

Emergency Staffing Guidelines

I. Background

These guidelines outline best practices when library locations face an emergency staffing situation, but still remain open to the public. The most common emergency situation is an inclement weather event, but can include other types of situations such as police activity in the neighborhood. These situations rarely happen and usually result in substantially reduced patron usage of the library. Inclement weather makes it unlikely that staff can be sent from another location to reach the usual minimum staffing levels.

II. Guidelines and best practices during an emergency situation:

- A. Location managers have the discretion to determine what staffing level is best for their location.
- B. In locations other than Central, during emergency situations, a minimum of two employees are required to remain open, with one being Person in Charge (PIC) trained. Central has different minimum staffing needs regularly communicated to the PICs.
- C. If only two employees are present, both must remain in the building. Breaks can be taken, but staff must stay on site.
- D. PICs/location managers must keep Executive Management Team (EMT) members and/or their Neighborhood Libraries Manager informed of changing staffing situations at their locations.
- E. Managers should use their best judgment taking into consideration business needs in determining which employees to release early from work, especially in situations where multiple requests are anticipated.
- F. Managers are encouraged to consult with other managers, Central PIC or Human Resources if they receive requests from multiple employees to leave early and the decision to determine which employees that can be released is difficult.

- G. Managers have the right to refuse requests for early release if such a request impacts the location's ability to provide public service.
- H. Represented employees who are PIC at a time during an emergency situation must consult with a manager before granting any employee early release from work.
- I. Closure and early release determinations are made by the county Chair and Library Director.

III. Related policy information

- A. [Inclement Weather Policy](#)
- B. [Personnel Rule 3-15, Inclement Weather and Administrative Closures](#)