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E-001

## **Richmond Heights Memorial Library EMPLOYMENT, PERSONNEL AND STAFF DEVELOPMENT**

These Service Policies have been prepared as guidelines for the operation of the Library within the structure of its mission to the community. These policies shall be subject to review. Procedural interpretation and implementation shall be at the discretion of the Director.

All employees of Richmond Heights Memorial Library are and remain employed as at-will employees unless they are parties to a written agreement signed by the Board of Trustees and renewed annually by them. Employees may resign at any time with or without notice unless a contract term provides otherwise. No promise regarding employment is enforceable unless placed in writing and signed by the Board of Trustees.

*Adopted by the RHML Library Board of Trustees May 21, 2007  
Reviewed and adopted by RHML Library Board of Trustees May 20, 2024*



E-002  
E-003

## **Richmond Heights Memorial Library SALARY PLAN**

The objective of the Salary Plan is to provide equal pay for equal work, and to allow the Library to compete in the job market with other public employers.

- A. The Richmond Heights Memorial Library Salary Plan is a range model which includes minimum, midpoint, and maximum pay for each position, reflecting market rates for that position.
- B. In order to justly administer the Salary Plan, in May of each year all employees hired on or before Dec 31<sup>st</sup> of the previous year shall be evaluated. Each evaluation shall be done in writing and must be reviewed and signed by the Director.
- C. The Library Board of Trustees will review the Salary Plan annually in February. Depending on budget conditions, other economic indicators, and staffing requirements, the salary plan may be adjusted.
- D. Compensation to staff will be determined yearly by the Director during the budgeting process within the approved budget set by the Board.
- E. On July 1<sup>st</sup> of each year, pay raises for cost of living and merit go into effect, dependent on the library's budget conditions and the results of each employee's evaluation.
- F. The Director may place newly-hired personnel at salary appropriate to qualifications.

*Adopted by the RHML Library Board of Trustees April 17, 2000  
Reviewed and adopted by Board of Trustees January 2003  
Revised and adopted by RHML Board of Trustees May 20, 2024*



E-004

## **Richmond Heights Memorial Library STAFF TRAVEL**

All travel expenses for staff must be authorized by the Director and must be incurred for the professional growth of staff members or be made in the interest of the Library. All travel expenses will be included in the Director's Report in a timely fashion. Any such expenses shall not exceed the current year's travel budget.

*Adopted by the RHML Library Board of Trustees January 16, 2001  
Revised and adopted by Board of Trustees, January 2003  
Reviewed and adopted by RHML Library Board of Trustees May 20, 2024*



E-005

## **Richmond Heights Memorial Library STAFF USE OF LIBRARY MATERIALS AND EQUIPMENT**

Public employees are held to a high standard of ethical behavior. Staff is prohibited from using their position for private gain and from transacting Library business with any entity in which they have a financial interest.

Library telephones, copiers, fax machines, personal computers and other office equipment and communication media are intended for Library business. Use of this equipment for personal communication (including telefacsimile and e-mail) should be extremely limited and employees are responsible for any associated fees, costs or charges. Such personal use should never occur from a public service desk. Library materials or equipment for personal use must be checked out if they are to be removed from the Library.

*Adopted by the RHML Library Board of Trustees April 17, 2000  
Reviewed and adopted by Board of Trustees, March, 2015  
Reviewed and adopted by RHML Library Board of Trustees May 20, 2024*



E-006

## **Richmond Heights Memorial Library EMPLOYEE DRESS CODE**

Public image plays an important role in developing and maintaining support for the Richmond Heights Memorial Library. In order to maintain a public image consistent with a professional organization, it is expected that each staff member's dress and grooming will be appropriate for a business environment and in keeping with his or her work assignment. Health and safety standards must also be considered in dressing for work.

\*\*More casual attire will be permitted on Fridays, Saturdays and Sundays, including denim pants. Casual attire will also be permitted with Director approval when doing custodial tasks, maintenance, while moving equipment or sorting large amounts of material. All clothing shall be appropriate for the work environment, safe, clean, neat and fit properly.

Staff working in public areas may not use personal listening devices. These include, but are not limited to, radios, MP3 devices or iPods. Questions regarding appropriate attire or exceptions to the dress code must be directed to the Library Director.

*Adopted by the RHML Library Board of Trustees July 20, 2020  
Reviewed and adopted by RHML Library Board of Trustees May 20, 2024*



E-007

## **Richmond Heights Memorial Library STAFF SELLING AND SOLICITING IN THE LIBRARY**

It is recognized that Library employees may engage in the sale of goods or services outside of their employment with the Library. It is never appropriate to solicit business from staff or patrons during Library work time. Soliciting business from patrons during off-work time while on Library property is not permitted; however, staff may offer their business card if requested. Information regarding personal business may be distributed to other employees by placing ads on the staff bulletin board, posting information regarding the business, off-work hours, and contact information, or by leaving catalogs or brochures in the staff room. Oral and/or written invitations to product parties, sending out of information through interoffice mail, or display of items for sale are not permitted on Library property.

*Adopted by the RHML Library Board of Trustees April 17, 2000  
Reviewed and adopted by Board of Trustees January 2003  
Reviewed and adopted by RHML Library Board of Trustees May 20, 2024*





E-008

## **Richmond Heights Memorial Library ALCOHOL AND SUBSTANCE ABUSE POLICY**

It is the policy of the Richmond Heights Memorial Library to maintain a drug-free workplace in keeping with the spirit and intent of the Drug Free Workplace Act of 1988. The use of controlled substances is inconsistent with the behavior expected of Library employees and subjects both our employees and our patrons to unacceptable safety risks. Accordingly, the unlawful manufacture, distribution, dispensation, possession, sale, or use of a controlled substance or alcohol in the workplace or while engaged in Library business is strictly prohibited. Such conduct is also prohibited during non-working time to the extent that, in the opinion of the Library, it impairs an employee's ability to perform on the job or threatens the reputation or integrity of the Library's workforce.

As a condition of continued employment, Library employees may also be required to undergo periodic alcohol and drug screenings at times specified by the Library. In connection with these examinations, employees are required to provide the Library with access to their medical records if requested. All required alcohol and drug screens are paid for in full by the Library, although the employee shall be responsible for the cost of any re-testing that is performed at the employee's request.

Violations of this policy shall be grounds for disciplinary action, up to and including discharge. Refusal to submit immediately to an alcohol and/or controlled substance analysis when requested by management will constitute insubordination, which alone will form a basis for discipline.

### **Employee Assistance Program**

Through the City of Richmond Heights, the Library provides, at no cost to the employee or his/her immediate family, an employee assistance program to confidentially counsel and help employees resolve personal problems. Information, consultation and counseling are provided by professionals who work for an independent, outside firm.

*Adopted by the RHML Library Board of Trustees September 15, 2008  
Revised and Adopted March 16, 2009  
Revised and Adopted January 16, 2024  
Reviewed and adopted by RHML Library Board of Trustees May 20, 2024*

E-008



E-009

## Richmond Heights Memorial Library EMPLOYEE LEAVE ALLOWANCE

Leave allowances include holidays, vacation, sick leave, special leave, leave of absence and injury leave.

### Definitions:

- In this section, *Full-time* refers to an employee who regularly works 37 hours per week or more.
- In this section, *Part-time* refers to an employee who regularly works no more than 28 hours per week.

### Sections:

- [Holidays](#)
- [Vacation Benefit for FT Employees](#)
- [Vacation Benefit for PT Employees](#)
- [Sick Leave Benefit for FT Employees](#)
- [Sick Leave Benefit for PT Employees](#)
- [Special Leave](#)
- [FMLA](#)
- [Worker's Compensation](#)
  - [Accidents in the Workplace](#)
  - [Workers Compensation Coverage](#)

## HOLIDAYS

The Library will be closed for the following holidays:

<u>Holidays</u>	<u>Observed</u>
1. New Year's Day	January 1
2. M. L. King Day	3 <sup>rd</sup> Monday in January
3. Presidents' Day	3 <sup>rd</sup> Monday in February
4. Easter Sunday	
5. Sunday before Memorial Day	
6. Memorial Day	Last Monday in May
7. Juneteenth	June 19
8. Independence Day	July 4
9. Sunday before Labor Day	
10. Labor Day	1 <sup>st</sup> Monday in September
11. Veteran's Day - In Service Day	November 11
12. Thanksgiving	4 <sup>th</sup> Thursday in November



13. Day after Thanksgiving Day  
 14. Christmas Eve  
 15. Christmas Day  
 16. New Year's Eve

4<sup>th</sup> Friday in November  
 December 24  
 December 25  
 December 31

All **full-time employees** are entitled to holiday pay for the hours they would have worked on a given holiday.

When a paid holiday falls on a day a full-time employee would normally be scheduled off (excluding Sundays), that employee has earned 8 hours of compensatory time to be used at another time. Comp time shall be used in 8-hour increments, *before* vacation or sick leave and expires within one year of the date earned. It must be requested in advance and may be taken only with the permission of the Director.

All **part-time employees** will receive holiday pay for the number of hours they would have been scheduled to work on a given holiday.

As stated above, the Library will be closed the Sunday before Memorial Day and the Sunday before Labor Day. No holiday compensation of time or wages will be owed for these days or any holidays that fall on a Sunday to any employees.

All employees will be paid for their regularly scheduled hours when the library is closed due to an emergency closing (snow day, loss of heat or power, etc).

### **VACATION BENEFIT for FULL-TIME EMPLOYEES**

Subject to all the provisions in this section, all full-time and part-time employees are allowed a certain number of hours each year for vacation based upon continuous employment with the Library. Status change from part-time to full-time employment does not affect previous accrument. However, for those transitioning from part-time to full-time employment, vacation accrual going forward will be accrued on a monthly basis in terms of a number of hours. This will be computed by taking the number of allowable annual vacation hours divided by twelve (12). In order to receive the vacation benefit, an employee must be employed more than half of the month in which the vacation is accrued.

Full-time employees other than the director are entitled to earn vacation leave on a monthly basis as follows:

- beginning year one (1) - 80 hours per year (6.67 hour/month OR .0385/hr)
- beginning year five (5) - 120 hours per year (10 hours/month OR .0577/hr)
- beginning year ten (10) - 144 hours per year (12 hours/month)
- beginning year fifteen (15) - 160 hours per year (13.33 hours/month)



No paid vacation leave shall be taken in the first three (3) months of employment. Under special circumstances, unpaid leave may be requested and is dependent upon approval of the director. Vacation leave may not be taken until accrued, subject to the provisions in this section.

Absence on account of sickness, injury or disability in excess of that hereinafter authorized for such purposes may, at the request of the employee and with the approval of the director, be charged against vacation leave allowance.

Except in emergency situations, no employee will be permitted to work during his/her vacation period, nor shall any employee be permitted a payment in lieu of vacation.

Vacation normally shall be scheduled in advance and shall be granted at such time as is deemed by the director. The director shall schedule vacation leaves with particular regard to the operating requirements, order of requests and seniority of employees. Vacation may be taken in no less than fifteen (15) minute increments.

Vacation leave may be carried to a maximum of two hundred percent (200%) of the employees yearly entitlement on each anniversary date. For example, an employee eligible for eighty (80) hours of vacation per year may carry up to one hundred and sixty (160) hours on the books per calendar year.

When employees are dismissed, they may not be compensated for any unused accrued vacation time balance. Those employees who voluntarily terminate their employment with (2) weeks written notice provided and completed shall be paid for unused vacation accrued up to 4 weeks (160 hours).

Vacation leave shall not be earned by an employee during the employee's leave of absence without pay, a suspension without pay, or when the employee is in an inactive working status, should such a period without pay exceed thirty (30) consecutive calendar days in an anniversary year. Such loss of vacation shall be computed by dividing the number of lost days by the number of working days in the year and multiplying the result by the number of vacation hours allowed in that year and rounded up to the nearest fifteen (15) minute increment.

### **VACATION BENEFIT for PART-TIME EMPLOYEES**

Subject to all the provisions in this section, part-time employees are allowed a certain number of hours each year for vacation based upon continuous employment with the Library. Status change from part-time to full-time employment does not affect previous accrual. Vacation time shall be accrued on a pay period basis in terms of a number of hours.



The formula for calculating vacation earned by part-time employees is as follows

- Vacation accrual = 3.85% (or .0385) x number of hours worked
  - Ex: Someone who works 20 hours a week earns 0.77 hours vacation that week.

No vacation leave shall be taken in the first three (3) months of employment. However, under special circumstances, unpaid leave may be requested and is dependent upon approval of the director. Vacation leave will only be awarded when it does not cause an overtime situation.

Vacation leave may not be taken until accrued, subject to the provisions in this section.

Absence on account of sickness, injury, or disability in excess of that hereinafter authorized for such purposes may, at the request of the employee and with the approval of the Library Director or his/her designee, be charged against vacation leave allowance.

Except in emergency situations, no employee will be permitted to work during his/her vacation period, nor shall any employee be permitted a payment in lieu of vacation.

Vacation normally shall be scheduled in advance and shall be granted at such time as is deemed by the director. The director shall schedule vacation leaves with particular regard to the operating requirements, order of requests and seniority of employees. Vacation may be taken in no less than fifteen (15) minute increments.

Part-time employees are permitted to carry-over 4 weeks (80 hours) of vacation leave benefits per calendar year. Any earned vacation hours in excess of eighty (80) shall be deducted from the total balance as of the first of the calendar year.

When part-time employees are dismissed, they may not be compensated for any unused accrued vacation time balance. Those employees who voluntarily terminate their employment with (2) weeks written notice provided and completed shall be paid for unused vacation accrued up to 4 weeks (80 hours).

In cases when an overtime situation occurs due to vacation leave, the leave benefit shall not be granted. Such cases will be recorded as a scheduled day off work.

### **SICK LEAVE BENEFIT for FULL -TIME EMPLOYEES**

Sick leave shall accrue from the date of employment. FT Employees may accumulate up to four-hundred eighty (480) hours of sick leave. Once the



employee has reached their maximum accumulated sick days, each 3 days (24 hrs) in excess of 480 hrs may be converted to one (1) additional vacation day (8hrs), to a maximum of four (4) additional days (32 hrs) per vacation year.

All full-time employees shall earn sick leave with full pay at the rate of:

- (8) hours for each (1) calendar month of service (96 hours/year OR .0462/hrs worked)

Sick leave credits shall not be earned by employees while on family or medical leave of absence without pay, a suspension without pay, or when employees are otherwise in an inactive working status, should such a period without pay exceed thirty (30) consecutive calendar days in any calendar year. Such loss of sick leave shall be computed by dividing the number of lost days by the number of working days in the year and multiplying the result by the number of sick hours allowed in that year and rounded up to the nearest fifteen (15) minute increment.

Sick leave may be granted to employees by the Library Director upon presentation of reasonable justification and notice for the following reasons:

- Personal illness
- You may use sick leave for illness in your immediate family when personal care and attention are required. (This includes pre-scheduled medical, dental, and/or vision appointments.)

"Immediate Family" is defined as spouse, significant other, child, step-child, parent, step-parent, grandchild or grandparent. Other family members may also be covered under this policy depending upon the specific situation and with the express approval of the Library Director.

Sick leave may be taken in no less than fifteen (15) minute increments.

Outside employment is not permitted while an employee is on sick leave.

When an employee has advance notice of an impending physical disability such as elective surgery or pregnancy, such employee shall, before commencing sick leave, submit a statement from the attending physician which shall include:

- The condition requiring the leave;
- The anticipated date on which the leave will begin;
- The date on which the physician anticipates the employee will be able to return to work; and
- Whether the physician anticipates the employee to be under any physical restrictions as a result of the illness or injury upon return to work.



Those employees who have been absent from work due to illness for more than thirty (30) days shall give the Library as much notice as possible on a return to work date. A minimum of two (2) weeks notice of an anticipated return to work date is required.

Any employee who has taken three (3) consecutive sick days shall obtain a physician's release prior to returning to work. Such release shall indicate whether or not the employee is under any physical restriction and the nature of such restriction. A physician's certificate may be required by the director to verify the employee's sickness or injury.

The Library reserves the right to require a physical examination and drug/alcohol screening, at the Library's expense, whenever in the Library's judgment, such examination is required to determine the employee's fitness for duty.

When an employee is dismissed, resigns, or retires, he or she shall not be entitled to compensation for sick leave accrued.

### **SICK LEAVE BENEFIT for PART-TIME EMPLOYEES**

Part-time employees will earn sick leave benefits after three (3) months of service and cannot be taken until accrued. Part-time employees are permitted to carry-over (80 hours) of sick leave benefit per calendar year. The ratio applies to every hour a part-time employee works. This formula is calculated every pay period, and is as follows:

- $4.62\% \text{ or } .0462 \times \text{number of hours} = \text{sick accrual}$

Sick leave may be granted to employees by the Library Director upon presentation of reasonable justification and notice for the following reasons:

- Personal illness
- Illness in your immediate family when personal care is required. (This includes pre-scheduled medical, dental, and/or vision appointments.)

"Immediate Family" is defined as spouse, significant other, child, step-child, parent, step-parent, grandchild or grandparent. Other family members may also be covered under this policy depending upon the specific situation and with the express approval of the Library Director.

Sick leave may be taken in no less than fifteen (15) minute increments.

When an employee has advance notice of an impending physical disability such as elective surgery or pregnancy, such employee shall, before commencing sick leave, submit a statement from the attending physician which shall include:



- The condition requiring the leave;
- The anticipated date on which the leave will begin;
- The date on which the physician anticipates the employee will be able to return to work; and
- Whether the physician anticipates the employee to be under any physical restrictions as a result of the illness or injury upon return to work.

Those employees who have been absent from work due to illness for more than thirty (30) days shall give the Library as much notice as possible on a return to work date. A minimum of two (2) weeks notice of an anticipated return to work date is required.

Any employee who has taken three (3) consecutive sick days shall obtain a physician's release prior to returning to work. Such release shall indicate whether or not the employee is under any physical restriction and the nature of such restriction. A physician's certificate may be required by the director to verify the employee's sickness or injury.

Employees who are ill and unable to work, but do not have accumulated sick leave, will be charged for personal leave without pay, unless the director authorizes use of vacation for continued compensation. Employees on an extended personal leave without pay will be allowed to return to work in their previous position or an equivalent position if such position is available at the time when the return to work is contemplated.

In cases when an overtime situation occurs due to sick leave, the leave benefit shall not be granted. Such cases will be recorded as a scheduled day off work.

Unused sick leave will not be compensated for in any way at the time of separation of an employee.

Any personnel who will not be reporting to work because of illness or who will be tardy for work must report to the director and/or co-workers in a timely manner.

The Library reserves the right to require a physical examination and drug/alcohol screening, at the Library's expense, whenever in the Library's judgment, such examination is required to determine the employee's fitness for duty.

## **SPECIAL LEAVE**

Special leave includes funeral leave, military leave, and jury duty leave.

1. **Funeral Leave.** All full-time employees shall be entitled to a maximum of forty (40) hours leave with pay for death in the immediate family. Immediate family is defined as a spouse, significant other, father, mother,





step father, step mother, brother, sister, stepbrother, stepsister, child, grandchild or stepchild, or other members of your household. All full-time employees shall be entitled to a maximum of sixteen (16) hours of leave with pay for the death of a mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparent, aunt or uncle. Such leave shall be available on a per-occurrence basis, as reviewed and approved by the Library Director. Sick leave may be used with the director's approval in those cases where the times set out above are not adequate. Upon request, the employee shall provide the Library with proof of needs by presenting a death notice or other evidence deemed sufficient by the Library.

## 2. Military Leave

- a. A regular, full time employee who has successfully completed his/her Initial Service Period is eligible to receive military leave with pay if he/she is ordered to serve a Reserve or National Guard two (2) week annual training program.
- b. The employee should immediately notify the director and present a statement from the Commanding Officer describing the length of training and the amount of money received for the period of training.
- c. Leave for such annual training generally shall not exceed ten (10) working days, unless otherwise required by law. Payment, on only an annual basis, will equal the difference between the training pay and the employee's weekly wages and will be given upon return to work. In cases where the government pay exceeds the staff person's weekly wages, there will be no additional pay.
- d. Employees who are entering military service or who have Reserve or National Guard obligations and who are not eligible for leave as provided by any other section of the City's leave policy, shall be granted military leave without pay with re-employment rights as provided by Federal Law. Eligibility for reinstatement after duty or training will be determined in accordance with applicable law.

## **FAMILY AND MEDICAL LEAVE (FMLA)**

This policy has been developed by the City of Richmond Heights and adopted by the Richmond Heights Memorial Library to comply with the Family and Medical Leave Act of 1993. It is not the intent of this policy to reduce or restrict rights of employees to obtain paid or unpaid leaves of absence under the Library's other leave policies; however, as a condition to obtaining leave under this policy, employees may be required to first exhaust any other leave allowance as part of the leave provided under this policy. Also, any leave taken under the Library's



disability plans will be designated as FMLA leave and both shall run concurrently for purposes of both the benefit plan and the FMLA leave entitlement. If the requirements to qualify for payments pursuant to the City's temporary disability plan are more stringent than those of the FMLA, an employee must meet the more stringent requirements of the disability plan, or the employee may choose not to meet the requirements of the plan and instead receive no payments from the plan and use FMLA leave. Holidays that fall within this leave will not be paid. Any questions regarding this policy should be directed to the Library director or the Human Resources Coordinator.

### **Guidelines For FMLA**

1. Those employees who have been employed for at least twelve (12) months and who have worked at least 1,250 hours during the twelve (12) month period prior to the start of leave may be entitled to up to twelve (12) work weeks' leave, ordinarily unpaid, during a rolling twelve (12) month period, measured backward from the date an employee uses any FMLA leave, provided certain requirements are met.
2. An FMLA leave of absence will be granted to eligible employees for the following reasons:
  - a. For the birth and care of a child, or placement of a child through adoption or foster care, provided, however, the leave is taken within twelve (12) months following birth or placement.
  - b. To care for the employee's spouse, son or daughter, or parent suffering from a serious health condition, where the employee is needed to care for such person.
  - c. For a serious health condition that makes the employee unable to perform his/her job.
3. All leave granted under this policy, including intermittent and/or reduced leave will be applied against the twelve (12) week maximum.
4. Eligible employees are required to provide at least thirty (30) days' advance notice of the need for leave when foreseeable under 2.a. above, or for planned medical treatment pursuant to 2.b. or 2.c. above. When unforeseen events occur that require leave under this policy, notice must be given as soon as practicable, ordinarily not later than one (1) or two (2) working days of learning of the need for leave. An employee who fails to give appropriate advance notice as outlined above may have his or her leave delayed or be subject to disciplinary action.
5. An employee who requires leave paragraphs under 2.b. or 2.c. above must, within fifteen (15) calendar days after providing notice of the need for leave, submit the prescribed written certification form, signed by the



appropriate health care provider, verifying, among other things, the data on the prescribed form. Failure of the employee to submit the prescribed form within fifteen (15) days after providing notice of the need for leave will result in delay of leave until certification is submitted, and if the certification is not provided, the leave is not FMLA-qualifying. An employee may be required to obtain a second medical opinion, in the Library/City's discretion and at the Library/City's cost. If the two (2) opinions differ, the Library/City and employee will select another health care provider for a third opinion, at the Library/City's expense, and that opinion shall be final and binding. Subsequent recertification may be required in accord with law.

6. Intermittent leave requests or requests for a reduced leave schedule under paragraphs 2.b. and 2.c. above are subject to the same rules as stated in paragraphs 4 and 5 above and hence a health care provider's certification of medical necessity and the expected duration and schedule of the leave must be submitted on the prescribed form. The employee must, however, make a reasonable effort to schedule medical treatment so as not to unduly disrupt business operations. Further, if the need for leave is foreseeable based on planned medical treatment, the Library reserves its right to transfer the affected employee temporarily to an alternate position with equivalent pay and benefits for which the employee is qualified, if the transfer better accommodates the requested leave.
7. Eligible employees who are husband and wife are limited to only a combined total of twelve (12) weeks of leave during any twelve (12) month period, if the leave is taken (1) for birth and care of a child; (2) for placement and care of a child; or (3) to care for a parent (but not a "parent-in-law") with a serious health condition. Where the husband and wife both have used a portion of the twelve (12) week entitlement for one (1) of the above purposes, each is entitled to the difference between the amount he or she has taken individually and twelve (12) weeks to care for a child with a serious health condition or to care for their own serious health condition.
8. Employees are required to substitute and exhaust accrued vacation pay and/or the personal leave pay for leave requested under paragraphs 2.a. or 2.b. Employees are required to substitute and exhaust accrued vacation pay, the personal leave pay and/or paid sick leave for leave requested under paragraphs 2.b. or 2.c. Such substituted paid time will be applied against the twelve (12) week maximum.
9. During the twelve (12) week maximum leave period, coverage under the group health insurance plan, if any, will be maintained at the level and under the conditions coverage would have been provided had leave not been taken. Employees will be required to continue to pay their portion of



premiums as if they had not taken leave. Said premiums will be paid in two (2) possible ways: (a) if a portion of the leave is paid pursuant to 8. above, then the ordinary payroll deduction system will be used, to the extent possible; and/or (b) to the extent that payroll deduction does not cover the entire premium cost for which the employee is responsible, the employee must deliver to the Library the full monthly cost of said premium on or before the last day of the month prior to the month for which coverage is desired; one (1) written reminder will be provided, and if the full portion of the premium has not been received by the date specified in the written reminder, the coverage will lapse as of the last day of the month for which the full coverage premium was paid. If an employee fails to return to work for at least thirty (30) days after expiration of the leave, the Library reserves its right to recover premiums paid, if any, to maintain employee coverage during the leave period under circumstances provided by law.

10. As a condition of returning to work from a leave granted pursuant to 2.c. above, the employee must timely present a certification from his/her health care provider that the employee is able to resume work. Restoration will be denied until the certification is presented. An employee returning from leave under this policy, who has complied with its terms, generally will be restored to the same (or equivalent) position the employee held prior to leave. A returning employee does not, however, have a greater right to restoration or other benefits than if the employee had been continuously employed during the leave period. Employees are to notify the Library director/HR department of their intent to return to work at least two (2) weeks prior to the anticipated date of return.
11. An employee who, within the calendar year, has exhausted his/her twelve (12) week maximum and fails to return to work, shall be considered to have resigned with notice and his/her employment will be terminated unless he/she applies for, and has been granted, leave under some other policy of the Employer.

## **WORKER'S COMPENSATION BENEFITS**

In order to provide payment of employee's expenses and for partial salary continuation in the event of a work-related accident or illness, the Library provides workers' compensation insurance for all Library employees. The amount of benefits available and the duration of payment depend on the nature of the employee's injury or illness. In general, however, all medical expenses incurred in connection with an injury or illness are paid in full, and partial salary payments are provided beginning with the fourth (4<sup>th</sup>) day of your absence from work. If you are injured or become ill on the job, you must **immediately** report such injury or illness to your supervisor, Library director or Human Resources Coordinator,



regardless of whether you believe medical treatment is required. This ensures that the Library can assist you in obtaining appropriate medical treatment. Your failure to follow this procedure may result in the appropriate workers' compensation report not being filed in accordance with State law, which may consequently jeopardize your right to benefits in connection with the injury or illness.

1. An injured employee shall be required to submit a City of Richmond Heights Report of Injury form to the Library/Human Resources Coordinator. NOTE: the Non-Medical Injury Report form may be used if no medical treatment was required.
2. An employee who is temporarily disabled in line of duty shall receive pay equal to the difference between the amount received from Workers Compensation benefits and normal net pay for the period of disability without charge against vacation or sick leave, subject to the following conditions:
  - a. The disability resulted from an injury or illness sustained directly in the performance of the employee's work, as provided in the State Workers' Compensation Act.
  - b. Limited duty, if allowed by the Worker's Compensation physician and if available, will be offered so an employee may return to work quickly. This duty is available only with the consent of the Library director. If no limited duty is available, the employee must remain off the job until unconditionally released by the Worker's Compensation doctor for full duty. Unwillingness to accept such light duty assignment(s) as directed by the Library Director will make the employee ineligible for the City's portion of the Worker's Compensation payment during the remainder of the injury leave. The director has a right to designate the number of limited duty positions available within the Library at any one time and the maximum length of time for such assignments up to a six month maximum. The Library director shall reserve the right to review and approve or disapprove individual requests based on the circumstances.
3. A physician selected or approved by the Library/City shall determine the physical ability of the employee to continue working or to return to work.
4. Injury leave benefit shall not exceed six (6) months for any one injury.
5. An employee's injury leave benefit may be discontinued under any of the following conditions:
  - a. The employee submits a fraudulent report.
  - b. Unexplained delay in reporting any injury to his/her immediate supervisor or Library Director.

- c. The accident involves gross negligence by the employee including, but not limited to, incidents involving the use of drugs and/or alcohol in violation of the *Substance Abuse Policy* or direct violations of the City's Safety Manual.
  - d. The employee fails to seek or take prescribed medication/treatments by the City's appointed Worker's Compensation physician(s).
  - e. The employee fails to attend all scheduled treatment and follow-up visits unless other arrangements have been made and approved by the Library Director/Human Resource Coordinator.
  - f. It is the employee's duty to report, in a timely manner, the status of future medical appointments and return to work information to either the Human Resource Coordinator or Library Director. Failure to do so can become grounds for disciplinary action.
  - g. The employee continues to perform duties for an outside employer.
  - h. The employee has a prognosis that he/she cannot ever return to work.
6. The initial three (3) shift days of temporary disability are not compensable by workers' compensation unless the length of temporary disability time exceeds fourteen (14) shift days. After the fourteen (14) shift day limit, the employee will be reimbursed the initial three (3) shift days of temporary disability benefit. The initial three (3) days will be covered under the City's Injury Leave benefit.
- a. An injured employee shall be required to submit a workers' compensation injury report and claim. The effect of receiving injury leave shall be that an employee shall receive that portion of his/her regular salary which will, together with workers' compensation benefits, equal his/her total salary for the period of disability up to the limit prescribed. In no case shall the employee receive compensation and sick leave benefits in excess of normal pay; provided, however, that any award of permanent partial disability benefits shall be excluded from such limitation.
7. If an employee is not on injury leave but is scheduled for Worker's Compensation medical treatment during his/her regular working hours, he/she will be compensated with their regular hourly wage for a reasonable length of time to travel to and from the facility for treatment and the time actually spent at the facility.
- a. This compensation is dependent upon receiving a note from the treatment facility noting time of departure and work release information which is required upon return to work. Except for the above noted travel and treatment time, the employee is expected to be performing his/her duties unless otherwise directed by the City's physician.



8. Employees may be requested to sign a release for medical information in order for the municipality and its agents to obtain pertinent medical information from private care providers or hospitals. This information is vital to the continuation and/or payment of benefits to which the employee may be entitled.
9. Disability leave may be extended by the City Manager to a maximum length of one (1) year after consultation with the City-appointed physician and upon reasonable assurance that said injured employee will be capable of fully performing his/her duties at the end of said extension.

## **ACCIDENTS IN THE WORKPLACE**

For more information and examples of all reporting forms, please refer to the City of Richmond Heights' Safety Manual.

1. **ALL** accidents that occur in the workplace, whether the employee is on or off duty, must be reported **immediately**, regardless of whether or not there is any apparent physical injury or property damage.
2. When an injury involving medical treatment, lost time or death occurs, a Worker's Compensation Report of Injury and City of Richmond Heights Injury Report must be completed as soon as possible. These forms shall be completed by the immediate supervisor and the injured party or employee other than the injured party who has knowledge of the incident. Any serious injuries should be reported immediately by the Human Resources Department to BCA Inc.. (If the employee's immediate supervisor is not available, then he or she should report to the next appropriate, available person in the chain of command.) The supervisor with whom this report is filed is responsible for assuring that the report and all other pertinent information pertaining to the accident is received by the Human Resources Coordinator as soon as is practical. NOTE: the Injury Report form may be used if no medical treatment is required. NOTE: For detailed information on reporting an injury or accident, refer to the *City of Richmond Heights Safety Manual*, Chapter IV.
3. If an employee in a supervisory capacity learns of an accident after the fact and the accident was not properly or timely reported, then he or she and the employee involved should fill out and file the necessary forms at that time. The supervisor should then review the incident with his or her Library Director to determine whether any disciplinary action is warranted.
4. It is the prerogative of management to decide whether they will send the employee for medical evaluation, either at the time of the accident or at a later date should some physical ailment or condition arise that may be attributable to the accident in question. If a medical evaluation is required,



the employee will be given a drug and alcohol screening test. NOTE: For detailed information, refer to the *City of Richmond Heights Safety Manual*, Chapter IV.

5. Failure to comply with these rules may result in disciplinary action.

## **WORKERS' COMPENSATION COVERAGE**

1. Covered injuries are those which result from an accident arising out of and in the course of your employment.
2. The law also provides coverage for occupational diseases which arise out of and are in the course of employment.
3. Ordinary diseases of life are not covered unless such disease follows as an incident of an occupational disease.
4. Coverage begins the first minute you are on the job and continues anytime you are working. You do not have to work a certain length of time.
5. All benefits accrue while on Workers' Compensation leave.
6. the Missouri law guarantees you three kinds of Workers' Compensation benefits:
  - a. Medical care to cure the injury, not just the doctors' bills but also medicines, hospital costs, fees for lab tests, x-rays, crutches and so forth. There is no deductible and all costs are paid directly by the employer's insurance company, so you should never see a bill.
  - b. Rehabilitation services necessary to return to work. Sometimes this is just an extension of medical treatment - for example, physical therapy to strengthen muscles. However, if the injury keeps you from returning to your usual job, you may also qualify for vocational rehabilitation and retraining.
  - c. Cash benefits for lost wages - The most usual kind are benefits for "temporary disability", which will be made so long as the doctor says you are unable to work. Additional cash benefits may be made after you are able to work if there is a permanent disability -- for example, the amputation of a finger or loss of sight. If the injury results in death, payments will be paid to surviving dependents. The benefits provided for temporary total disability are calculated at sixty-six and two-thirds (66-2/3) of the injured worker's average week wage - not to exceed 75 percent of the state average weekly wage. Workers' Compensation payments are tax-free. There are no deductions for state or federal taxes, Social Security, or union, etc. Compensation is paid at least every two weeks.





## **What is not covered by Workers' Compensation**

1. No compensation is paid for the first three (3) shift days of disability unless the disability lasts longer than fourteen (14) shift days. The City shall compensate the employee for the first three (3) days under the Injury Leave Benefit.
2. Although the Workers' Compensation law provides that an employer cannot discharge or discriminate against an employee for exercising his rights under the Workers' Compensation law, there is no specific requirement that an employer keep a job open while the employee is off, or to rehire him.
3. The employer and insurer are not required to pay for treatment the employee seeks without authorization.

## **Additional Coverage by the City/Library**

The effect of receiving injury leave shall be that an employee shall receive that portion of his/her regular salary which will, together with workers' compensation benefits, equal his/her total salary for the period of disability up to the limit prescribed. In no case shall the employee receive compensation and sick leave benefits in excess of normal pay; provided, however, that any award of permanent partial disability benefits shall be excluded from such limitation.

*Adopted by the RHML Library Board of Trustees May 17, 2021  
Reviewed and adopted by Board of Trustees Sept. 20, 2021  
Reviewed and adopted by RHML Library Board of Trustees May 20, 2024*

**E-009**



E-010

## **Richmond Heights Memorial Library RETIREMENT**

### **LAGERS**

All full-time Library employees are covered under LAGERS. The Missouri Local Government Employees Retirement System (LAGERS) is a non-profit public pension system that provides retirement, disability and survivor benefits to Missouri's local government employees. Employees contribute 4% of their income to this retirement plan. The Plan Level is L-6. See website for details.

For more information - [www.molagers.org](http://www.molagers.org)

*Adopted by the RHML Library Board of Trustees April 16, 2012  
Reviewed and adopted by RHML Library Board of Trustees May 20, 2024*



E-011

## **Richmond Heights Memorial Library INFECTIOUS DISEASE SICK POLICY**

In response to the threat of an infectious disease outbreak, the Richmond Heights Memorial Library has prepared this plan to meet the following objectives:

1. Establish service continuity plans in the event of an infectious disease outbreak in order to insure delivery of basic Library services
2. Mitigate the spread of an infectious disease among employees
3. Assist employees and their families in managing personal and/or family illnesses during an infectious disease outbreak

The key priority will be ensuring that essential Library operations continue.

Managing the infectious disease outbreak—focusing on continuity of operations with considerable loss of staff, depleted resources, a struggling economy, and a nervous public—will be a considerable challenge. Planning increases the likelihood the Library will be able to continue service operations during a health crisis.

### **Assumptions**

No one can predict when it might arrive, where it might strike, how long it might last, and how serious its impacts might be. Caution requires the Library assume and plan for a worst-case scenario. Accordingly, the Library's Infectious Disease Outbreak Preparedness Plan is based on the following assumptions:

1. An unknown percentage of the Library's employees could become ill at the infectious disease outbreak's peak; additional employees may not report to work, either because they fear becoming ill or because they are caring for afflicted family members.
2. The Library will not be able to perform all functions and provide all services at full capacity throughout the outbreak.
3. The Library may be closed due to staffing shortages or community quarantine.

### **PREVENTING INFECTIOUS DISEASE SPREAD AT WORKSITE**

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**Promoting respiratory hygiene/cough etiquette:** The Richmond Heights Memorial Library will promote hygiene through a variety of methods to help reduce the spread of an infectious disease at the worksite. Though respiratory hygiene and cough etiquette are simple concepts, during a potentially dangerous outbreak they become a vital defense.

Since indirect transmission (e.g. from hand-to-hand, or hand to contaminated object and then contaminated object to hand) is the main way in which most infectious diseases are passed from person to person, educational programs will reiterate the need for routine and frequent hand washing. Washing with plain soap, hand sanitizer lotion, alcohol or other antiseptic-based hand wash products eliminates the contagion. It is important to wash hands even if protective gloves have been worn.

Gloves are not a substitute for hand washing. Hand sanitizer lotion and tissues will be provided at each workstation for employees to enhance proper cough and hygiene etiquette.

The Library will also:

1. Disseminate information on the infectious disease and how it is spread.
2. Disseminate information to employees on proper hygiene methods and other behavior activities and/or restrictions that will reduce the risk of spreading the infectious disease among the workforce.
3. Post educational materials to remind employees of proper cough etiquette, hand washing, and other behaviors that will reduce the risk of infection.
4. Provide information to employees to assist them in protecting themselves and their families during an outbreak.

## **EMPLOYEES EXPOSED OR SUSPECTED OF EXPOSURE**

Employees should be conscious of their own health; those who experience any symptoms of an infectious disease should notify the Library Director or Assistant Director and stay home. If symptoms begin at work, employees should notify same of the potential exposure and go home. Sick leave resulting from infectious disease outbreak episodes will be processed per the Infectious Disease Sick Leave Policy below. (IDSL).

## **GUIDELINES TO MODIFY FREQUENCY AND TYPE OF FACE-TO-FACE CONTACT**

**Face-to-Face:** In face-to-face meetings, individuals should limit contact. Participants

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should practice staying about six (6) feet apart.

**Hand-Shaking:** Employees should stop shaking hands if there is an infectious disease outbreak to help reduce the spread of the disease. If employees find themselves shaking hands, they should practice increased hand hygiene.

**Meetings:** Employees should limit attendance at meetings. Meetings should be suspended when the same information can be obtained with a conference call, e-mail, or other electronic methods. If a face-to-face meeting is necessary, following these rules may help ensure that transmission of the infectious disease is limited:

1. The room should be cleaned and disinfected using good housekeeping techniques such as disinfecting the table, chairs, phones, and other places that one might be expected to touch.
2. Prop the door open (when doing so would not breach security) to keep employees and the public from touching the door knob.
3. Spread out as much as possible and avoid hand shaking.
4. Minimize the length of meetings.
5. Meet in large rooms.
6. Require all employees to wash their hands after leaving meetings.
7. Clean the room after each use.

**Increase Social Distancing:** Social distancing means minimizing human-to human contact in peak phases of an infectious disease outbreak by maintaining a distance of approximately six (6) feet from others when possible. Contacts are those persons who have had close (one yard or less) physical or confined airspace contact with an infected person. These are likely to include family members and/or other living companions, work colleagues (if in confined airspace environments) and possibly recreational companions. The Richmond Heights Memorial Library may cancel or postpone all Library sponsored meetings/events as well as those arranged by outside groups during an infectious disease outbreak if recommended by a county, state or federal declaration.

The Library will encourage the use of technology to facilitate social distancing by using communications networks, remote access and web access to maintain distance among employees and between employees and citizens whenever possible.



## **MEDICAL CONSULTATION**

The Library will use a combination of sources for medical consultation and advice, including the Centers for Disease Control (CDC) and the St. Louis County Health Department. An increase in the threat alert level will trigger a review to determine if medical consultation is necessary.

## **ADMINISTRATION AND HUMAN RESOURCES**

**Trigger Events:** The following events will be considered “trigger events” for implementation of all or portions of this plan:

1. The United States Federal Government through their official agencies issues a pandemic declaration for the United States, and/or
2. The State of Missouri issues a pandemic declaration for the State, and/or
3. The Mayor of Richmond Heights or his/her designee declares an emergency for the City, and/or
4. The St. Louis County Health Department issues a directive to implement a response plan, and/or
5. Excessive employee absenteeism that results in the Library being in jeopardy of experiencing an infectious disease outbreak-related operations emergency, and/or
6. There is confirmation of large scale employee exposure to infectious disease pathogens.
7. Once an infectious disease crisis is imminent or has occurred, the Library Director will activate the Richmond Heights Memorial Library Infectious Outbreak Preparedness Plan.

**Infectious Disease Outbreak Crisis Assessment:** Upon notification of an infectious outbreak crisis, the Crisis Leadership Team (Library Director, Assistant Director, and Board of Trustees) will meet to:

1. Make an initial risk determination to define the extent of the crisis and determine what portions of the program need to be implemented based on that analysis.
2. Continually assess the severity of the crisis, the efficacy of the Library’s response and determine whether changes need to be made. If members are unable to physically meet due to governmental limitations on travel or quarantine, meetings will be held by conference call.



3. Make a determination regarding the cancellation of public meetings.

**Infectious Disease Sick Leave Policy:** During a declared infectious disease outbreak, the following sick leave policy may be used for all infectious disease outbreak-related absences. Because the exact nature of future infectious disease outbreaks, if any occur, cannot be known, the Library may choose to adopt this policy in its entirety or to modify provisions of this policy to better fit the needs of the situation.

1. All eligible regular, full-time employees will be provided up to eighty (80) Infectious Disease Sick Leave (IDSL) hours, in addition to any hours already earned as regular sick leave.
2. All eligible regular, part-time employees will be provided up to fifty-six (56) Infectious Disease Sick Leave (IDSL) hours, in addition to any hours already earned as regular sick leave. Total IDSL hours provided will be based on the part-time employee's typical weekly schedule; that is, a part-time employee who normally works twenty-four (24) hours per week would receive a maximum of forty-eight (48) IDSL hours or two (2) weeks of IDSL leave hours, in addition to any hours already earned as regular sick leave.
3. Eligible employees will use Infectious Disease Sick Leave before using any hours earned as regular sick leave.
4. An employee becomes eligible for IDSL when one of the following occurs:
  - a. the employee is medically diagnosed as having an infectious disease as part of a widespread outbreak which has triggered activation of this plan,
  - b. the employee's spouse, child(ren) or other member of the employee's household is diagnosed as having an infectious disease as part of a widespread outbreak which has triggered activation of this plan,
  - c. the Library receives notification an employee's community is under quarantine as a result of an infectious disease outbreak; and as a result, the employee is unable to come to work.
  - d. the Library receives notification an employee's spouse's workplace or child(ren)'s school is subject to an order of quarantine or is otherwise closed as a result of an infectious disease outbreak, and as a result, the employee is unable to come to work.
  - e. Infectious disease sick leave time will be treated the same as non-IDSL sick leave for purposes of pay and leave accrual.
  - f. If an employee needs additional sick leave time beyond those provided in this policy due to quarantine requirements, additional leave will be allowed on a case-by-case basis subject to approval by the Library Director.



5. Infectious Disease Sick Leave (IDSL) hours will be administered on a rolling year basis in the same method as the Library administers Family and Medical Leave Act (FMLA) benefits if an infectious disease outbreak exceeds one year in duration.

**Return to work after illness:** Before returning to work, an employee must provide a release from the treating physician stating the employee is not contagious and is otherwise medically able to safely return to work. If the employee fails to provide such a statement upon return, the employee's immediate supervisor must

1. Notify the employee they will not be allowed to work without the return-to-work authorization and
2. Inform the employee they must leave the worksite immediately.

### **TELECOMMUTING AND FLEXIBLE WORK SCHEDULES DURING SUCH EVENT**

It is understood that most Library employees hold positions which require them to be present at work to perform the duties of their position. These employees, while unable to telecommute, will be offered flexible work schedules as stated below. It is also understood that some employees who are telecommuting may be required at various times to respond to work to fulfill necessary duties.

1. Participation in telecommuting during an infectious disease outbreak may be mutually agreed upon by the employee and the Library Director. The employee's position **must** be identified as telecommuting-capable. The Library may, however, require an employee to telecommute, where practical, to reduce the risk of spreading the infectious disease at the worksite. This will be determined on a case-by-case basis as worksite conditions and the health status of an employee warrant.
2. The Library Director may cancel the agreement at any time when it is determined that continuation would not be productive, efficient or in the best interest of the City.
3. Telecommuters will be compensated as if duties were being performed at the Library work location. Overtime may not be worked unless authorized in advance by the department director.
4. Telecommuters are subject to the same rules and procedures as other employees and are covered by worker's compensation when performing official work duties at the alternate work site.
5. Telecommuters must verify in writing that their home provides work space that is free of safety and fire hazards and agree that the Library will be held harmless against any and all claims, excluding worker's compensation claims that result





from working at a home office.

6. No employee engaged in telecommuting may conduct face-to-face business from home.
7. The Richmond Heights Memorial Library is not required to provide equipment for telecommuting; however, the Library may provide all or part of the equipment necessary for completing work assignments, including the installation and maintenance of Library-owned equipment at the employee's home. The Library will not cover the cost of repair or maintenance of the telecommuter's personal equipment. Equipment needs will be determined by the Library's need during the infectious disease outbreak event on a case-by-case basis.
8. The Library will establish security controls and conditions for use of Library equipment. The telecommuting employee must use approved safeguards to protect Library equipment and supplies. All official Library records, files and documents must be protected from unauthorized disclosure or damage and returned safely to the office at the conclusion of the telecommuting assignment.
9. Employees on probation or on a performance improvement plan may not be eligible for telecommuting. Exceptions may be made if warranted due to the infectious disease crisis.
10. Telecommuting employees are not allowed to leave the St. Louis metropolitan area for personal, non-emergency travel while working from home without prior approval from the Library Director. Any employee wishing to take vacation during this time must comply with applicable Library leave policies.

**Procedures:** Employees interested in participating in the telecommuting program during an infectious disease crisis should contact their supervisor to discuss the feasibility of telecommuting. They must hold a position the Library approves for telecommuting.

## **FLEXIBLE WORK SCHEDULE DURING SUCH EVENT**

Work schedules will be determined by the service needs of the Library and will be managed accordingly. Once schedules are defined and communicated to employees, an employee who requests a deviation to that schedule must do so in writing to the Library Director for approval. The Library Director or Assistant Director will determine an appropriate schedule for an employee to best fit the needs of the Library during an infectious outbreak event. The Library Director may require employees to change work schedules in order to reduce the risk of the infectious disease spreading at the worksite. The Library Director may develop alternative work schedules for one or more



employees.

## **DEVELOPMENT AND DISSEMINATION OF MATERIALS**

The Library will do the following to keep employees up-to-date on the infectious disease outbreak:

1. Communicate information to employees through their Library e-mail account.
2. Develop and distribute flyers containing accurate and up-to-date information about the situation.

*Adopted by the RHML Library Board of Trustees January 16, 2024  
Reviewed and adopted by RHML Library Board of Trustees May 20, 2024*



E-012

## **Richmond Heights Memorial Library EMPLOYEE INTRODUCTORY PERIOD**

Each new employee must serve a six (6) month introductory period, beginning on employee's "Benefit Date." The introductory period is a time during which training and evaluation commence. Continued employment is contingent upon a favorable performance evaluation at the end of the introductory period.

The initial introductory period can be extended if deemed necessary by the Library Director.

At any time during the introductory period, an employee may be dismissed if the employee is unable or unwilling to perform the duties of the position satisfactorily, or the employee's attitude, work habits or dependability does not merit continuation of employment as determined solely by the Library.

An employee must complete their initial 6-month introductory period before applying for another position unless the Library Director agrees to make an exception. An employee who transfers or is promoted to a position involving major changes of responsibility may be required to serve another 6-month introductory period.

*Adopted by the RHML Library Board of Trustees September 20, 2021  
Reviewed and adopted by RHML Library Board of Trustees May 20, 2024*



E-013

## Richmond Heights Memorial Library EMPLOYEE EDUCATIONAL ASSISTANCE

The Richmond Heights Memorial Library recognizes that educational development can be beneficial to both the employee and Library. The employee gains in his or her career development and the Library gains a more productive employee. For these reasons, the following Employee Educational Assistance Policy is hereby established.

- The employee must be full-time in order to be eligible for tuition reimbursement. He or she must have completed the introductory period as a full-time employee and have received at least 2.6 or better on his/her last performance evaluation.
- The policy allows an employee to take a maximum of six (6) credit hours per semester, and eighteen (18) credit hours per calendar year.
- Tuition reimbursement will be in an amount equal to the tuition rates for the University of Missouri credit hours up to an annual maximum of \$1,500.
- The program of study must be approved by the Library Director; all requests for assistance must be submitted in writing to the Director by May 1 for use in the following fiscal year.
- The employee must attend a college or university that is accredited by the North-Central Association in order to be reimbursed for tuition cost.
- The employee must earn a grade of "B" or better for course work in order to be reimbursed. If a pass/fail or satisfactory/unsatisfactory system is used, "pass" or "satisfactory" will qualify for reimbursement.
- Tuition reimbursement shall apply to only that part of the tuition cost paid for directly by the employee after deducting tuition costs paid for by other reimbursement programs such as grants or scholarships.
- A tuition reimbursement letter of application must be submitted to the Library Director at least two (2) weeks before the course is scheduled to begin.
- An employee must complete at least twenty-four (24) months of service with the Library after satisfactory completion of the last course taken. Repayment to the Library of its reimbursement is prorated as follows if the employee voluntarily leaves Library service:
  - If the employee voluntarily leaves Library service before twelve (12) months of the completion date of the course, he/she shall repay the Library one-hundred percent (100%) of the total amount received for tuition reimbursement.
  - If the employee voluntarily leaves the Library service between twelve (12) and (18) months of the completion date of the course, he/she shall repay the Library two-thirds ( $\frac{2}{3}$ ) of the total amount received for tuition reimbursement.
  - If the employee voluntarily leave Library service between eighteen(18) and twenty-four (24) months of the completion date of the course, he/she shall repay the Library two-fifths ( $\frac{2}{5}$ ) of the total amount received for tuition reimbursement.

*Adopted by the RHML Library Board of Trustees April 17, 2023*

*Reviewed and adopted by RHML Library Board of Trustees May 20, 2024*



E-014(a)

## Richmond Heights Memorial Library EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, it is the policy of the Richmond Heights Memorial Library to implement fair, effective and positive personnel and management practices. These practices are designed to ensure the full realization of equal employment opportunity without regard to race, color, religion, gender, age, sexual orientation, gender identity, national origin, ancestry, disability, veteran status, or status in any other classification whose consideration is prohibited by law.

Accordingly, the Richmond Heights Memorial Library has and will continue to (a) hire, train and promote individuals in accordance with its equal employment opportunity policy; (b) make decisions according to the principle of equal opportunity by imposing only valid requirements for employment opportunities; and (c) administer all personnel practices and programs (including, but not limited to, compensation, benefits, and training) in accordance with this equal employment opportunity policy.

All Richmond Heights Memorial Library employees are expected and required to accomplish their work in a professional manner and with concern for the well-being of other Library employees. Any harassment of any Library employee by any other Library employee is prohibited, regardless of their working relationship or status. Specifically, any harassment based on a person's race, color, religion, gender, age, sexual orientation, gender identity, national origin, ancestry, disability or any other classification protected by law is expressly and strictly prohibited, as stated in **E-022 Harassment Policy**. Any employee who experiences or is aware of conduct of this nature must immediately notify their supervisor per the Library's Employee Grievance Policy. Any questions about this policy or potential harassment should be brought to the attention of the Library Director.

*Adopted by the RHML Library Board of Trustees January 16, 2024  
Reviewed and adopted by RHML Library Board of Trustees May 20, 2024*



E-014(b)

## **Richmond Heights Memorial Library AMERICANS WITH DISABILITIES ACT POLICY**

The Richmond Heights Memorial Library is fully committed to fulfilling its obligations under the Americans with Disabilities Act and applicable state disability discrimination statutes and regulations. Accordingly, the Library does not refuse to hire, dismiss from employment or discriminate in compensation or other terms of employment because of an otherwise qualified employee's or applicant's mental or physical disability. All Library employees, however, must be able to perform the essential functions of their positions. It is not illegal discrimination to require that all employees, including those with disabilities, be able to perform the essential functions of their jobs or jobs for which they apply, either with or without the use of a reasonable accommodation.

The Library also provides reasonable accommodations for qualified individuals with disabilities in accordance with applicable laws and regulations. The Library will give serious consideration to all reasonable requests for reasonable accommodation by employees or applicants. Each request for reasonable accommodation must be considered on its own merits in light of the particular job and the specific accommodation requested. When the Library makes accommodations to the needs of a particular employee, the Library does not make any commitment that these special arrangements are permanent or that they will be extended to any other employee. Rather, the Library must retain its flexibility to reorganize work and redefine job requirements in light of its overall mission to serve the Library's patrons.

Pursuant to and consistent with applicable federal regulations, the Library has adopted and published grievance procedures providing for the prompt and equitable resolution of any complaints by Library employees or applicants for employment regarding any conduct prohibited by the ADA. For further information regarding the Library's grievance procedures, employees or applicants are encouraged to contact the Library Director.

*Adopted by the RHML Library Board of Trustees January 16, 2024  
Reviewed and adopted by RHML Library Board of Trustees May 20, 2024*



E-015

## Richmond Heights Memorial Library EMPLOYEE GRIEVANCE PROCEDURE

### Purpose

An employee problem exists when an employee feels dissatisfied with some aspect of their work over which they have no control. These problems are often referred to as grievances. It is important to employees and supervisors alike that these problems be presented by employees to the employee's supervisor. Unless the problem is expressed clearly to the person in authority, often it cannot be understood and therefore cannot be solved.

The Library has adopted the procedure outlined below to be used by any employee who has completed their initial service period who sincerely feels that they have a valid work-related problem and who desires that it be reviewed by higher authorities. The objective of this procedure is to describe to the employee, the immediate supervisor and higher authorities the steps to be used to provide answers to employee problems. Employees are also strongly encouraged, without resort to this formal procedure, to discuss informally with supervisors any problems within the scope of the grievance procedure, and supervisory and administrative personnel are to be accessible for such discussion. The Library supports a policy of having supervisors meet with any employee on an informal basis to exchange views and opinions on all matters relating to the conditions of employment.

### General Provisions

- Whenever possible, grievances will be handled during the regularly scheduled working hours of the persons involved.
- In the event of the unavailability of a supervisor or administrator during the processing of a grievance, the subordinate's designated substitute supervisor or administrator shall handle the grievance. If this is not practicable, the grievance shall then be processed at the next higher step in the procedure.
- In the event that an employee is grieving about a supervisor other than the employee's direct supervisor, the grievance shall be forwarded to the supervisor or administrator above the accused manager.
- Any problem or grievance shall be considered settled at the completion of any step, if all parties are satisfied. Dissatisfaction on someone's part is implied in the movement of the grievance to the next step.

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The filing of a grievance and the entire grievance procedure is to operate without discrimination, restraint, coercion, or reprisal on the part of any supervisor or employee. The filing of a grievance, or the intention to file, does not relieve an employee in any way of the employee's responsibility to perform any and all of the employee's assigned duties promptly and completely.

When the organizational structure or special departmental circumstances do not permit the normal steps to be followed in processing a grievance, the Library Director may modify or interpret the plan so as to provide fair and equitable procedures to be used.

An employee complaint, dissatisfaction or problem need not be accepted by administration as a grievance subject to the grievance procedure if the employee fails to file the written grievance, as required in step two (2) below, later than three (3) work days following the date of the incident, event or activity which gave rise to the grievance or the failure to satisfy an oral grievance. For the purpose of this grievance section, the term "work day" shall be defined as those days the employee is scheduled to work; however, if circumstances prohibit the thorough completion of the grievance investigation in a timely manner, additional time will be allotted.

In the event a grievance is filed which involves two (2) or more employees in the same or similar event, happening or condition, the Library Director may rule that all grievants will be governed by the same grievance form and resulting decision. The Library Director need not rule on each individual grievant's case separately when the foregoing conditions are present.

Either party may request and automatically be granted a time extension from the Library Director, once, for a reasonable length of time, to initiate or respond to a grievance. Further extensions of time may be allowed at any step upon mutual consent of the parties involved.

### **Matters Included in the Grievance Procedure**

The variety of employee problems that may occur in the workplace could be numerous; therefore, it is impossible to list all aspects of the work environment which conceivably could lead to employee problems or grievances. Most employee problems can be placed into broad groupings, which include, but are not limited to, the following:

- The methods and working conditions which the employee uses and meets on the employee's specific job.
- Relationships with supervision and fellow employees.
- The implementation of the Library's personnel rules or departmental regulations or procedures as applied to the employee.





An employee problem does not need to fit into any of the above groupings to be considered a grievance. The important consideration is that it must be a problem specifically related to the work situation. If the facts are stated specifically, accurately and understandably, management will consider the matter.

## **Steps of the Grievance Procedure**

### **Step One**

- The employee will explain orally the situation and problem to the employee's immediate supervisor within three (3) work days or shifts of the events giving rise to the grievance. If the grievance concerns the employee's immediate supervisor, the employee should go to the next level of supervision.
- The immediate supervisor will, either alone or after consultation with the supervisor's superiors, reach a decision and communicate it orally to the employee within three (3) work days or shifts after being informed of the situation causing the grievance.
- Every possible effort should be made by all parties concerned to settle employee problems at this level on an oral basis.

### **Step Two**

- If the employee is not satisfied with the oral decision rendered, the employee will submit the problem in writing to the Library Director within three (3) work days or shifts of receiving the immediate supervisor's oral response. The problem being submitted shall also include the proposed remedy.
- The Library Director, within ten (10) work days or shifts of receiving the written grievance, will, having reviewed all documentation and discussed the grievance with the grievant and all associated parties, provide a written decision. This written decision shall be returned to the grieving employee.

### **Step Three**

- If the grievant is not satisfied with the Director's response, they should submit in writing their grievance to the President of the Board of Trustees. Officers of the Board will review the grievance with the Director. If meeting in a group, the closed session will be publicly posted before the meeting. During the review process Officers of the Board will review all documentation of the grievance proceedings, and may request additional evidence or testimony. After the review, the Officers of the Board shall approve, modify, or disapprove the Director's



recommendation. A report shall be given to the full Board of Trustees at the next scheduled meeting and a written decision mailed to the grievant.

*Adopted by the RHML Library Board of Trustees January 16, 2024  
Reviewed and adopted by RHML Library Board of Trustees May 20, 2024*



E-016

## **Richmond Heights Memorial Library NO WEAPONS POLICY AND VIOLENCE IN THE WORKPLACE**

All appointed officials, employees, contractors and library patrons with the Richmond Heights Memorial Library entering upon or using the premises of the Richmond Heights Memorial Library, excepting *only* police officers, security guards, or other persons who have been given express written permission by the City of Richmond Heights to carry a weapon in or on City property, including Library premises, are prohibited from carrying prohibited weapons.

Prohibited weapons include, but are not limited to: firearms, explosives, knives, bows and arrows, stun guns, blackjacks or any other weapons; devices, instruments, substances or objects that may be used as a means of intimidation or may produce bodily injury or death; or any other devices restricted or regulated under local, state, or federal law.

Exception: Library employees or contractors who are required to carry knives in the course of performing their job duties are allowed to possess such knives with the approval of the Library Director.

City of Richmond Heights property includes, but is not limited to: all buildings, walkways, parks, storage areas, lockers and desks; city-owned, rented, used or leased real and personal property, including city-owned, rented or leased vehicles; or any other property under the City's ownership or control, including the Library premises. This subdivision shall not apply to any building used for public housing by private persons, highways or rest areas, firing ranges, and private dwellings owned, leased, or controlled by the City of Richmond Heights.

All employees and contractors are further prohibited from possessing prohibited weapons while in the course and scope of performing their job for the Library, whether or not they are on or in Library property at the time and whether or not they are licensed to carry a weapon. This policy also prohibits all persons from possessing weapons at library-sponsored functions such as, but not limited to, parties, cookouts, or outreach events.

All employees and contractors who are on or in City property, including the Library premises, are subject to a search request of their person and belongings including, but not limited to, purses, briefcases, lunch boxes, or other packages in their possession.

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Failure to abide by the terms and conditions of this policy, including refusing to consent to a search will result in disciplinary action up to and including termination of employment.

Further, carrying a weapon onto City property, including the Library premises, in violation of this policy may be considered an act of criminal trespass, and may be grounds for immediate removal from City property, including Library premises, and may result in prosecution.

If you have a question about whether an item or device is covered by this policy or if you become aware of anyone violating this policy, please contact the Library Director.

The Richmond Heights Memorial Library has adopted a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect the Richmond Heights Memorial Library or which occur on City property, including Library premises, will not be tolerated, and may result in discipline up to and including termination.

The City of Richmond Heights has also developed a lockdown policy and procedure which is a pre-set and rehearsed crisis response plan. This plan requires the participation of all employees on the City's property, including Library premises, in order to mitigate the risk of injury or loss of life to those affected by the threat. Employees are responsible for understanding the lockdown procedure and how it is implemented for themselves and guests at their specific facility.

*Adopted by the RHML Library Board of Trustees January 16, 2024  
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E-017

## **Richmond Heights Memorial Library WEATHER AND EMERGENCY CLOSINGS POLICY**

In the event the Library Director approves the early closure of the Library and sends employees home prior to the end of their normally scheduled work period, those employees will not be charged any paid time off for leaving early.

Employees regularly scheduled to work on those days in which the Library is closed early, and who do not come to work that day, will be charged paid time off for the total number of hours for which they were scheduled.

In the event the Library Director determines that the Library will not open at all on a given day and employees of the Library are advised not to report to work, employees will not be charged paid time off for that day.

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E-018

## **Richmond Heights Memorial Library USE OF COMPUTER, PHONE, AND EMAIL POLICY**

The use of any information technology equipment owned, leased or rented by the Richmond Heights Memorial Library (herein called "the Library systems") for non-Library purposes is prohibited.

All information transmitted by, received from, or stored in the Library's systems is considered to be the confidential property of the Library and is to be used solely for the Library's purposes. Any person using the Library's systems is not permitted to access, copy, transmit or otherwise retrieve any stored information or communication unless necessary for the Library's purposes. No user may download or install programs without authorization from the Library Director. Any employee accessing the Internet or other online services should have a legitimate Library-related purpose for doing so. Excessive personal use of the Internet is prohibited.

The Library's systems allow for the transmission and receipt of both internal and external electronic mail (email) messages. The Library's email is to be used for the Library's purposes. The availability of email and internet resources are offered to employees for the furtherance of their work as Library employees. Email specifically includes all transmissions of information between users of the Richmond Heights Memorial Library's email network, email accounts, and corresponding passwords. Transmissions sent or received by employees during business hours should be appropriate and professional. In accordance with State law, messages created on the system have the same classification and are accessible to the public as though they were written memorandums. Missouri Statutes, Sections 109.080, 109.090 and 610.010 et seq., provide that state, county and municipal government records—regardless of physical form or characteristics—must be made available for personal inspection by any citizen of Missouri. Only limited exceptions are authorized by the Data Practices Act.

Email transmissions, email passwords, and any information transmitted via the Library email network are the property of the Richmond Heights Memorial Library. The Library maintains the right to access and monitor stored email messages. Any unauthorized use, as described in the following paragraphs, is prohibited and will be subject to disciplinary action, up to and including termination.

Email passwords and corresponding accounts are non-transferable. No employee may use the email account or password of another employee without the express written consent of the Library Director.

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All personal email transmissions and internet usage is to be kept at a minimum. Use of email transmissions, or internet sites, that are vulgar, offensive, obscene, discriminatory, harassing, or otherwise inappropriate are strictly prohibited. The Library will not tolerate the sending of inappropriate, obscene, harassing or abusive language or materials.

Expressly prohibited is the transmission of any sort of racist, sexist or other discriminatory comments. The sending of offensive materials, chain letters and the conduct of illegal activities through e-mail or use of internet sites is not permitted and will not be tolerated. The illegal transmittal or printing of copyrighted materials is also prohibited. All employees are advised that all email transmissions will be stored in conjunction with the Library's computer backup procedure. To ensure that the use of the Library's electronic and computer resources is consistent with the Library's legitimate interest in serving the public, authorized representatives of the Library may monitor the use of such systems from time to time. This includes, but is not limited to, monitoring internet usage of any kind and/or reviewing the content of or attachments to any email transmission. Employees are specifically advised, and consent as a condition of using any Library's computer resources, that there is no expectation of privacy in any message or file sent, stored or received on the Library's computer system.

To ensure that the use of the Library's systems is consistent with the Library's mission, authorized representatives of the Library may monitor and/or audit the use of such equipment and communications. All messages and documents on the Library's systems may be saved for some period of time and deleted messages and documents may be recoverable. Violations of this policy may result in discipline up to and including discharge.

Inadvertence or accident is not a defense for violations of the Use of Computer, Phone, and Email policy for the Richmond Heights Memorial Library.

The use of personal passwords, assigned to or selected by the employee, is not grounds for an employee to claim privacy rights in the information systems or any data or content stored therein. The Library reserves the right to override personal passwords.

Library telephones are intended for Library related business; however, the Library recognizes that there are times when personal calls must be made (e.g., to doctors, spouses, children etc.). Employees are encouraged to keep all personal calls to a reasonable duration; personal calls should be made during non-working hours whenever possible.

Library-owned fax machines are to be used by staff for Library-related business only.

Failure to comply with any of the above stated rules and procedures may result in disciplinary action up to and including termination.

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## **Richmond Heights Memorial Library COMPENSATORY TIME AND OVERTIME PAY**

All hourly employees will receive one and one-half (1-1/2) times their base rate of pay for overtime hours worked. Overtime hours are defined as all actual hours worked in excess of forty (40) hours in any work week. Compensatory time is limited to forty (40) hours.

All employees working on Sundays will receive one and one-half (1-1/2) times their base rate of pay.

Limits may be extended or lifted at the discretion of the Library Director under special circumstances.

Overtime does not apply to exempt employees. These professional, management and administrative employees are required to work the number of hours necessary to ensure that their jobs are completed in a proper and timely manner.

On occasion, when irregular and unscheduled overtime work for hourly employees is required, compensatory time off may be allowed on the basis of equal time for overtime worked within the weekly 40-hour work period. If outside the work period, compensatory time shall be recorded and taken at one and one-half (1-1/2) times the time worked. Employees cannot receive both compensatory time and overtime as compensation for the same overtime hours worked.

Employees will not be allowed to receive monetary compensation for accrued compensatory time except in cases with extenuating circumstances, as determined by the Library Director.

Any employee called in during unscheduled hours shall receive a minimum of two (2) hours pay unless it is a direct extension of normally scheduled working hours.

### **Work Week**

FLSA Overtime applies on a work week basis. An employee's work week is a fixed and

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regularly recurring period of 168 hours — seven consecutive 24-hour periods. The Library's work week begins on Monday and ends at the close of the following Sunday.

Normally, overtime pay earned in a particular work week must be paid on the regular pay day for the pay period in which the wages were earned.

**Work week and Work day:** The work week includes all time during which an employee is necessarily required to be on the employer's premises, on duty or at a prescribed workplace. "Work day", in general, means the period between the time on any particular day when such employee commences their "principal activity" and the time on that day at which the employee ceases such principal activity or activities. The workday may therefore be longer than the employee's scheduled shift, hours, or tour of duty. During each work week cycle, pay for all non-exempt employees is calculated as follows:

As stated above, a work week consists of those hours worked between Monday and Sunday of each week. Non-exempt employees will receive regular rate of pay or straight pay for all actual hours worked up to 40 hours in a work week. All employees working on Sundays will receive one and one-half (1-½) times their regular rate of pay. Overtime is due to employees that exceed 40 actual hours worked in a work week. Actual hours worked are those hours actually worked by the employee. Time that will not be credited as actual hours worked shall include the following reasons:

**TABLE A**

• Jury / Witness Duty	• Suspension
• FMLA Leave	• Military Leave
• Authorized Leave With Pay	• Funeral Leave
• Authorized Leave Without Pay	
• Unauthorized Leave of Absence	

Time that will be credited as actual hours worked shall include the following leave reasons:



**TABLE B**

● Paid Time Off	● Mandatory Training
● Compensatory Leave	● Holiday Leave

**Home to Work Travel:** An employee who travels from home before the regular workday and returns to their home at the end of the workday is engaged in ordinary home to work travel, which is not work time.

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## **Richmond Heights Memorial Library DISCIPLINARY PROCEDURES POLICY**

### **Disciplinary Actions: Reasons**

Any employee of the Library may be disciplined, up to and including discharge, as outlined below for breaching the standards herein set forth. The standards listed below are not exclusive, but exemplary, in that the Library Director may determine additional standards, or the Library Director may determine in individual cases whether any conduct reflects unfavorably upon such individual's employment. Progressive discipline is not mandatory; serious infractions or repeated violation of one or more policies or standards by the same employee may result in discipline up to and including termination even on the first violation if so warranted by the circumstances, regardless of whether that employee had been subjected to a lesser stage of discipline prior to that occurrence.

### **Disciplinary Procedures**

- Reprimands: The first method of disciplinary action may be a reprimand given orally or in writing by a supervisor, Assistant Library Director, or Library Director.
- Warnings: Written reprimands will become a matter of record. The report will show the date and time of the infraction of the rules involved, prior record of similar violations, and efforts made to correct the problem indicated. The employee shall be notified within five (5) work days of the incident. The term "work day" shall be defined as those days the employee is scheduled to work. The employee and the Library Director shall sign the reprimand, and the employee shall receive a copy.
- Suspensions: Suspensions are temporary separations from Library service for disciplinary purposes where the case is not sufficiently serious to merit dismissal or is under investigation. Suspensions are a matter for the Library Director to decide upon if the Library Director deems the offense to be serious enough to suspend an employee. Suspensions may be with or without pay depending on the circumstances.
- Automatic suspensions: An employee arrested and charged with a felony shall automatically be suspended until final disposition of the case. If the Library has probable or reasonable cause to believe that a serious offense has been committed for which a sentence will be imposed by a municipal, state or federal court and, in the judgment of the Library Director, the Library's service might be adversely impacted, the employee may be subject to suspension without pay pending final disposition of the proceedings.

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- Discipline/Dismissals: The Library Director shall have the power to effect discipline up to and including dismissal of any employee. Reasons for discipline/dismissal include, but are not limited to, the reasons listed below. Obviously, these reasons deal with matters that impair harmony among co-workers, result in a detrimental impact on close working relationships for which personal loyalty and confidence are necessary, impede performance of employees' duties and/or otherwise interfere with the operation of the Library. The list is not intended to be exclusive but exemplary:
  1. Conviction of, or a plea of guilty to, a felony or any crime involving moral turpitude;
  2. Incompetence or inefficiency in the performance of the duties of the employee's position; failure to meet established work standards;
  3. Inducing or attempting to induce an officer or employee in the service of the Library to commit an unlawful act;
  4. Use of any Library resources (including but not limited to time, material and/or equipment) outside the scope of normal, established Library services, for one's own personal benefit or for the benefit of any third party;
  5. Offensive conduct, language or gestures in public, or towards the public;
  6. Acts of misconduct while on duty;
  7. Failure to comply with additional conditions of employment established by the Library;
  8. Use of bribery or political pressure to secure appointment or advantage;
  9. Threatening or attempting to use personal or political influence in securing promotion, leave of absence, transfer, change of pay rate, or any other conditions related to the employee's work;
  10. Absence without authorized leave;
  11. Insubordination;
  12. Misappropriation, deliberate destruction, theft or conversion of property;
  13. Habitual and/or chronic tardiness and/or absenteeism;
  14. Falsification of any information required by the Library;
  15. Conduct on or off duty whenever behavior threatens order, safety, health or public respect for the Library service and when such conduct is solely the fault of the employee;
  16. Repeated convictions during employment on misdemeanor and/or traffic charges;
  17. Any violation of the substance abuse policy;
  18. Illegal gambling;
  19. Clocking in or out for another employee;
  20. Accepting, soliciting or receipt of anything of value or gratuities from any resident or member of the public which might in any way unduly influence the employee in the performance of their duties;
  21. Failure to follow safety rules;



22. Disclosing confidential information to unauthorized sources;
23. Refusal to attend mandatory meetings, mandatory EAP counseling, or in-service training;
24. Evidence of continued unsound judgment in performing official duties;
25. Any employee who receives two (2) consecutive unsatisfactory annual performance appraisals (below 2.6);
26. Any form of harassment of fellow employees, supervisors, or elected officials and patrons of the Library;
27. Acts of carelessness;
28. Failure to follow supervisor's directions;
29. Abuse of leave benefit;
30. Promotion of disharmony and/or discontent within the Library
31. Absence without notifying supervisors or without providing requested verification or continuing abuse of sick leave;
32. Failure to report for work without being granted leave under a Library policy
33. Failure to notify the Library of status changes relative to place of residence and/or home telephone numbers within thirty (30) days of the change
34. Making verbal or physical threats toward staff, supervisors, co-workers, management, vendors, patrons, or anyone else while on Library premises or conducting work-related business off-site;
35. Personnel other than authorized law enforcement bringing firearms or other weapons onto Library premises;
36. Any other acts that may be viewed as carrying the potential for workplace violence.

Notice of dismissal: When it is not practicable to give notice of dismissal to an employee in person, it may be sent to the employee by certified or registered mail, Return Receipt Requested, at the employee's last mailing address as shown in the personnel records of the Library. Proof of refusal of the employee to accept delivery or the inability of postal authorities to deliver such mail shall be accepted as evidence that the notice of dismissal, warning, or other correspondence regarding disciplinary action has been given.

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## **Richmond Heights Memorial Library VISITORS IN THE WORKPLACE**

For safety, insurance, and other business considerations, only authorized visitors are allowed in the workplace.

It is not unusual or prohibited for family members of employees to visit a related employee at the library. Visits should be conducted away from public view and completed in brief fashion. Young children of employees are not to be brought to the library for long periods of time while the parent/guardian is working. Public and office areas are not to be used for any care provision. In the case of an emergency, the employee will need to receive permission from the supervisor for any change in schedule or routine duties.

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E-022

## **Richmond Heights Memorial Library HARASSMENT POLICY**

It is the policy and commitment of the Richmond Heights Memorial Library that sexual harassment and harassment on the basis of race, religion, color, gender, sexual orientation, gender identity, national origin, disability, veteran status, age or any other protected class as set forth in its employment policies are strictly and expressly prohibited. The Library strives to promote respect for individuals of all backgrounds. Harassment of any nature will not be tolerated.

All employees are to act respectfully towards and tolerant of all other employees and any and all other individuals with whom they come into contact. Any harassment of any Library employee by any other Library employee is prohibited. Any employee who experiences or is aware of conduct of this nature must immediately notify the Library Director, in writing. Any employee who is uncomfortable notifying the Library Director, in writing, or who is not satisfied after bringing the matter to the attention of the Library Director should then notify the President of the Library Board of Trustees. Any questions about this policy or potential harassment should be brought to the attention of any of these same persons.

The Richmond Heights Memorial Library will promptly investigate allegations of prohibited harassment in as confidential a manner as possible under the circumstances, and will take appropriate corrective action if and when warranted. Some examples of possible appropriate corrective actions include, but are not limited to, counseling, training, suspension with counseling, and/or immediate termination of employment. Any form of retaliation against any individual for filing a legitimate complaint under this policy or for cooperating with an investigation is expressly prohibited. Any employee who experiences or witnesses any form of retaliation must immediately notify the Library Director, in writing. Any employee who is uncomfortable in notifying the Library Director, in writing, or who is not satisfied after bringing the matter to the attention of the Library Director should immediately notify the President of the Library Board of Trustees, in writing.

Given the seriousness with which all allegations of harassment are treated, the Library may also take disciplinary action, up to and including termination, against any employee who files a false complaint against any individual and/or who knowingly or purposely provides false information during the investigation of any complaint.

Claims of sexual harassment in the workplace develop under a number of circumstances. The Library recognizes that potential for harassment is severely

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increased when employees become involved in romantic relationships, and this potential is even greater when a supervisor becomes involved in a romantic relationship with an employee. If and when romantic relationships between coworkers end, there is a greatly increased potential for situations which give rise to claims of harassment. These relationships are known to cause problems beyond harassment as well. Particularly, relationships between supervisors and employees can cause morale and professional development to suffer as a result and may compromise confidentiality and co-workers' confidence in both the professionalism and fairness of the workplace.

Therefore, employees are strongly discouraged from dating or developing personal relationships of a similar nature with co-employees. In the event such a relationship does develop, it must be immediately reported to the Library Director. If the Director determines that the Library might be adversely affected by said personal relationship, one employee may be asked to resign, according to the following factors, as determined by the Library Director:

- Length of service
- Ability
- Efficiency
- Conduct
- Competence
- Attendance; and
- Training

Where the other factors are relatively equal, length of continuous service shall be controlling.

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## Richmond Heights Memorial Library GROUP HEALTH AND RELATED BENEFITS

### Benefits Summaries and Eligibility

The Library has established a variety of Employee Benefits Programs designed to assist full-time employees and their eligible dependents in meeting the financial burdens that can result from illness, disability, and death, and to help them plan for retirement, deal with job related or personal problems, and enhance their job-related skills. This section highlights some of the features of the Library's benefits programs. Several of the plans outlined are described more fully in Summary Plan Description booklets that are provided to employees once they become eligible to participate in those programs. Certain other documents, such as master contracts and master plan documents, also contain additional information regarding these programs. If the information listed herein or the Summary Plan Descriptions contradicts information contained within the master contracts or master plan documents, the master contracts/documents shall govern in all cases.

The Library reserves the right to amend or terminate any of its benefits programs or to require or increase employee contributions towards any benefits with or without advance notice at the Library's sole and absolute discretion. This reserved right may be exercised even in the absence of financial necessity. For more complete information regarding any of the Library's benefit programs, please contact the Library Director. Full benefits are provided to full-time employees only. Partial vacation and sick leave benefits are provided to regular part-time employees as enumerated in **Employee Leave Allowance Policy E-009**.

### Full-time Employee Status Determination

In accordance with the Patient Protection and Affordable Care Act (PPACA), employers with more than fifty (50) or more full-time equivalent employees must offer full-time employees (and their dependents) affordable health coverage with

a minimum value, or face possible penalties. *An employee averaging at least 30 hours of service per week (or 130 hours of service per month) is considered full-time for this mandate.* Although the Richmond Heights Memorial Library may not have fifty (50) or

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more full-time equivalent employees, it is the intent of the Library to remain in compliance with the PPACA.

In accordance with the PPACA, IRS Notice 2012-58 addresses when employees must be treated as full-time under the Act's employer shared-responsibility mandate. The IRS guidance provides two safe harbors that employers can use to decide if an employee has averaged 30 or more hours per week. One safe harbor applies to ongoing employees, the other to new employees. The safe harbors allow employers to use these time periods to predict whether an employee will qualify as full-time. The length of these time periods, as selected by the employer, may be anywhere between 3 and 12 months utilizing a standard measurement period.

The Richmond Heights Memorial Library uses a 12-month measurement period for both new and ongoing employees. New part-time and seasonal employees' hours are tracked for 12 months following the date of hire to determine full-time employee status.

Part-time and/or seasonal Library employees averaging at least 30 hours of service per week receive notification following the close of each pay period. In order to ensure compliance with the mandate, part-time and seasonal employees are required to be scheduled for no more than 28 hours per work week unless prior authorization has been granted by the Library Director.

### **Health Insurance**

The Library provides group medical insurance coverage for all full-time employees and their dependents at partial cost to employees. The Library reserves the right to cancel coverage, change carriers, modify or limit coverage or make any other changes or modifications whenever the Library considers such changes or modifications are in the best interest of the Library and its employees. Employees may be eligible for post-employment coverage at their own expense depending on the circumstances. Employees facing this situation should contact the Library Director.

### **Dental Insurance**

The Library has made every effort to find a comprehensive dental plan that will meet the needs of both families and individuals. A detailed explanation of benefits and how to use the insurance is available in the dental summary plan booklet provided by the insurance company. The Library reserves the right to cancel coverage, change carriers, modify or limit coverage or make any other changes or modifications whenever the Library considers such changes or modifications are in the best interest of the Library and its



employees.

Employees may be eligible for post-employment coverage at their own expense depending on the circumstances. Employees facing this situation should contact the Library Director.

### **Vision Insurance**

The Library provides a voluntary, comprehensive vision plan for all full-time employees and their dependents at full cost to the employee. A vision summary plan document is provided by the insurance company and given to the employee at hire and upon request. Employees may be eligible for post-employment coverage at their own expense depending on the circumstances. Employees facing this situation should contact the Library Director.

### **Disability Insurance**

The Library provides long-term disability coverage for all full-time employees. This coverage provides compensation should an employee become so sick or disabled that the employee is unable to perform their duties for a period of over ninety (90) calendar days and extending no longer than two (2) years. That period of time may be extended if the employee is totally and permanently disabled. The Library reserves the right to cancel coverage, change carriers, modify or limit coverage or make any other changes or modifications whenever the Library considers such changes or modifications are in the best interest of the Library and its employees.

### **Life, Accidental Death, and Dismemberment Insurance**

The Library provides a term life insurance policy and Accidental Death and Dismemberment insurance policy for all full-time employees at no cost to employees. The Library reserves the right to cancel coverage, change carriers, modify or limit coverage or make any other changes or modifications whenever the

Library considers such changes or modifications are in the best interest of the Library and its employees. Additional life insurance products are available through payroll deduction. Employees who choose to purchase voluntary insurance products shall pay the full premium.



## **COBRA Notification**

According to the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985, in the event of your termination of employment with the Richmond Heights Memorial Library or loss of eligibility to remain covered under the Library's group health insurance program, full-time employees and their eligible dependents may have the right to continued coverage under the Library's group health insurance program for a limited period of time at their own expense. Consult the Library Director for details.

## **Retiree Medical Insurance**

The Richmond Heights Memorial Library may permit employees, in good standing, who have terminated their employment with the Library to continue their health coverage through the Library's insurance policies at the employee's expense until they become eligible for coverage under Medicare or any similar federal or state program, dependent upon their meeting the following conditions:

1. Twelve (12) years of continual employment service with the Richmond Heights Memorial Library, as defined and verified by records of the Library and the records of the applicable retirement system, **AND**
2. Have reached the age of fifty-one (51) or older

## **Employee Assistance Program**

Through the City of Richmond Heights, the Library provides, at no cost to the employee or his/her immediate family, an employee assistance program to confidentially counsel and help employees resolve personal problems. Information, consultation and counseling are provided by professionals who work for an independent, outside firm.

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## Richmond Heights Memorial Library PROMOTIONS POLICY

Promotions within the Library may only be granted under the following conditions:

- The employee has successfully completed the introductory period (**E-012, Introductory Period**)
- The employee's job evaluations are such that the Library Director feels the employee performs their present job in accordance with the prescribed standards or in accordance with acceptable job standards

Library positions are filled by the standard recruitment process. Internal positions will be advertised for a minimum of five (5) working days. External positions will be advertised for a minimum of ten (10) working days. The Library Director determines whether a position qualifies for internal or external recruitment process.

*Adopted by the RHML Library Board of Trustees January 16, 2024  
Reviewed and adopted by the RHML Board of Trustees May 20, 2024*



E-025

## **Richmond Heights Memorial Library MEAL AND BREAK PERIODS**

Employees are allowed one (1) 15-minute paid break for every four (4) hours the employee is working. Eight (8) hour shifts receive a half-hour unpaid break in addition to two (2) 15-minute paid breaks. With Director approval, employees may combine their meal and break periods to create a full hour lunch break.

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E-026

## Richmond Heights Memorial Library SERVICE AWARDS

The Library recognizes all full-time employees for each increment of five (5) years of service. As long as the service is continuous, part-time employment will be used in calculating the total number of years of service for service awards. Awards increase in value the longer an employee remains with the Library. The value of the award is based on the number of years of service, broken down as follows:

Five Years	\$150
Ten Years	\$250
Fifteen Years	\$325
Twenty Years	\$425
Twenty-Five Years	\$625
Thirty Years	\$850
Thirty-Five Years	\$1,000
Forty Years	\$1,200

The following guidelines shall be used regarding the library's anniversary awards program:

- Anniversary awards are distributed on a calendar year, not fiscal year. Therefore, prior to the adoption of the next fiscal year budget, the Library Director will determine which employees are eligible for awards based on the current calendar year. For example, if an employee has a May hire date, they are not eligible to receive their anniversary award until the following December. If an employee leaves before December, they may request their award during their separation process. However, any employee that is terminated due to performance issues is not eligible for receiving the award.
- All anniversary awards will be in the form of a Library-issued check given to employees in December. The amount of the check issued may vary from the amounts listed above due to the estimated income tax withholding.

*Adopted by the RHML Library Board of Trustees January 16, 2024  
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E-027

## Richmond Heights Memorial Library STAFF EVALUATIONS

The Library's Staff Evaluation process is designed to:

- Link employee performance to the Library's long-range goals and objectives
- Increase performance-based communication between supervisors and employees
- Provide an objective basis for making pay-for-performance decisions
- Establish a high-performance work environment

The process works to focus attention on the key result areas and critical activities necessary to help the Library succeed now and into the future.

Supervisory personnel will hold formal review sessions with all employees annually no later than May 15. Supervisors may elect to hold a mid-year evaluation session with employees.

New employees will receive an evaluation after six months of employment.

If an employee does not agree with the performance evaluation he/she receives, he/she may appeal the review to the Library Director. The employee's signature on the evaluation form shall not signify acceptance of the evaluation; it shall be the acknowledgment of the evaluation of the employee by the supervisor. Consistent with the Library's grievance policy, only employees who have completed their Introductory Service Period have the right to appeal their performance evaluation.

All appeals must be filed within seventy-two (72) hours of the evaluation. Failure to do so will be regarded as acceptance of the evaluation, and the right to further appeal shall be forfeited. Appeals must be filed in duplicate with the supervisor and the Library Director.

*Adopted by the RHML Library Board of Trustees January 16, 2024  
Reviewed and adopted by the RHML Board of Trustees May 20, 2024*



## Richmond Heights Memorial Library SOCIAL MEDIA POLICY

The Richmond Heights Memorial Library endorses the secure use of social media to enhance communication, collaboration, information exchange, streamline processes, and foster productivity. This policy establishes the Library's position on the utility and management of social media and provides guidance on its use, management, administration, and oversight. This policy is not meant to address one particular form of social media; rather social media in general, as advances in technology will occur and new tools will emerge.

Social media provides a potentially valuable means of assisting the Library and its employees in meeting community outreach, community education, and other related organizational and information objectives. This policy identifies potential uses that may be explored or expanded upon as deemed reasonable by supervisory personnel. The Richmond Heights Memorial Library also recognizes the role that these tools play in the personal lives of some employees. The personal use of social media can have a bearing on employees in their official capacity. As such, this policy provides information of a precautionary nature as well as restrictions and prohibitions on the use of social media by all employees.

### **Procedures:**

All Library social media sites or pages shall be approved by the Library Director and shall be administered by an employee designated by the Library Director.

Content related to community outreach, community education, and related objectives do not require approval by the Library Director or Library Director's designee, but do require notification that such information has been posted on social media. Use of social media should be at a minimum of one post per week to maintain interest in the site. It is also essential that citizen postings, comments, etc. are consistently reviewed and responded to within 24 working hours.

Where possible, social media pages shall clearly indicate they are maintained by the Richmond Heights Memorial Library and shall have contact information prominently displayed.

Social media content shall adhere to applicable laws, regulations and policies, including all information and technology as well as records management policies. The content of social media is subject to public records laws, including the Missouri Sunshine laws. Relevant record retention schedules apply to social media content. Content must be managed, stored and retrieved to comply with open records laws and e-discovery laws and policies.

Where possible, social media pages should state that the opinions expressed by visitors



to the page(s) do not reflect the opinions of the Library. Pages shall clearly indicate that posted comments will be monitored and the Richmond Heights Memorial Library reserves the right to remove obscenities, off-topic comments, personal attacks, or other inappropriate or offensive information. Pages shall clearly indicate that any content posted or submitted for posting is subject to public disclosure.

#### **Sanctioned Use of Social Media:**

Richmond Heights Memorial Library employees representing the Library via social media outlets shall conduct themselves at all times as representatives of the Library. Employees shall adhere to these guidelines and always observe conventionally accepted protocols and proper decorum. When representing the Richmond Heights Memorial Library in an official capacity, employees shall identify themselves as an employee of the Library.

Employees shall not make statements, post, transmit, or otherwise disseminate confidential information, including, but not limited to; photographs, digital images, or videos related to Library training, activities, or work related assignments without express permission from the Library Director or Library Director's designee. Political activities and/or private business activities by employees on Library social media are prohibited. Employees shall observe and abide by all copyright, trademark, and service mark restrictions in posting materials to electronic media.

#### **Potential Use:**

Social media is a valuable tool which can be used for community outreach, community education, and engagement by sharing information regarding Library programs and activities.

#### **Personal Use - Precautions and Prohibitions:**

In accordance with all applicable state laws, Richmond Heights Memorial Library employees are free to express themselves as private citizens on social media sites to the degree that their speech does not impair working relationships among employees. The Richmond Heights Memorial Library values loyalty and confidentiality as important traits. Moreover, the Richmond Heights Memorial Library recognizes that some uses of social media have the potential to impede the performance of duties, impair discipline or otherwise reflect upon the Library or to negatively impact harmony among co-workers. Further, such use also has the potential to negatively affect public perception of the Library.

As public employees, personnel are cautioned that speech conducted on or off duty, if made pursuant to their official duties and responsibilities, is not protected speech under the First Amendment and may form the basis for discipline if deemed detrimental to their employer. Richmond Heights Memorial Library employees should assume that their speech and related activity on social media sites will reflect upon their position and the Library.



Personnel shall not post, transmit, or otherwise disseminate any information to which they have access as a result of their employment with the Library without written permission from the Library Director.

*Adopted by the RHML Library Board of Trustees January 16, 2024  
Reviewed and adopted by the RHML Board of Trustees May 20, 2024*

