

**PLANO COMMUNITY LIBRARY DISTRICT  
FEBRUARY 21, 2019 PERSONNEL AND POLICY COMMITTEE MEETING  
HELD IN THE DIANA HASTINGS BOARD ROOM  
OF THE PLANO COMMUNITY LIBRARY**

Chairperson Jane Voss called the meeting to order at 6:31 p.m. Also present were committee member Ceil Carey and Library Director Deanna Howard. Trustee Gayle Severson was absent.

**CITIZENS TO BE HEARD**

None.

**POLICY FOR STAFF PAY IF THE LIBRARY IS CLOSED DUE TO WEATHER OR EMERGENCY CLOSING**

Deanna explained that the library does not have a policy to address staff pay if the library closes due to weather conditions or other emergencies. During the recent January closures Deanna provided staff with three options: Go without pay for the hours they missed; make up all or part of the hours they missed in the next two weeks; or use any paid time off to cover the hours they missed. She noted that it can be very difficult for staff to make up their hours when they have commitments outside of their regular work schedule. The most work time an employee missed was 14 hours, which was half of their regularly scheduled hours for the week.

Deanna provided the results of a RAILS Library System survey of the question "Do you compensate employees for days/hours missed due to an emergency closing?" 53 libraries responded, and all of those pay full-time staff for any hours missed. 47 of the 53 libraries also pay part-time staff for any hours missed. Deanna noted that over the past 10 years the library has closed early 5 times, and was closed all day 6 times. 3 of those all day closures were due to the frozen pipe and water leak, and staff worked during that time to move furniture, etc.

Deanna presented two policy options for the committee to consider regarding employee compensation for emergency closings:

**OPTION 1:**

This policy applies if the library is closed due to an emergency, weather conditions, failure of the HVAC system, loss of power, or any other unforeseen reason. Any full-time or part-time employee who was scheduled to work will be paid for the full number of hours they were scheduled to work. If any closure lasts more than five consecutive days further compensation will be subject to Board review.

**OPTION 2:**

This policy applies if the library is closed due to an emergency, weather conditions, failure of the HVAC system, loss of power, or any other unforeseen reason. Any staff member who was scheduled to work during hours the library was closed has three options:

1. Staff with paid time off may choose to use their paid time off to cover some or all of the hours that were missed. Paid time off that can be used includes vacation, personal days, or sick time.
2. Staff may make up the hours they missed. Hours should be made up within two months of the closure. Staff should speak to their department manager about scheduling

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makeup hours. Makeup hours must be scheduled so that total hours worked do not exceed 40 in a workweek.

3. Staff can go without pay for the hours missed during the closing.

The committee discussed the options. It was noted that our library rarely closes, and only due to extreme or unsafe weather conditions. The committee agreed to recommend Option 1 to the board for approval.

**OTHER**

None.

Being no further business, the meeting was adjourned at 6:40 p.m.

Notes taken by Deanna Howard

*Approved as submitted, 3/21/19*

*Cecil Carey*