weather Policy

Revised by La Crosse County Library Board – April 2023

GENERAL PRACTICE

It should be assumed that all services and offices in the County will continue to function during periods of severe weather conditions. Individuals performing *non-essential services* who must travel some distance to their place of work should use their judgment as to whether or not such travel is advisable.

MAKEUP OF LOST TIME DUE TO INCLEMENT WEATHER

Employees who *report to work late* after having made an earnest effort to report on time and were, in the opinion of the Library Director, unable to do so because of severe weather may be allowed to work to make up lost time during the current pay period if the make-up time can be compensated at the regular rate of pay. Make-up time must be scheduled with the facility manager. The employee may choose to take leave without pay if vacation is not available. The same would apply when a department head on his/ her own authority allows an employee to *leave work before the end of a workday* because of hazardous driving conditions or similar reasons.

COUNTY OFFICE HOURS

If extremely hazardous conditions exist, the decision to *close offices* and not have non-essential operations employees report to work shall be made by the County Administrator or County Board Chair. In this event, the County will request the local radio and/or TV stations to announce closing of offices as soon as the decision is made. If the decision is made to *close offices early*, instructions will come from the County Administrator or County Board Chairperson to the department heads who in turn will notify employees. Employees who were scheduled to work will receive regular compensation for those hours that the offices were closed. For example, an employee who was on vacation or sick leave on the day the offices were closed would be charged with vacation or sick leave for the hours closed, but employees who were scheduled to work, or were at work, would receive regular pay with no loss of sick leave or vacation. If a non-essential operations employee has a personal need to remain at the workplace after the offices have been closed, the employee may do so only with department head approval. This same exception applies when a decision to delay opening due to extreme conditions occur.

EVENINGS AND SATURDAYS

If the County Administrator or County Board Chair is not available, the Library Director, in partnership with the Library Board, may assume responsibility for making a decision regarding the closing of County Library facilities. Due to the nature of agreements with local municipalities and in the best interest of public safety, closing decisions may be based on the response time of local municipalities to cleaning library walkways and parking lots.