

MEMO

To: RPL Board

From: Lizzie Hjelle, Deputy Director

Date: Feb 19, 2026

Subject: Revised All Staff Handbook Policy 6.15 Personal Appearance

Dear RPL Trustees,

I have included in this board packet a redline document of Library Staff Handbook Policy 6.15 Personal Appearance. This document outlines proposed changes to the library's current policy, providing more clarity for employees surrounding personal appearance expectations in the workplace while affirming employees' right to self-expression. This is a significant revision of the current one-sentence policy, with the proposed changes creating a two-page policy.

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:

-Clearly defining expectations around acceptable and unacceptable clothing, hygiene, potential disciplinary actions, the appeals process, and requesting accommodations or exemptions.

-Including language protecting employee's self-expression in the form of tattoos and piercings, so long as they do not pose a safety risk or otherwise go against library policy.

-Most notably, increasing the policy's overall alignment with the City of Racine's Employee Handbook. One example of this being adding the expectation that employees should wear visible employee ID badges while interacting with the public.

Thank you for your time and consideration,

Lizzie Hjelle