



## MEMORANDUM

**TO:** Trustees

**FROM:** Linda Grayson, Personnel Committee Chair **BOARD ACTION REQUIRED**

**DATE:** January 10, 2025

**SUBJECT:** Resolution to Approve Updates to MHB's Employee Handbook

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The MHB Personnel Committee met January 8, 2025, to review and approve updates to MHB's Employee Handbook. A copy of the revisions may be found as an attachment to the resolution.

**CITY OF SAINT LOUIS MENTAL HEALTH BOARD OF TRUSTEES**

**APPROVE UPDATES TO EMPLOYEE HANDBOOK**

**RESOLUTION**

**WHEREAS**, the City of St. Louis, Missouri has levied taxes pursuant to the laws of the State of Missouri Sections 205.975 - 205.990 RSMO (1994) to fund the Community Mental Health Fund and Sections 210.860 - 210.861 RSMO (2005 and 2020) to fund the Community Children’s Services Fund (CCSF);

**WHEREAS**, MHB’s staffing needs have grown and evolved as a result of increased revenue from the Community Mental Health and Community Children’s Services Funds; and

**WHEREAS**, MHB has leveraged additional revenue to support behavioral health and children’s services in the City of St. Louis through federal grants and fiscal sponsorships; and

**WHEREAS**, MHB’s Personnel Committee met January 8, 2025, to review and approve updates to MHB’s Employee Handbook;

**NOW THEREFORE BE IT RESOLVED:**

The MHB Executive Director is authorized to utilize the updated Employee Handbook in managing the organization’s staff.

**APPROVED THIS 16<sup>th</sup> DAY OF JANUARY 2025**

Board Chair/Officer Name (printed):	Signature:
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**ATTEST:**

Board Officer Name (printed):	Signature:
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# SAINT LOUIS MHB EMPLOYEE HANDBOOK

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## Added to Workplace Accommodations Section

### *Accommodations for Pregnancy, Childbirth, and Related Medical Conditions (page 10)*

MHB recognizes the importance of supporting employees experiencing limitations related to pregnancy, childbirth, or related medical conditions by providing reasonable accommodations. MHB is committed to complying with the federal Pregnant Workers Fairness Act (PWFA) and any applicable state or local laws offering additional protections.

Examples of reasonable accommodations include:

- Additional break time for restroom use, meals, hydration, and rest.
- Seating options allowing for sitting or standing as needed.
- Schedule changes, part-time work, and paid and unpaid leave.
- Flexible work hours to accommodate medical appointments and physical needs.
- Telework (remote work).
- Closer parking spots to the workplace entrance.
- Light duty.
- Making existing facilities accessible or modifying the work environment.
- Job restructuring.
- Temporarily suspending one or more essential functions of your job.
- Acquiring or modifying equipment, uniforms, or devices.
- Adjusting or modifying examinations or policies.

If you require an accommodation, notify your Manager. In instances where the need for a particular accommodation is not obvious, you may be asked to provide:

- The reason an accommodation is needed.
- A description of the proposed accommodation.
- Information on how the accommodation will effectively address your limitations.

Medical documentation will not be required in the following situations:

- When the limitation and need for an accommodation is obvious.
- If MHB is already aware of the limitation due to previous disclosures.

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- When requesting accommodations such as additional restroom breaks, fluid intake, food breaks, or seating arrangements, which are considered presumptively reasonable.
- For any lactation accommodations.
- When a similar accommodation has been provided to other employees without requiring documentation.

MHB will engage in an interactive process with the employee to identify suitable accommodations. While MHB strives to accommodate all requests, certain accommodations may not be provided if they would result in undue hardship to MHB. Factors considered include the nature and cost of the accommodation, the overall financial resources of the facility, and the impact on operations, including safety and efficiency.

If leave is provided as a reasonable accommodation, it may run concurrently with leave under the federal Family and Medical Leave Act (FMLA) and/or any other applicable leave as permitted by law.

MHB strictly prohibits retaliation against employees who request or utilize an accommodation under this policy.

## *Accommodations for Nursing Mothers (page 12)*

MHB will provide nursing mothers with reasonable break time to express milk for their infant child for up to one year following the child's birth. If you are nursing, you will be provided with a space other than a restroom, that is shielded from view and free from intrusion from coworkers and the public.

Expressed milk can be stored in the refrigerator located in the office kitchen. Breast milk should be labeled to avoid confusion for other employees who share the refrigerator. You may also bring a personal cooler for storage.

Break time should, if possible, be taken concurrently with any other break time already provided. If you are nonexempt any time taken that does not run concurrently with normally scheduled rest periods. Break time may be unpaid where permissible by applicable law.

You must make reasonable efforts to not disrupt MHB operations. You are encouraged to discuss the length and frequency of these breaks with your Manager.

MHB will not discriminate or retaliate against employees who express breast milk in the workplace in accordance with this policy.

MHB is not required to provide the above benefit if doing so would impose an undue hardship on the organization.

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## **Added to Employee Status and Records Section**

### **Workforce Reductions (Layoffs) (page 23)**

If necessary, based upon business needs, MHB management may decide to implement a reduction in force (RIF). It is acknowledged that RIFs can be a trying experience for all involved, and MHB will make its best effort to make sound business decisions while acknowledging the needs of its workforce.

## **Added to Employee Conduct Section**

### **Use of Employer Credit Cards (page 32)**

All employees in possession of a credit card issued by MHB will adhere to the strictest guidelines of responsibility for the protection and proper use of that card. Credit card purchases require prior approval from your Manager.

Submit all receipts generated by use of the MHB credit card weekly to the designated Accountant.

Your MHB credit card may not be used for personal reasons. Use of the credit card is restricted to approved business-related expenses.

Any unauthorized purchases made with a credit card issued by the MHB will be the cardholder's responsibility. You must reimburse any such purchase to the Organization within 30 days. Immediately report lost or stolen credit cards to your Manager. Failure to follow this policy may result in disciplinary action up to and including termination.

## **Removed from Employee Benefits and Services Section**

### **Utilization of Vacation and Sick Leave Accrued prior to June 30, 2022 during Conversion to Paid Time Off (page 40)**

#### *Accrued Vacation*

Staff hired prior to July 1, 2022 have a vacation bank from accruals prior to the FY23 conversion to a PTO model, from which they can draw for paid time off. This bank can be used on a half or full day basis and any unused vacation accruals expire on June 30, 2024.

#### *Accrued Sick Leave*

Staff hired prior to July 1, 2022 have a sick leave bank from accruals prior to the FY23 conversion to a PTO model, from which they can draw. This bank can be used on a half or full day basis. Employees may voluntarily elect to donate the majority or a portion of their sick leave to a Pooled Sick Leave Bank (see below) and retain some days for their use during the conversion. Any sick leave days not used or not donated to the pooled sick leave bank will expire on June 30, 2024.

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## **Additional Updates Included:**

- Universally replaced “supervisor” with “manager”
- Universally replaced “Digital Director” title with “Director of Administration” title
- Updated contact information for MHB’s health/dental/vision insurance broker at Caravus in HIPAA section