

MEMO

To: RPL Board

From: Lizzie Hjelle, Deputy Director

Date: Oct 16, 2025

Subject: Revised All Staff Handbook Policies 5.05 & 5.055

Dear RPL Trustees,

I have included in this board packet a redline document of Library Staff Handbook Policies 5.05 Sick Leave and 5.055 Short Term Disability. This document outlines proposed changes to policies surrounding library employees' ability to use and accrue sick time and access short term disability insurance benefits.

In consultation with Executive Director Nick, the library's Leadership Team, and the City of Racine Human Resources Department, I led these proposed policy revisions. Some highlights include:

- Granting the ability to accrue and use paid sick leave to part-time employees, on a prorated basis. Adding this benefit would carry an estimated annual cost of \$35,228.

- Removing the six month waiting period for new employees to be able to use their accrued sick leave.

- Including information about Short Term Disability benefits available to employees who work 30 or more hours per week through the City of Racine.

- Most notably, we have updated these policies to align with the City of Racine's Employee Handbook, which underwent significant revision and legal review in 2024. These revisions further align benefits available to library employees with those available to all other city employees.

Thank you for your time and consideration,

Lizzie Hjelle