Joyner Library Procedure Manual

Subject: Building closing

Title: Closing Library Buildings

Operational Procedure - Date Adopted by the Library Services Faculty:

Administrative Procedure – Date Issued by Administration: September 1994

Director: Kenneth Marks

Date Revised:

The East Carolina University Business Manual outlines the policy regarding absences due to adverse weather and authority to excuse employees from work with pay. A copy of these sections can be found at:

http://www.ecu.edu/business_manual/Human_Resources_Policy13.htm#pol13j

When adverse weather occurs it is essential that no persons place themselves at risk. However, only the Chancellor can close the University. If the University is open during adverse weather conditions and employees choose not to report as they are scheduled, they should make every effort to contact their unit head or the Library administrative office.

When a building experiences a breakdown of equipment or loss of utilities, only the Vice Chancellor for Business Affairs can authorize excusing employees from work with pay. A loss of electrical service or fire safety systems may require the evacuation of library patrons from the facility. The Vice Chancellor for Business Affairs, after consultation with the library administration, will make the determination of whether Joyner Library should be closed and library faculty/staff moved to other locations until utilities or safety systems are restored. Once the decision has been made, the information will be conveyed to library faculty and staff by the Library administration. The Director of Human Resources will be contacted to help determine temporary work sites for employees.