

Oshkosh Public Library
Proposed Personnel Policy Revision
Section 306 – Inclement Weather Policy
March 30, 2023

REASON FOR REVISION

With several recent major snow events, it has become evident that Library policy on inclement weather is not clear enough, specifically in the areas of authorizing absences and of making up absences with paid leave time or re-scheduling. A second factor causing confusion is that the City of Oshkosh posts alerts to all its staff on a city-wide email list with a statement of its inclement weather policy – which differs from the Library’s.

We believe that there is good reason for the Library’s policy on this subject to vary from the City’s, because, unlike with City operations, the Library occasionally **closes for business** when the Library Director judges that travel will be unsafe for staff and patrons.

The proposed revision to the inclement weather policy uses the following approach:

1. Spells out the conditions and effects of the Library Director opting to close the Library due to inclement weather (paragraph one);
2. Adds the core of the City’s policy pertaining to supervisory permission to alter a work schedule, ways to get paid despite the interruption to the work schedule, and a possibility of making up lost work time **during the same week depending on operational needs and the timing of the weather event;** and
3. Excises the final paragraph of the City’s policy that pertains to “positions responsible for providing continuous services to our citizenry,” is not applicable to Library employees.

The current policies of both the Library and the City are reproduced below the proposed revised policy in order to allow board members to compare.

PROPOSED POLICY REVISION

306 INCLEMENT WEATHER POLICY

All decisions about closing the Library are made by the Library Director or designee. The Director may determine that the Library will close early, open late, or not open at all. All decisions about altering a Library employee’s established schedule are made by the employee’s supervisor. Employees may find information regarding Library closures on the Library’s web site homepage or via their work email account.

In the event of inclement weather conditions such as snow, ice, fog, etc., which creates hazardous traveling conditions to and from an employee’s home, an employee, may request from his/her supervisor permission to leave work early or arrive late and with the supervisor’s approval this can be done.

An employee may receive pay for the time away from work because of inclement weather conditions subject to the supervisor’s permission by using accumulated compensatory time, floating holiday or vacation time.

In addition to the policy stated above, in the interest of cooperation, if it is possible for supervisors to allow employees to make up their lost time within the week that it occurs, they will try to accommodate the employee if they can. It should also be recognized by employees that this may not be possible due to operational needs and the timing of each particular weather incident.

[Section 306 revised 30 March 2023]

| Current Library Policy | Current City of Oshkosh Policy |
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| 306 <u>INCLEMENT WEATHER POLICY</u> | 306 <u>INCLEMENT WEATHER POLICY</u> |
| <p>In Wisconsin, inclement weather conditions such as snow, ice, fog, etc. can create hazardous traveling conditions. Conditions may be so hazardous that the Library Director will decide to close the Library early or not to open at all. At such times, it is the responsibility of employees to listen to WOSH radio (AM 1490) to obtain notification. Since the Library employs more than 60 people, it cannot accept responsibility for telephoning each employee, however, Supervisors may attempt to reach individuals who may be scheduled for the next shift.</p> | <p>In the event of inclement weather conditions such as snow, ice, fog, etc., which creates hazardous traveling conditions to and from an employee’s home, an employee, may request from his/her supervisor permission to leave work early or arrive late and with the supervisor’s approval this can be done.</p> <p>An employee may receive pay for the time away from work because of inclement weather conditions subject to the supervisor’s permission by using accumulated compensatory time, personal holiday or vacation time.</p> |

If in the event of inclement weather as determined by the Library, an employee misses work either because he/she is late reporting or leaves early or because the Library has determined that its facilities will not be open at the start of his/her scheduled shift, the employee may choose one of the following options:

- 1) make up the time at straight time;
- 2) use a floating holiday;
- 3) use accumulated compensatory time; or
- 4) use vacation.

If one of the options above is not used within the same pay period as the inclement weather closure or the next pay period after the closure, the time lost shall be considered authorized unpaid leave of absence.

If the Library Director decides to close Library facilities after opening, any employee who has started his/her scheduled shift, but will not be able to complete it, shall be paid for the balance of that shift.

In addition to the policy stated above, in the interest of cooperation, if it is possible for supervisors to allow employees to make up their lost time within the week that it occurs, they will try to accommodate the employee if they can. It should also be recognized by employees that this may not be possible due to operational needs and the timing of each particular weather incident.

This policy does not apply to positions responsible for providing continuous services to our citizenry. Examples include positions engaged in: utility operations, protective services or improving driving conditions. Continuous service employees are expected, as a condition of their respective work, to adjust their arrival and departure in accordance with predicted conditions unless directed otherwise.