

## INCLEMENT WEATHER

When making decisions about closing during serious weather situations, RAILS' priorities are ensuring continuity of staff safety and continuity of service to members. 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.

### **IN OFFICE STAFF**

If a RAILS building is closed, delivery service at that building will not operate. If a RAILS building is open, the Delivery Manager, with consultation from the Director of Facilities and Delivery, 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. When routes are canceled, or the RAILS building is closed by RAILS, affected staff will be paid at their normal rate. 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.

### **REMOTE STAFF**

Should staff with the ability to work remotely be able to safely work through an inclement weather event, 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 either PLAW or vacation time to cover impacted hours. If the employee is unsure about the type of PTO to request, please contact Human Resources. If there is an emergency at a remote worker's site, such as a power outage, the remote worker will notify the supervisor as soon as possible. The 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.