

## INCLEMENT WEATHER

When making decisions about closing during serious weather situations, RAILS' priorities are ensuring continuity of service to members and staff safety. Generally, RAILS will not close during bad weather unless conditions are so extraordinarily adverse as to constitute a threat to human safety. The decision to close RAILS will be made by the Executive Director in consultation with the Associate Executive Director, the Delivery and Facilities Director, and the [Director of Marketing & Communications](#). ~~Communications Director.~~

If a RAILS building is closed, delivery service will not operate. If a RAILS building is open, the Delivery Manager ~~with consultation from the Director of Facilities and Delivery at each RAILS location~~ will decide if any routes at that location will be canceled due to weather conditions. The primary factor in deciding whether a route is canceled is the safety of RAILS delivery drivers. RAILS will contact all libraries affected by delivery route cancellations as soon as possible. When a building's closed day falls on a full-time employee's day off, the employee may take an alternative day off with supervisor approval.

~~Should the staff with the ability to work remotely be able to safely work through an severe inclement weather event, employees with the ability to work remotely~~ remote workers are still expected to work their regularly scheduled work hours. If a severe weather event disrupts their ability to work, employees should contact their supervisor and request PTO. ~~If the employee is unsure about the type of PTO to request, please contact Human Resources.~~

~~If a RAILS primary work site is closed due to inclement weather but circumstances require that work be completed that day, the supervisor is responsible for completing the work when possible or assigning it to an exempt staff member. If neither option is possible and the work must be completed while the primary work site is closed, the supervisor can request an hourly employee (teleworker or non-teleworker) to work while the primary work site is closed.~~

~~If the immediate supervisor or a member of the executive team directs an hourly employee to perform work when the primary work site is closed, the hourly employee, in addition to being compensated for their regularly scheduled work hours, will be compensated with additional vacation or personal time\* (at the employee's option) equal to the hours worked while the primary work site was closed. No hourly employee may work while the facility is closed unless directed to work by the immediate supervisor or a member of the executive team. Exempt staff directed to work will not receive additional personal time and/or compensation for hours worked while the facility is closed.~~

~~\* Personal time issued during inclement weather emergencies falls under the same guidelines as regular personal time and must be used before the end of the calendar year, or it will be forfeited.~~

If there is an emergency at a [teleworker's remote worker's](#) site, such as a power outage, the [teleworker remote worker](#) will notify the supervisor as soon as possible. The [teleworker remote worker](#) may be reassigned to the primary work site or an alternate work site.

For Inclement Weather Procedures see the RAILS Employee Intranet page. (link?)

**Commented [MH1]:** Added to clarify the process for requesting PTO. Possible choices for time vary dependent on what type of time they have available, with PLAW being the first choice in most cases.