



Illinois Heartland Library System

TO: IHLS Board of Directors
FROM: Leslie Bednar
DATE: July 23, 2021
RE: IHLS Personnel Code Review: Adverse Weather Policy

Background

Attached please find the Adverse Weather Policy. It is part of the IHLS Personnel Code and comes to the Board from the Personnel and Executive Committees.

Recommendation

The Adverse Weather Policy will require final approval by the board at our meeting July 23.

Thank you, and please let me know if you have any comments or questions.

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Current Personnel Code Policy:

Adverse Weather

In the event of extreme adverse weather, the Executive Director (or designee) will determine which IHLS locations will be opened or closed and at what time. The State Police or information from school districts may be consulted for road conditions. Some IHLS operations may be limited during a weather emergency.

IHLS has established a telephone tree for each location that includes the names and telephone numbers of each full-time and part-time employee. If IHLS (or a location) is to be officially closed, the Executive Director (or designee) will notify each building manager. The building manager will notify each supervisor.

Each supervisor will notify each of his or her employees by using the telephone tree. All employees should be notified before 6:30 am. If it is necessary to have a late opening, employees will be notified by 6:30 am that there will be a late opening. Staff will be notified of the official opening time by mid-morning.

When IHLS (or a location) closes due to inclement weather, all employees scheduled to work will be paid for the number of hours they are scheduled to work that particular day.

If an employee has scheduled time off or is on medical leave on an adverse weather day, his or her time will be credited for the amount of excused time allowed for the adverse weather.

Proposed Policy:

Adverse Weather

In the event of extreme adverse weather, the Executive Director (or designee) will determine which IHLS locations will be open, closed or have a delayed start. A variety of sources will be used to make the determination from using the Illinois Road Conditions map, to local closings and other sources that are deemed reliable. Some IHLS operations may be limited during a weather emergency. If an IHLS building is closed, delivery service will not operate. If a IHLS building is open, the Operations/Area Manager at each IHLS location will decide if any routes at that location will be cancelled due to weather conditions. The primary factor in deciding whether a route is cancelled is the safety of IHLS delivery drivers. IHLS will post information about closings, delayed starts, or other departures from standard procedures during inclement weather on the IHLS website home page, and an alert will be sent out via the IHLS text messaging service to inform of weather delays, building closures, and route changes.

Each supervisor will be responsible for notifying each of his or her direct reports. All employees should be notified before 6:30 am. If it is necessary to have a late opening, employees will be notified by 6:30 am that there will be a late opening. Staff will be notified of the official opening time by mid-morning. To sign up for the Text Alert system send a text with your hub location to 84483.

When IHLS (or a location) closes due to inclement weather, all employees scheduled to work will be paid for the number of hours they are scheduled to work that particular day. Exempt employees who are able to telework on any day the employee's work location is closed are expected to work from home if possible. Any non-exempt employee whose duties are appropriate for telework may voluntarily choose to work from home (if the employee first receives approval to do so from his or her supervisor) and, if a non-exempt employee performs work from home, the employee will receive pay for time actually spent performing work on that day as well as inclement weather pay equal to the number of hours the employee was scheduled for the day. Inclement weather pay is not considered time worked for purposes of determining an employee's eligibility for overtime pay in the week in which a closure occurs due to inclement/adverse weather. However, time spent actually working from home is considered as time worked for purposes of determining whether the employee has worked more than forty (40) hours during that particular week.

If an employee has scheduled time off or is on medical leave on an adverse weather day, his or her time will be credited for the amount of excused time allowed for the adverse weather.