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INTRODUCTION

Director’s Welcome

TO: Employees of the Saint Louis Art Museum
FROM: Brent Benjamin

Welcome to the Saint Louis Art Museum. Ours is a museum of international stature that attracts, supports, and retains highly skilled staff dedicated to the Museum’s mission and vision.

As an employee of the Saint Louis Art Museum, you are entitled to certain benefits and privileges, which are outlined in detail in this Employee Handbook. However, your best and most immediate source of information is your supervisor. Written communication, such as this Employee Handbook, acts as a supplement to candid and open discussion.

This handbook will tell you about the Museum: its history, policies and practices, as well as our mission and our vision.

We hope you will have a rewarding career at the Saint Louis Art Museum and enjoy the many wonderful opportunities available to you.

Use of This Handbook

This handbook establishes basic personnel guidelines under which the Museum operates. These guidelines are based upon personnel policies approved by the Board of Commissioners and the procedures that have been formulated to support those policies. The Saint Louis Art Museum complies in every respect with those federal, state, and local laws governing personnel administration.

It is the responsibility of the Director and all supervisory personnel to be familiar with policies and to administer them fairly and consistently to all employees.

It is the policy of the Saint Louis Art Museum to provide equal employment opportunities to all persons without regard to race, color, religion, national origin, sex, age, disability, pregnancy, genetic information, sexual orientation, or veteran status and any other status protected by federal, state, or local law. In addition to recruitment, selection, and advancement, this policy of nondiscrimination applies to all aspects of the employment relationship, including, but not limited to, compensation, hiring, promotion, transfer, leaves of absence, and termination. Disabilities will not preclude employment, subject to occupational requirements.
All employees will have access to a copy of these policies. Questions regarding the intent or interpretation of the policies should be referred to supervisors or the Human Resources Department. This Handbook is designed to convey basic personnel policies and procedures. The guidelines, procedures, and benefits contained in this Handbook may be amended, modified, or deleted at any time at the sole discretion of the Saint Louis Art Museum management with or without prior notice.

The Employee Handbook of the Saint Louis Art Museum is the property of the Saint Louis Art Museum for use by its active employees. It supersedes all previous versions published by the Museum.

This Handbook is designed to be informational only; it is not an employment contract. Unless otherwise agreed to in writing by the Director, all hiring and employment of staff will be on an employment-at-will basis where either party may terminate the employment relationship with or without notice.

This Handbook seeks to give you clear and concise information on Museum employment, and to increase your understanding of the Museum’s policies and procedures. In addition, it will help to ensure consistent and impartial application of those policies throughout the Museum. If you have any questions, please ask a member of the management team or Human Resources.

History and Organization of the Museum

Today’s Saint Louis Art Museum began as the St. Louis School of Fine Arts of Washington University in 1879. Two years later, the institution moved into its own new building in downtown St. Louis and became known as the St. Louis School and Museum of Fine Arts. Once it had been determined that the World’s Fair of 1904 would be held in Forest Park, Fair directors decided to construct the Fair’s Palace of Fine Arts (designed by the distinguished American architect Cass Gilbert) as a permanent structure and to turn it over to the city to permanently house its art museum. The Art Museum opened its new home in 1906, and in 1909, it became a department of the City of Saint Louis, officially known as the City Art Museum of Saint Louis.

As the landscape and geography of the greater St. Louis area changed, so did the Museum’s reach. In 1971, the Missouri Legislature approved the Metropolitan Zoological Park and Museum District (ZMD). The voters of the city and county of St. Louis voted to pass the tax, and the Museum’s name was changed to the Saint Louis Art Museum to reflect the broader support. The principal function of the Zoo Museum District is to receive and disburse collected property taxes on behalf of its five subdistricts: the Saint Louis Art Museum, the Saint Louis Zoo, the Saint Louis Science Center, the Missouri Botanical Garden, and the Missouri History Museum.

The original Museum building was completely renovated in the mid-70s to mid-80s, a south wing housing administrative offices, collection storage, auditorium, and shop were opened in 1980, and in 1985 an underground facility that included a variety of operation functions as well as three modern conservation labs was opened. In 2013, the Museum opened the East Building, which includes new gallery spaces, a restaurant, cafe, and underground parking garage.

The Museum’s permanent collection includes art objects from all time periods and from around the world. In addition to exhibiting these permanent collections, the Museum arranges a program of special
exhibitions each year. The Museum also sponsors film programs, special events, and educational activities for teachers, students, and adults. Information about the Museum’s exhibitions, collections, and programs can be found online and in the Museum’s quarterly magazine. Many catalogues and brochures are published by the Museum, and the Museum maintains a website: www.slam.org.

The Museum’s governing body is the Board of Commissioners, consisting of ten people, five from the City of St. Louis and five from St. Louis County. Each Commissioner serves a term of four years and may be reappointed to a second term of four years. Service on the Board is without remuneration. In addition, the City and the County each appoint two Advisory Commissioners, who are non-voting, but who also serve terms of four years each. The Board of Commissioners appoints the Museum Director, who is the institution’s chief executive officer. The Board also appoints the Museum’s Controller, who is the chief financial officer.

The Museum has two advisory bodies: the Board of Trustees and the Friends Board. Appointed by the Commissioners, members of the Trustees and the Friends Board serve a term of three years and may be reappointed to a second term of three years, after which they must take a one year hiatus. They also serve without remuneration. Members of the Board of Commissioners, Board of Trustees, and the Officers of the Friends Board serve on committees that advise the Board of Commissioners on the oversight of various aspects of the Museum’s operation. Members of the Friends Board assist Commissioners in fundraising, membership, and the promotion of volunteers.

The staff of the Saint Louis Art Museum is headed by the Museum's Director. (Organization Chart)

The Curatorial staff is organized in seven curatorial departments: Art of Africa, Oceania and the Americas; American Art; Asian Art; Decorative Arts and Design; European Art before 1800; Modern & Contemporary Art; and Prints, Drawings, and Photographs. The Curatorial staff is responsible for the research, interpretation, presentation, and development of the collections of the Museum, as well as the development and presentation of exhibitions.

The Exhibitions & Collections staff cares for the works of art in the Collection as well as works on loan for study or exhibition, maintains the Museum’s object records, and coordinates future acquisitions and exhibitions. These functions include Graphic Design, Exhibition Design, Registration, Installation, and Conservation.

The Learning & Engagement staff is responsible for a broad array of activities to promote the Museum's exhibitions and collections. They oversee, plan, and present all public lectures, school programs, symposia, films, concerts, gallery talks and tours, and teacher workshops. To complement these initiatives, they also manage the Richardson Memorial Library.

The Development & External Affairs staff manages and coordinates marketing, communications, and development strategies in support of the Museum’s mission. They are charged with increasing awareness and community participation, building audiences and relationships, and attracting financial support from members and donors for a wide range of Museum programs and needs. Their functions include: Institutional Giving, Campaigns & Major Gifts, Annual Programs, Marketing & Communications, Audience Development, and Museum Events.

The Operations and Administration staff maintains the Museum's physical facilities and security of the building, art, staff, and visitors. They also provide support services that allow all other functions at the
Museum to continue smoothly, including Finance, Human Resources, Information Technology, and Retail Sales. They also oversee food service operations.

Mission and Vision Statements

Mission Statement
The Saint Louis Art Museum collects, presents, interprets, and conserves works of art of the highest quality across time and cultures; educates, inspires discovery, and elevates the human spirit; and preserves a legacy of artistic achievement for the people of St. Louis and the world.

Vision Statement
The Saint Louis Art Museum will be recognized locally, nationally, and internationally as an innovative arts leader, not only for the excellence of its collections and exhibitions, but for the enjoyment and appreciation of art it brings to audiences. As the steward of a renowned and growing collection, the Museum will honor the public trust to preserve and enhance its legacy for generations to come. It will set a standard for excellence in all its endeavors. Reaching beyond its walls to stimulate interest and inspire learning, the Museum will provide experiences that attract, involve, and serve people of all ages. The Museum will be an inviting destination for learning, enjoyment, and discovery that welcomes all visitors. The Museum will engender respect and pride for stewardship of its historic buildings and its unparalleled setting in Forest Park, and it will generate energetic support for its future.

EMPLOYMENT

Equal Employment Opportunity

The Museum upholds the principles of non-discrimination in all aspects of employment regardless of race, color, religion, national origin, sex, age, disability, pregnancy, genetic information, sexual orientation, or veteran status and any other status protected by federal, state, or local law. Such action shall include, but not be limited to: employment, promotion, demotion, transfer, recruitment or recruitment advertising, separation, rates of pay or other forms of compensation, and training. Any employee who engages in unlawful discrimination will be subject to disciplinary action up to and including termination. Refer to the Anti-discrimination/Anti-harassment Policy for more information.

Any employee who feels that he or she has not been provided equal employment opportunity should report such a situation to their supervisor, to Human Resources, or to the EthicsLine without fear of reprisal. An investigation will be conducted and appropriate action will be taken, if necessary, to ensure that equal employment opportunity exists.
The Role of Your Supervisor

Your supervisor will direct your work, train you in Museum practices or new skills, deliver praise, constructive criticism or discipline, and set schedules and deadlines. Open and frequent communication with your supervisor is critical to a productive, professional relationship and will help you be a success in your job - an outcome that is not only in your best interest, but also that of your supervisor and the Museum. Your supervisor will initiate coaching sessions to review job performance. Make the most of these sessions by participating fully and in a collegial manner - ask questions, raise concerns, and offer ideas.

Open Door Policy

The Museum’s policies and procedures emphasize open-door practices that encourage each employee to deal directly with his or her supervisor, the Human Resources department, and other members of management regarding complaints or ideas. We encourage employees to follow the chain of command, but it is not mandatory if for some reason you are uncomfortable doing so.

Problem Resolution

The Museum recognizes that employee problems and concerns may occasionally arise during the course of working. Such concerns can usually be resolved through informal communication on a day-to-day basis. Supervisors and employees are encouraged to reach satisfactory solutions to their concerns by regular and open communication. Human Resources is available at any time to assist employees and managers.

The Museum also recognizes that some problems may not be satisfactorily resolved in this manner through daily communication. Therefore, guidelines are provided to allow each employee the opportunity to present a written appeal for consideration and reply, without fear of reprisal. Each member of management is responsible for making sure that all employees are aware of their right to appeal, and that this procedure may be used when informal communications do not reach a satisfactory solution.

Definition – an appeal is a personal written statement presented by an employee to change a management decision or administrative practice affecting his or her work, working conditions or employment status, including discharge. The appeal must state the reason for the belief that unfair or unequal treatment has resulted from the decision or practice.

The following steps constitute the appeal process:

Step 1. To appeal, you should present a written summary of your statement to your supervisor’s manager within ten (10) working days of an occurrence. The supervisor’s manager will review
pertinent information and discuss the matter with you as soon as practicable. If the complaint involves your supervisor’s manager, or you feel that he or she will not resolve the problem impartially, you may proceed directly to Step 2.

Step 2. If you are not satisfied with the response from Step 1, you should request in writing within five (5) working days of receipt of that response that the Human Resources Department review the appeal. You may request that the Human Resources Director and an employee of your choosing review the appeal with you as soon as practicable.

Step 3. The Human Resources Director will submit a report on this review to the Museum Director, or the Director’s designated representative. The Director shall render a written decision, which will be final.

If the Human Resources Director is the direct supervisor involved in the complaint, the Deputy Director for Administration & Operations and Controller will assume the role of the Human Resources Director in Steps #2 and #3.

**Disciplinary Action/Termination**

As an employee-at-will, you may be disciplined or separated for any reason. Except in the event of serious misbehavior where an employee may be dismissed immediately, disciplinary action may be in the form of progressive discipline. This may constitute a verbal warning, written warning, final written warning, unpaid suspension, probation, and discharge. The seriousness of any offense and the surrounding circumstances will determine the level of disciplinary action given and the Museum may impose appropriate disciplinary action for any form of disruptive or inappropriate behavior. Disciplinary action may be administered in any order deemed appropriate in the sole discretion of the Museum.

While the following list is not intended to be exhaustive, discipline or discharge is appropriate in the following instances, among others:

- Violation of the policies and procedures set forth in this handbook
- Discrimination/harassment of employees, vendors, or visitors (See Anti-Discrimination/Anti-Harassment Policy)
- Failure to follow Museum policy
- Unsatisfactory performance on the job
- Excessive absenteeism
- Habitual tardiness
- Failure to report to work or follow call-in procedures as set by supervisor
- Insubordinate behavior
- Failure to carry out any reasonable assignment requested by your supervisor
• Reporting for work under the influence of alcohol or illegal drugs, or becoming intoxicated during work hours

• Use or possession of illegal drugs or drug paraphernalia on Museum property

• Possession of unauthorized weapons on Museum property, including, but not limited to, guns and parts of guns, switchblades, etc.

• Use of insulting, abusive, or profane language directed at other employees or guests of the Museum

• Workplace violence: threats, displaying signs of or engaging in violent activities  (See Workplace Violence Policy)

• Fighting or other forms of disorderly conduct on Museum premises

• Willful destruction of Museum property

• Theft or other forms of dishonesty

• Divulging confidential information concerning the Museum's business or operations to anyone not in the Museum's employ, unless specifically authorized by your supervisor or related to a labor controversy

• Neglect or negligence contributing to damage to works of art for which the Saint Louis Art Museum has assumed responsibility

• Willful neglect of your job responsibilities

• Sleeping while on duty

• Unauthorized entry into restricted areas or an area containing confidential Museum records, including Museum computer records and files

• Falsifying time records, facts on an employment application, or any other forms or records of the Museum

• Unauthorized sharing or use of passwords for financially-related systems.

Compliance with the above guidelines is expected of all employees.

Resignation and Termination Procedures and Exit Interviews

If you are resigning, you should give your supervisor as much advance written notice as possible. We expect a minimum of two weeks. Four to six weeks advance written notice of termination is requested from supervisory personnel. Make arrangements with Human Resources for your final paycheck.

If you are terminated by the Museum, arrangements for your final paycheck will be made by the Human Resources Department.
The Human Resources Department will counsel you as to any benefits you may wish to convert. You will be compensated for all accumulated comp time at your current pay scale with your final paycheck. All accrued PTO time will be included in your final paycheck if you resign with a minimum of two weeks’ notice. PTO is not paid out if you give insufficient notice or are terminated. Accumulated sick leave terminates with the end of your regular employment and will not be paid out under any circumstances. (See Sick Leave Policy)

Before you leave, you are required to complete a Termination Checklist available on Ceridian Self-Service, which includes, but is not limited to, the return of your identification badge, P-card, keys, library materials, uniforms, or any Museum property you might have. In the event that any of those articles are not returned, a standard fee may be charged. All Museum employees who resign are expected to schedule an Exit Interview through the Human Resources Department.

Reference Inquiries
All requests for references on previous or existing employees should be referred to Human Resources, which is the only department authorized to respond to these inquiries. The Museum does not provide letters of recommendation to terminating or former associates. Human Resources will confirm a former employee’s dates of employment and job title to a prospective employer, but will generally not provide additional information without written consent from the prior employee.

Your Identification Badge

When you are hired by the Museum, your photograph will be taken by the Protection Services Department. You will then be issued a badge identifying you as an authorized employee of the Saint Louis Art Museum. This badge will be color-coded to identify your security status and will include your photograph, the name of the department you work for, and your signature. Your badge must be worn at all times while you are in the Museum. Authorized Museum personnel or Gallery Attendants may ask you to show your badge at any time.

Your badge is the property of the Saint Louis Art Museum and must be surrendered upon termination of employment. If you lose your badge while employed by the Museum or if it is stolen, you must notify the Protection Services Department immediately. You may be charged a fee to cover the cost of a replacement badge.

Hours of Operation / Work Hours

The Saint Louis Art Museum is open to the public Tuesday through Sunday, 10:00 a.m. to 5:00 p.m., and on Friday until 9:00 p.m. The Museum is closed to the public on Mondays and on the following holidays: Thanksgiving Day and Christmas Day. The Museum is open to the public on the following summer holidays: Memorial Day, Independence Day, and Labor Day. The Museum may also designate other Mondays to be open to the public.
Office hours for the Museum are 8:30 a.m. to 5:00 p.m., Monday through Friday, unless otherwise assigned. Normally, staff will be allowed one unpaid hour for lunch. Nonexempt employees must clock out for meal breaks. During meal breaks, employees are relieved of all duties and will be free to leave his/her work area. Meal periods are not considered time worked for the purpose of payment of overtime. If an employee is required to work through any part of his/her allotted lunch period he/she will be paid accordingly. Any employee who works during their meal period without clocking in must immediately notify their supervisor and complete a missed clock in report.

Breaks of no more than fifteen (15) minutes are allowed with supervisory approval and are on-the-clock. Depending on business needs, breaks may not always be feasible. Employees should check with their respective department head on work time variations necessitated by the special needs of their department.

Employees must report all time worked, whether at the Museum or off-site. Non-exempt employees will be paid for all time worked, including time worked during a meal period or after-hours. Non-exempt employees may not do any work without being properly compensated.

The Museum values employees being able to balance their work and personal lives. Alternate schedules may be available based on business needs. Employees should collaborate with supervisors and coworkers to revise schedules if necessary.

Travel Time
An employee who travels from home before the regular workday and returns to his or her home at the end of the workday is engaged in ordinary home to work travel, which is not work time. Time spent traveling as part of an employee’s principal activity, such as travel from job site to job site during the workday, is work time and will be counted as hours worked.

When an hourly or salaried non-exempt employee is scheduled for approved travel away from the Museum or to another work site, the Museum will comply with all relevant wage and hour laws.

Policy application examples (subject to specific situations):

- Work which an employee is required to perform while traveling will be counted as hours worked.
- To the extent an employee is required to travel away from home, and has down time during what would otherwise be normal working hours, that time will be compensable. However, down time away from home outside of normal working hours will not be paid time.
- When travel time for travel away from home overnight cuts into an employee’s regularly-scheduled work hours, the Museum will pay the employee for all travel time.
- Travel time from an individual’s home to an airport or other commercial travel site for departure (for example, a train station), is not considered work time unless during normal working hours.
- Time spent traveling from one worksite to another is paid time.
- Time spent traveling for travel away from home overnight outside of regular working hours as a passenger on an airplane, train, boat, bus, automobile or other means will not be considered time worked.
Questions regarding whether travel time is paid time should be brought to the attention of the Museum's Human Resources Department before any travel is commenced.

Summer Flexible Schedule Guidelines

Overview

Between Memorial Day and Labor Day, the Museum offers flexible scheduling options to help employees manage their work/life balance. Flexible schedules are a voluntary work alternative that may be appropriate for some employees and some jobs. Flexible schedules are not an entitlement or institution-wide benefit, and in no way change the terms and conditions of employment-at-will with the Museum.

All departments must be adequately staffed during normal hours of operation to ensure uninterrupted service to internal and external clients. Office hours are 8:30 a.m. – 5:00 p.m., Monday through Friday.

These guidelines are not intended to place additional requirements on supervisor-approved, infrequent ad hoc schedules; rather the guidelines address scheduling alternatives of a more defined time period.

Eligibility

Eligibility for participation will depend on an assessment by the manager showing that the employee’s proposed work schedule will enable the employee to fully meet job responsibilities and performance expectations. A flexible schedule might not be feasible within some departments or for certain positions within a department. To be eligible for a flexible work schedule, an employee must have received a minimum of a “meets expectations” rating on his/her last performance evaluation. Likewise, employees who have been subject to disciplinary action during the previous 90 days may not be eligible to participate in the flexible schedule program.

Employees must be available to attend scheduled meetings and participate in other required Museum activities as needed. Except for extraordinary circumstances, the Museum normally provides at least 24 hours’ notice for such events.

Any flexible schedule agreement may be discontinued at any time at the request of either the employee or the manager.

Flexible Schedule Requests

Employees may request to participate by submitting a request to their manager for review. Employees should be prepared to discuss how they intend to resolve any conflicts that may arise between work responsibilities and the new schedule.

Meal breaks of at least 30 minutes are unpaid.

For employees working fewer days per week, during the Memorial Day week and the week of the Independence Day holiday, regular schedules, not flexed schedules, should be worked in order to minimize any confusion or create staffing issues. These are already four-day workweeks due to the holiday.
Employees working a flexible schedule may not work overtime without the express consent of their department head in advance of working the additional hours. Flexible schedules should not result in other employees working overtime to ensure proper coverage.

Some examples of flexible schedules:

- Working a revised shift, such as 7:30 a.m. – 3:30 p.m. with a half-hour lunch.
- Working a shortened workweek, such as Monday through Thursday, working 9+ hours each day.
- Working slightly longer four days per week and taking a half day off.

**Evaluation of Requests**

In evaluating a flexible schedule request, the manager will weigh such factors as overall team/department workload, job responsibilities, required interaction with members of the public, schedules requested by other employees in the department and current performance. This arrangement is only valid as long as it continues to suit both the employee and the department. If approved, a Flexible Schedule Agreement should be executed to ensure all parties are in agreement, with a copy sent to Human Resources.

Saint Louis Art Museum reserves the right at any time to return an employee participating in a flexible schedule to his/her standard schedule if the employee’s schedule is not permitting the department to operate effectively or if changes in circumstances necessitate the return to a standard schedule. Saint Louis Art Museum reserves the right to alter flexible schedules as needed without advance notice.

**Inclement Weather**

The Saint Louis Art Museum is committed to making every effort to remain open for business on scheduled workdays; however there may be instances when conditions compromise safety. In the event of severe weather, utility disruption, etc., employee safety is the primary consideration.

The following guidelines are provided to assist with employees’ decision to report to work as well as the use of available paid leave and other pay issues.

1. The Director (or designee) will decide whether to not open, to alter the regular work schedule (open late), or to release employees early. The decision will be communicated to the management team, who will be responsible for communicating the decision to their areas. The Marketing department will update the employee hotline.

2. Employees will be updated through the employee hotline (314-655-5304) by 6:30am if the Museum will not open that day, or if it will open late.

3. When the decision has been made to release employees early, the employee hotline (314-655-5304) will be updated with the early dismissal time as soon as the decision is made. The management team will also be notified and will communicate the decision to their areas. All
employees (full-time and part-time) at work on a day the Museum releases employees early will be paid for the hours missed due to closure.

4. All employees (full-time and part-time) scheduled to work when the Museum closes for a full day will be paid “Other” pay for the hours missed due to closure. Employees on prescheduled PTO or sick leave are not eligible for this pay. “Other” pay will not be counted as time worked for the purpose of payment of overtime.

5. When the Museum is open, time missed for inclement weather will be treated as any other time missed.

6. Employees must notify their supervisor as soon as possible, but not later than their regular start time, when they will not be following their regular schedule and the Museum is open.

7. Any hourly (non-exempt) employee who is required to come to work as “essential staff” when the Museum is closed will receive regular pay for hours worked. “Essential staff” always includes certain members of the security and building operations departments, but may also include other employees working under a critical deadline. Department heads will determine and communicate these needs as they occur.

8. Under no circumstances will pay for periods when the Museum is closed and an employee performed no work contribute to an employee being paid more than their normally scheduled hours for the week.

9. If, due to inclement weather, employees feel they cannot safely drive to work or must leave prior to the regularly scheduled time or early closing time, the employee must use accrued PTO time for all time missed, even if the Museum does close. In all cases, the decision as to whether the drive to work can be made safely, or the drive home can be done more safely early in the day rather than at the completion of the workday, must remain with the individual employee.

Any questions regarding application of this policy should be directed to Human Resources.

**Entering and Leaving the Museum**

As an employee of the Saint Louis Art Museum, you must use the staff entrance on the west side of the building for your first entry and last departure each day and show your identification badge upon entering or leaving the Museum building. In addition, if you are carrying an oversized handbag, briefcase, backpack, or package, you must either present it for inspection or present a properly authorized Museum Property Pass to the Staff Entrance Attendant at the door. The Property Pass must describe the package and its contents and be authorized by your department head. However, works of art entering or leaving the Museum must be inspected by an authorized member of the Registration office.

If working when unscheduled:

- If you are working in the Museum building outside your scheduled hours, you must notify Protection Services.
• If you are working in the Museum on weekends or on official holidays, you must notify Protection Services upon entering and leaving. Non-exempt personnel must have prior authorization from their department head (who must notify Protection Services in advance) in order to access work areas past their regular schedule or on weekends.

• If you plan to return to work at the Museum after it has closed, you must telephone Protection Services at 314-655-5245 before you arrive to alert them to your plans.

Restricted Areas

Access to certain areas of the Museum is strictly limited to authorized personnel with prior clearance. Check with your supervisor if you are unclear as to which areas you are authorized to access.

Romantic Relationships

Consenting romantic relationships between a supervisor and a subordinate employee in the same department are contrary to the best interests of the Museum. If a romantic relationship between a supervisor and an employee s/he supervises (directly or indirectly) should develop, it is the responsibility and mandatory obligation of the supervisor to promptly disclose the relationship to his or her supervisor. On being informed of the relationship, the Museum may take all steps that, in its discretion, it deems appropriate. At a minimum, the employee and supervisor may not be permitted to work together.

This policy applies without regard to the sex or the sexual orientation of the participants in a relationship. Violation of this policy will lead to disciplinary action, up to and including termination.

Nepotism

Members of an employee’s immediate family may be considered for employment on the basis of their qualifications. Immediate family may not be hired, however, if employment would create a supervisor/employee relationship or any other situation that could create a conflict for the Museum. This policy must be considered when assigning, transferring, or promoting an employee and when an employee becomes an immediate family member. For the purpose of this policy, immediate family includes: spouse, parent, child, sibling, aunt, uncle, niece, nephew, grandparent, grandchild, and members of the same household. This policy applies to a domestic partner and equivalent relatives the same as it does for a spouse. All categories listed include the step-relative of equal rank (e.g., stepparent, stepchild, etc.) and in-law relatives of equal rank (e.g., father-in-law, mother-in-law, sister-in-law, etc.).
Accommodations Policy

The Museum complies with the Americans with Disabilities Act and applicable state and local laws providing for nondiscrimination in employment against qualified individuals with disabilities those regarded as having disabilities and those associated with individuals with disabilities.

The Museum also provides reasonable accommodation for individuals with disabilities in accordance with these laws. Accordingly, when circumstances arise, Museum management will evaluate the feasibility of requested accommodations in light of the ADA’s guidelines and determine whether such accommodations are feasible or whether they will create an undue hardship on the Museum.

Likewise, the Museum respects the religious beliefs and practices of all employees and will make, upon request, a reasonable accommodation for observances of sincerely held religious beliefs when one is available that does not create an undue hardship on the Museum.

Employees that need an accommodation should initiate and engage in an interactive process with their supervisor and Human Resources to find a mutually agreeable accommodation.

Workplace Violence Policy

The Museum provides a safe environment for all employees as well as our visitors. To ensure a safe environment and to reduce the risk of violence, everyone is responsible for monitoring and reporting potentially dangerous situations. Accordingly, all employees should review and understand all provisions of this workplace violence policy.

Prohibited Conduct: The Saint Louis Art Museum does not tolerate any type of workplace violence committed by or against employees or our visitors. Employees are prohibited from making threats or engaging in violent activities. This list of behaviors, while not inclusive, provides examples of conduct that is prohibited at the workplace or while engaged in work on behalf of the Museum.

- Causing physical injury to another person
- Making threatening remarks
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress
- Bullying
- Intentionally damaging employer property or property of another
- Possession of a weapon while on Museum property or while on Museum business
- Use of any item as a weapon, including personal protection items such as pepper spray or Tasers, while on Museum property or while on Museum business
Any potentially dangerous situations must be reported immediately to a supervisor, Protection Services, or the Human Resources Department. Reports can be made anonymously and all reported incidents will be investigated. In cases of imminent danger, the police or other outside law enforcement officials should be notified. The Museum will actively intervene at any indication of a possibly hostile or violent situation.

The Museum prohibits retaliation against anyone for making a good-faith report under this policy, for assisting in making a good-faith report under this policy, or for cooperating in an investigation related to a workplace violence complaint. Any employee who believes he/she has experienced or witnessed retaliation should report that violation immediately to his/her supervisor and/or the Human Resources Department.

**Dangerous/Emergency Situations:** Employees who encounter an armed or dangerous person should not attempt to challenge or disarm the individual. If a supervisor or member of Protection Services can be safely notified of the need for assistance without endangering the safety of the employee or others, such notice should be given. Otherwise, employees should remain calm, cooperate, and follow the instructions given.

**Workplace Bullying:** Workplace bullying is the deliberate, hurtful, negative, repeated mistreatment of one or more employees driven by a desire to control. Some of the forms it takes are constant and unfair criticism, teasing, yelling, insulting, malicious gossiping, and aggressive behavior. Workplace bullying is inappropriate and unacceptable behavior, and is prohibited by the Saint Louis Art Museum.

Threats, threatening conduct, bullying or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Non-employees engaged in violent acts on the Museum’s premises will be reported to the proper authorities and fully prosecuted.

**Anti-Discrimination/Anti-Harassment**

**Discrimination**

The Museum prohibits discrimination on the basis of race, color, religion, national origin, sex, age, disability, pregnancy, genetic information, sexual orientation, veteran status, or any other protected status covered by local, state or federal laws and regulations.

**Harassment**

The Museum also prohibits unwelcome verbal or physical conduct that denigrates or shows hostility or aversion toward an employee or person because of race, color, religion, national origin, sex, age, disability, pregnancy, genetic information, sexual orientation, veteran status, or any other protected status covered by local, state or federal laws and regulations. Examples of conduct prohibited by this policy include, but are not limited to, jokes or pranks that are hostile or demeaning with regard to his/her protected status; or has the purpose or effect of creating an intimidating, hostile, abusive or offensive work environment.
Sexual Harassment

As part of the above stated policy, no employee or any person may sexually harass another individual. Prohibited sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, and other verbal or physical or other non-verbal conduct of a sexual nature when (1) submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission to or rejection of such conduct by an individual is used as a basis for any employment decision; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating or hostile learning or working environment.

This Anti-Discrimination/Anti-Harassment policy applies to any conduct in the workplace or off-site that has the effect of interfering with an individual’s work performance or creates an intimidating, hostile, or offensive working environment. Such harassment or retaliation violates the Saint Louis Art Museum’s policy:

- Regardless of whether it is committed by an employee, member of the Museum’s Boards, vendor, or other visitor to the Saint Louis Art Museum;
- Regardless of whether the harassment or retaliation violates or does not violate federal, state, or local law.

Reporting Procedure

All reports of inappropriate conduct will be promptly and thoroughly investigated, and the Saint Louis Art Museum will act to ensure that any improper conduct ceases immediately and corrective action is taken to prevent a recurrence. Any employee who violates this policy will be subject to the full range of corrective action, up to and including discharge.

The Saint Louis Art Museum’s complaint procedure is designed to encourage any employee, vendor, or other visitor to the Saint Louis Art Museum to report any instance of harassment or retaliation that violates this policy. If you believe that you are being harassed or retaliated against in violation of this policy, or if you observe someone else being subjected to such conduct, report this conduct immediately to the Human Resources Director or another member of the management team. Any supervisor or member of management who becomes aware of potential violations of this policy should contact the Human Resources Director immediately. The Museum cannot guarantee confidentiality of any report under this policy, but it will maintain the confidentiality of any such report to the maximum extent possible in light of its investigation commitment.

Retaliation

The Museum prohibits retaliation against anyone for reporting discrimination/harassment under this or any other policy, for assisting in making a discrimination/harassment complaint under this or any other policy, or for cooperating in a discrimination/harassment investigation.

Any employee who believes he/she has experienced or witnessed any conduct in violation of this policy should report that violation immediately to his/her supervisor and/or the Human Resources Department. The Museum will conduct an investigation of any such report and will take whatever corrective action necessary according to its investigation, up to and including termination of employment. The Museum
cannot guarantee confidentiality of any report under this policy, but it will maintain the confidentiality of any such report to the maximum extent possible in light of its investigation commitment.

As described above, no individual who in good faith reports, assists in reporting, or cooperates in investigating a report under this policy will suffer any adverse consequences as a result of that conduct. However, an individual who knowingly alleges a false claim against another will be subject to the full range of corrective action, up to and including termination of employment.

Drug Free Workplace Policy

The object of the Drug Free Workplace policy is to ensure a safe, healthy, and productive work place for our employees, and to ensure a safe environment for others having business with the Saint Louis Art Museum. To this end, the Museum will make a good-faith effort to maintain a drug-free work place.

In summary, the use, possession, manufacture, purchase, sale, or distribution of the following substances are not allowed on Museum premises or during working time:

- illegal drugs and/or drug paraphernalia
- prescription drugs unless prescribed specifically for the employee and taken as prescribed
- alcohol - unless specifically authorized by the Museum Director, or his designee, at a Museum sponsored event; however, even when consumption is authorized, it is expected that the employee will drink responsibly.

In addition, all employees are prohibited from being under the influence of alcohol or illegal/controlled substances during working hours.

Your cooperation in maintaining a drug-free work place is both appreciated and expected.

Full compliance with the Museum’s Drug Free Workplace policy is required of all employees. The full text of the policy can be found HERE.

PERFORMANCE AND PAY

Job Description

The Museum attempts to maintain a job description for each position. These descriptions are written in order to ensure the application of consistent standards to hiring practices and to assist in evaluating job performance. Your job description can be used as a guide by both you and your supervisor in
determining the content of your job and related goals for you to achieve. Your supervisor will give you a copy of your job description.

As an employee of the Museum, you may be asked to perform special or temporary duties that are not strictly part of your job description. Remember that the written description is intended to serve primarily as a guide; it is not an all-inclusive or binding contract.

The Museum’s job descriptions are periodically reviewed and updated as necessary. If you feel that your job duties have changed substantially, discuss your thoughts with your supervisor.

Performance Appraisal

The Museum’s use of the performance appraisal is most constructive as an ongoing process between you and your supervisor. Coaching sessions and general discussions are recommended throughout the year so that job performance, goals, and expectations are clearly defined for everyone.

Written performance appraisals usually occur at least annually. Merit increases, if any, are typically based on annual performance appraisal scores.

Categories of Employment

Employment with the Saint Louis Art Museum requires placement in one of the following categories:

1. **REGULAR** – Ongoing positions, typically with no predetermined end date.
2. **TEMPORARY** – Positions with an end date no more than six months in the future.
3. **LIMITED TERM** – Positions with an end date more than six months in the future.
4. **SEASONAL** – Positions with sporadic schedules, based on business needs. During periods of inactivity longer than one month, employees in seasonal positions are classified as “inactive”. Employees who are inactive longer than twelve months will be terminated.

Employment is also classified by one of the following schedules:

1. **FULL-TIME** – Employees generally work a minimum of 30 hours per week. Regular employees are eligible for time off benefits on a prorated schedule, as well as all other benefits as described in the Benefits section of this handbook. Exception: “limited term” employees are not eligible for ERS participation unless the term is more than five years.
2. **PART-TIME** – Employees are scheduled to work a fixed number of hours (minimum of 20, maximum of 25) each week, year-round. Regular part-time employees are eligible for paid time off benefits on a prorated schedule.
3. **ON CALL** – Employees in this category work a flexible schedule as needed based on a schedule established by their supervisor. They are not eligible for fringe benefits, but are included in all federally-mandated programs.

Specific work hours of employees in any of these categories are determined by the Museum and may vary depending upon the nature of their duties and needs of the Museum. The supervisor must approve requests for an alternate work schedule in advance. All of the above-mentioned categories of employees are subject to all policies and rules of the Museum.

In addition, the Fair Labor Standards Act (FLSA) defines a few selected categories of employees such as executive, administrative, professional and sales personnel who may be exempt from the overtime provisions of the Act. Employees in those categories must meet certain tests as set forth in the Act and are classified as follows:

1. **EXEMPT EMPLOYEE**: Employees who are exempt from the minimum wage and overtime provisions of the FLSA.
2. **NON-EXEMPT EMPLOYEE**: Employees who are not exempt from the minimum wage and overtime provisions of the FLSA.

All employees of the Museum use an electronic timekeeping system.

### Overtime

You are expected to work overtime when your supervisor requires it. When possible, your supervisor will communicate the need for overtime in advance so that you can plan for it.

Non-exempt employees must have authorization by their supervisor in order to work overtime. In addition to complying with all federal, state, and local laws, the Museum has instituted the following:

- The Museum’s work week is Sunday at 12:00 a.m. through Saturday at 11:59 p.m.
- Non-exempt employees will be compensated at time-and-a-half rate in either cash or compensatory time off for any overtime worked in excess of forty (40) hours in a week.

Exempt employees will not be paid for overtime worked. You and your supervisor may arrange a flexible work schedule required to complete the duties and responsibilities of your position.

### Emergency Call-Back Pay

An emergency call-back is defined as an unscheduled request made by an appropriate management official for an employee to return to work to do unforeseen or emergency work after leaving the Museum at the end of his or her regular shift and before the beginning of the next regularly-scheduled...
shift. A non-exempt employee who is called back to work outside his or her normal work schedule shall be paid for the time worked or a minimum of three (3) hours, whichever is greater.

Call-back pay will be calculated at the employee’s regular rate of pay and will count toward determining overtime. In accordance with the FLSA, travel time from the home location to the primary work site is not compensable. If an on-call employee is not called back, no pay will be earned unless otherwise required by law. Overtime compensation is applicable only when total hours worked exceed 40 hours per week.

Unless otherwise compensated, non-exempt employees responding to an emergency request via telephone/computer shall receive a minimum of 30 minutes as paid time at the employee’s hourly rate for each occasion of call-back. If more than one call-back occurs within an eight (8) hour time frame, total call back time cannot exceed three (3) hours unless the time actually worked exceeds three (3) hours.

Emergency call-backs will not automatically result in the reduction of paid time off requested during the week (PTO, sick, comp time) and will not result in a reduction of holiday pay. The affected employee may choose whether to be paid all paid time off.

This policy applies to non-exempt employees only. The provisions of the policy do not apply when the emergency call-back causes the employee to return to work less than one (1) hour in advance of his/her start time. Employees whose work continues following the end of the regularly scheduled hours of work will not be considered to be called-back.

Compensation

The Museum has established a salary structure to attract qualified people and retain and reward those who perform well. Each position has an assigned grade, with a minimum, midpoint, and maximum salary based on market studies. Annual increases, if any, are tied to performance appraisal results. Should you have questions about your compensation, discuss this with your supervisor.

Merit Increases

Increases in salary at the Museum are typically based upon merit alone. The Saint Louis Art Museum does not give raises for increases in the cost of living, nor does the Museum give merit increases on an annual basis automatically. Final approval for any individual merit increase will be made by the Director of the Museum.

Merit increases are based on employees’ performance appraisal scores and have a January 1 effective date (or other date as directed by the Board of Commissioners). Eligible employees are those that have been hired or who received a promotion with pay increase more than six months prior to the effective
date. Employees hired or promoted less than six months prior will be eligible for merit increases in the next cycle.

Pay Schedule

All employees are paid on a bi-weekly basis. The year is divided into twenty-six pay periods of two weeks each. Payday is on the Friday following the end of each period.

All employees are required to use the Museum’s automated time and attendance system to track hours worked, as well as time off. Instructions for the automated system are HERE.

Pay Information

There are certain deductions from your pay that are made as required by law or by your request. If you elect to participate in our benefits programs, payment of premiums will be handled by payroll deduction. Deductions fall into two categories:

Required by law: federal income tax, federal Social Security tax and Medicare tax (FICA), state income tax, city earnings tax, and garnishments.

Requested by you: health insurance, dental insurance, direct deposit, 403b contribution, flexible benefit program (IRC Section 125 Plan), Health Savings Account (HSA), United Way contribution, optional life insurance coverage, optional accident insurance (AD&D), and other similar deductions. You should review your online Earnings Statement regularly to ensure pay, deductions, and time off balances are correct.

Recording of Time

All employees of the Museum are required to use our time clock system. You are required to enter your hours worked accurately, including all meal periods. You are required to notify your supervisor and Human Resources of any pay discrepancies, unrecorded or misrecorded work hours.

Do not clock in or out for another employee, or allow another employee to clock you in or out.

The time clock rounds to the nearest quarter hour, and you will be paid accordingly.

Falsification of time records or recording time for another employee may result in discipline, up to and including termination of employment.

Salaried Exempt Employee Paychecks

It is the policy of the Museum to regularly pay its salaried exempt employees a predetermined amount constituting all or part of the salaried exempt employee’s compensation, minus applicable deductions and tax withholdings. With limited exceptions, the amount paid to salaried exempt employees is not subject to
reduction because a salaried exempt employee works fewer hours in some weeks than others. In certain instances, deductions may be made for personal leave when paid time off is exhausted, FMLA-qualifying absences, or for jury or military duty. This predetermined amount will be paid to salaried exempt employees for any week in which he/she performs any work for the Museum.

In the event that any of the above-mentioned deductions are taken from the predetermined amount, whether inadvertently, improperly or otherwise, the following procedures will be followed by the Museum and any affected salaried employee:

1. The affected salaried exempt employee should notify the Human Resources Director that an improper deduction has been taken.

2. Upon notification by the affected salaried exempt employee, the Museum will conduct a prompt and thorough investigation into the impropriety of the complained-of deductions, and will make every effort to conclude that investigation in a reasonable amount of time.

3. Once it is determined by the Museum that any improper deductions have been taken, The Museum will make full reimbursement to the affected salaried exempt employee and will make a good faith commitment to comply in the future with the terms of this policy so that improper deductions will not be taken in the future.

It is the intention of the Museum to fully comply with all applicable state and federal laws that regulate the payment of wages and all other compensation to its employees. Accordingly, this policy is subject to revision as those laws may change.

BENEFITS

All employees of the Museum are eligible for the following benefits.

- **Social Security** – You and the Museum contribute a federally-mandated amount toward this retirement account.

- **Workers Compensation** – In the case of a work-related injury or illness, you are protected under the laws of the State of Missouri. The benefits may include medical costs and pay for time missed. See the [Injury on the Job](#) policy for more information.

- **Unemployment Compensation** – If you sustain a reduction in work hours through no fault of your own, you may be eligible for unemployment compensation. The Museum pays all costs related to this benefit.

- **Direct Deposit** – Your pay can be electronically deposited directly into your checking and/or savings account(s). This can be set up on [Self Service](#) or with a form from Human Resources.
- **Credit Union** – As an employee of the Museum, you are eligible to belong to the First Community Credit Union, the St. Louis Community Credit Union, and the St. Louis Teachers Credit Union.

- **United Way** – You may make charitable contributions to the United Way through payroll deduction on a post-tax basis, though your contributions may be tax-deductible when you file your taxes.

- **Museum Shop** – Employees receive a 20% discount on all regularly-priced purchases from the Shop. During the week of your birthday, you receive a 30% discount.

- **Employee Assistance Program** – Provides private confidential, professional counseling outside the workplace for employees and immediate family members. Call 1-800-832-8302 to contact the EAP.

- **Food Services** - Food services at the Museum are provided by an outside vendor. Members of the Museum staff and volunteers are offered a discount off the published prices of all items on the menu of the Museum Restaurant and the Museum Cafe. Reservations at the restaurant are only accepted for staff having a business lunch with people from outside the Museum. Otherwise, staff are seated by the hostess along with all other assembled restaurant patrons. Employees, volunteers, or contractors should not bring their own food into any of the Museum’s public food service areas.

- **Museum Programs** – All public programs offered by Learning & Engagement are open to Museum staff, subject to their regular work schedule duties. Staff may purchase tickets for paid ticketed events, receiving the Members discount, when tickets go on sale to the Members. Staff may attend free ticketed/non-ticketed events on a space-available basis; however, staff may not be seated for non-ticketed events until seats are released by the Learning & Engagement staff, which will typically be at the commencement of the program. Staff members receive the Members discount on tuition for all Museum art classes. See [S:\Intranet\forms\ExhibitionTicketPolicy.pdf](S:\Intranet\forms\ExhibitionTicketPolicy.pdf) for details on our ticket policy.

- **Pet Insurance** - Employees may buy insurance for pets at a reduced group rate. See HR for details.

All regular (not temporary, on-call, or seasonal) employees are eligible for the following benefits.

- **Museum Membership** – The Saint Louis Art Museum operates a membership program, founded in 1952. Membership serves two principal functions: it is a means for members of the St. Louis community to become personally involved in the activities of the Museum, and it also raises funds in support of the Museum’s mission. As a regular employee of the Saint Louis Art Museum, you automatically become a member. As such, you will receive all the regular mailings about Museum activities. You will also receive invitations to members’ lectures and preview parties. Employees retiring from the Museum with fifteen or more years of service will be offered a lifetime membership.
- **403(b) Plans** – All regular employees are eligible to contribute pre-tax dollars to these retirement plans. Your personal savings are an important part of the financial picture during retirement!

- **Flexible Benefits Program** – This program allows you to use before-tax dollars through salary reductions to pay for certain insurance premiums, and for certain eligible medical and dependent care reimbursements. Part-time employees must work a minimum of 800 hours in the previous plan year to be eligible.

- **Tuition Remission** – Reimbursement may be available for courses taken on your own time. See the policy for details.

All regular full-time employees are eligible for the following benefits on the first day of employment. Details of the plans are provided during orientation and annually at open enrollment. Eligibility for all of these benefits is subject to the plan documents, which are available on Ceridian Self Service.

- **Group medical plan** – health coverage for you and your family.
- **Group dental plan** – dental coverage for you and your family.
- **Vision plan** – vision coverage for you and your family.
- **Short-term disability** – pays 60% of your salary for up to 12 weeks if you are unable to work due to illnesses or injuries that are not work-related.
- **Long-term disability** – pays 60% of your salary if you are unable to work due to illnesses or injuries that are not work-related. This benefit begins after short-term disability ends and continues until the disability ends or you reach normal retirement age.
- **Life insurance** – pays a benefit to your beneficiary in the event of your death.
- **Accidental death and dismemberment** – pays a benefit to your beneficiary in the event of your death due to an accident. Also pays benefits for the loss of certain critical body parts/functions.
- **Pension** – employees are members of the City of St. Louis Employees’ Retirement System. The Museum pays into this plan on your behalf.
- **Identity Theft and Legal Services** – employees may purchase this benefit to help guard against identity theft and/or to have prepaid legal assistance for situations described in the policy documents.
- **Critical Illness** – this employee-paid benefit offers financial assistance in the event of a diagnosis covered by the plan.
- **Accident Insurance** – this employee-paid benefit pays cash according to a schedule for expenses commonly incurred during an accident.
- **Public Service Loan Forgiveness** – Working at the Museum may qualify employees for this program. Refer to this website for eligibility requirements:
The Museum's benefit programs are subject to change at any time.

For a deeper dive into the Museum's benefit offerings, see our Benefits Guide.

TIME AWAY FROM WORK

The purpose of the time away from work policies is to provide employees with paid time off from work that can be used for needs such as vacation, personal or family illness, doctor appointments, school, volunteering, and other activities of the employee's choice. The Museum's goal is to reduce unscheduled absences and the need for supervisory oversight.

Paid Time Off

It is the policy of the Saint Louis Art Museum to offer a paid time off program as a benefit to eligible employees. The Saint Louis Art Museum must also have the necessary control to function at an effective level. To achieve these objectives, this Paid Time Off (PTO) program has been developed. It allows for accumulation of PTO with the understanding that it is important for employees to have time away from work for rest, relaxation, or other personal reasons.

All regular and limited term full-time and part-time (20 hours/week or more) employees are eligible to accrue and use PTO benefits in accordance with this policy. Seasonal, on-call, and temporary employees are not eligible for PTO benefits.

PTO benefits are accrued from the first date of employment. PTO is calculated based upon length of continuous service and the number of hours paid in each pay period, up to a maximum of forty (40) hours paid per week. Hours paid may include worked hours and PTO hours. PTO must be scheduled in advance with your supervisor's approval.

The following accrual schedule applies to days paid to regular and limited term full-time employees working in eligible classifications (part-time employees accrue a prorated amount):

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>All Regular Employees Below Department Head</th>
<th>All Regular Employees - Department Heads and Above</th>
</tr>
</thead>
</table>

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Changes in accrual to reflect years of service are effective on the first of the month following the anniversary of the employee’s initial eligibility date.

The maximum carryover allowed from year to year is equal to one year’s accrual. No employee shall be allowed to exceed maximum carryover past December 31 of any given year without the written approval of the Director. It is the employee’s responsibility to ensure accuracy of his or her records.

Employees may request the use of PTO in any quarter-hour increment. PTO hours paid will not exceed the employee’s normal workweek. Non-exempt employees may only use enough PTO to bring the total paid hours for the week to the employee’s normally scheduled hours. PTO hours will only be paid for regularly scheduled work hours not worked. Hours are paid at the employee’s regular base rate of pay. PTO may not be paid in advance. Employees are not able to use PTO until it has accrued.

For instances of planned PTO (i.e. vacation, etc.), requests must be submitted two weeks in advance, or as soon as reasonably practicable.

The Saint Louis Art Museum reserves the right to schedule time off according to staffing needs. These needs may make it necessary to limit the number and type of employees off at one time and the amount of PTO taken at one time. Conversely, in the event that there is not enough work, employees may be sent home or scheduled hours may be reduced or cancelled. In such cases, employees may elect to use accrued PTO.

Accrued unused PTO must be taken for all scheduled and unscheduled absences (excused), except those covered by Workers’ Compensation. Time off for jury duty will not apply to the PTO program. Reservists called for Active Duty may elect to take time off without pay or use accrued PTO benefits.

All accrued unused PTO must be applied while on leave of absence, including Family and Medical Leave, before taking unpaid leave. PTO does not accrue while on a leave of absence.

In the event that an employee is no longer working in a position that is eligible for PTO, all accrued unused PTO will be paid upon reclassification. When employees voluntarily leave the Museum they are eligible to receive payment for the balance of their unused accrued PTO if they have given at least two weeks’ notice of resignation. Accrued PTO is not paid if an employee is terminated involuntarily. If the employee has a negative balance upon becoming ineligible or leaving the Museum, the negative balance will be deducted from the employee’s final paycheck unless prohibited by applicable law.
Holidays

All regular and limited term full- and part-time employees are eligible for the following holidays (part-time employees are paid holiday time proportionate to their scheduled work week):

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

The actual recognized holiday dates will be issued to the staff at the beginning of each calendar year.

If a holiday should fall on a weekend, the holiday will be observed on the closest work day to the actual holiday.

Holiday pay will not be considered as time worked for the purpose of overtime calculations. Holiday pay is computed at individual employee’s regular base rate of pay. Holidays will not be paid to employees on any type of unpaid leave. Holidays falling within an approved scheduled PTO will be recorded as holiday pay.

An employee must be present at work on his or her last scheduled day prior to holiday and the scheduled day after holiday to receive holiday pay. Employees are not considered scheduled if on preapproved time off (except FMLA). An exception may be granted if an acceptable doctor’s note or other documentation is provided.

Employees who work in certain departments may be required to work regardless of the holiday. If an employee is scheduled to work on a holiday, he or she will be paid at the employee’s regular base rate of pay plus holiday pay (current rate of regular pay for which the employee is normally scheduled to work). A non-exempt employee who is scheduled to work on a recognized holiday may elect compensatory time in lieu of holiday pay. This would not impact pay for actual hours worked. Such an agreement or understanding must be reached prior to the performance of work and must be entered into voluntarily by the employee.

Sick Leave

Sick leave is designed to provide employees with time off to be used for a variety of reasons including the employee’s own illness, injury, and/or doctor appointments, as well as illness, injury and/or doctor appointments for the employee’s children (as defined in FMLA policy), spouse/partner, or parents. Sick leave is not intended be used as PTO days or to extend a vacation or holiday.
All regular full-time employees accrue sick leave at the rate of seven days per year. Regular and limited term part-time positions (20 hours/week or more) accumulate sick leave proportionate to their workweek. Accumulation begins on the employee’s date of hire. Employees may use accrued sick leave in quarter-hour increments.

A maximum of sixty-five days is the amount of sick leave that can be carried at any time. Sick leave will terminate and will not be paid out in the event that an employee is no longer working in a position that is eligible for sick leave or when employees leave the Museum. If the employee has a negative balance upon becoming ineligible or leaving the Museum, the negative balance will be deducted from the employee’s final paycheck unless prohibited by applicable law.

If an employee is unable to report to work on a regularly scheduled work day, they must notify their immediate supervisor no later than one hour before the beginning of their shift. Employees using sick leave for any duration may be required to provide medical documentation upon the request of a supervisor. Documentation should be submitted to Human Resources certifying the medical necessity for the absence and expected date of return to work. This documentation will be kept on file within Human Resources.

Sick leave hours paid will not exceed the employee’s normal workweek. Non-exempt employees may only use enough sick leave to bring the total paid hours for the week to the employee’s normally scheduled hours. Sick leave will only be paid for regularly scheduled work hours not worked. Hours are paid at the employee’s regular base rate of pay, and may not be used until they have accrued.

Compensatory Time

The Museum allows full-time non-exempt employees to bank their overtime as “comp time” so that it can be used as paid time off in the future. Supervisors may not mandate that overtime be put in the employee’s comp time bank, but the employee’s request to bank the time is subject to the supervisor’s approval.

Bankable time includes any time over the employee’s normal weekly schedule (normally 37.5 or 40 hours/week). An employee’s comp time bank may never exceed 20 hours. Any hours worked over 40 in a week are either paid or comped at time-and-a-half rate. Comp time is paid out upon termination, regardless of reason for separation.

To submit a request to bank comp time, email the Payroll Administrator and cc: your supervisor. Be specific on the amount of time you want to comp. If your supervisor does not respond with a denial, your time will be comped per your directions and in accordance with this policy.

Time Off to Vote
The Missouri Election Law provides that a staff member is entitled to three hours off from work with pay in order to vote, unless the staff member has three consecutive hours of nonworking time while the polls are open. Staff members are encouraged to vote either before or after work hours, schedule permitting. This provision applies to any election in which the staff member is eligible to vote.

Prior to Election Day, you must inform your supervisor of your intent to exercise your right to vote, and that time off is needed. Your supervisor may specify which three hours may be taken off and will make any necessary adjustments to your schedule to allow time to vote.

No staff member may be discharged or otherwise penalized for taking time off to vote.

**Family and Medical Leave**

The Family & Medical Leave Act (FMLA) allows eligible employees to take job-protected leave for up to a total of 12 workweeks within a rolling 12-month period (calculated backward from the date of leave) because of the birth of a child and to care for the newborn child, because of the placement of a child with the employee for adoption or foster care, because the employee is needed to care for a family member (child, spouse or parent) with a serious health condition, because the employee’s own serious health condition makes the employee unable to perform the functions of his or her job (including workplace injuries/illness) or because of any qualifying exigency arising out of the fact that the employee’s spouse, son, daughter or parent is a military member on covered active duty or has been notified of an impending call or order to covered active duty status. In addition, eligible employees who are the parent, child, spouse, or next of kin of a covered service member with a serious injury or illness may take job-protected leave for up to a total of 26 workweeks in a single 12-month period (calculated from the first date of the leave) to care for a covered service member.

For the purposes of this policy, a serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involves either of the following:

1. Inpatient care (overnight stay) in a hospital, hospice, or residential medical care facility, or any subsequent treatment in connection with such inpatient care; or

2. Continuing treatment by a healthcare provider involving:
   
   a. Any period of incapacity that requires absence of more than three calendar days and subsequent treatment in connection with such incapacity, that also involves two or more treatments by, under the direction of, or on referral from a healthcare provider. The two treatments by a healthcare provider must occur in-person within 30 days of the first day of incapacity (unless extenuating circumstances exist), and the first in-person treatment must take place within 7 days of incapacity;

   b. Any period of incapacity that requires absence of more than three calendar days and treatment by a healthcare provider on at least one occasion that results in a regimen of
continuing treatment under the direction of a healthcare provider. The first treatment must occur in-person within 7 days of the first day of incapacity;

c. Prenatal care or any period of incapacity due to pregnancy;

d. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition, which is one that requires periodic treatment (at least two visits for treatment each year) by or under the direction of a health care provider, continues over an extended period of time, and may cause episodic (rather than a continuing pattern) of incapacity (for example, diabetes);

e. Any period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, where the patient is under the continuing supervision of a health care provider; or

f. Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or under orders of or referral from a health care provider, either for restorative surgery after an injury or accident, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment (for example, cancer).

For the purposes of this policy, a covered service member is defined as a member of the Armed Forces (and certain veterans) undergoing medical treatment, recuperation, or therapy, in outpatient status, or on the temporary disability retired list for a serious injury or illness. A serious injury or illness in the case of a member of the Armed Forces means an injury or illness incurred or exacerbated in the line of duty during active service in the Armed Forces that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating.

For purposes of this policy, a qualifying exigency may include:

- **Short-Notice Deployment.** Up to seven days of leave may be taken when a family member receives notice of seven days or less of an impending call or order to active duty.

- **Military Events and Related Activities.** Leave may be taken to attend official ceremonies, programs, or events sponsored by the military and relating to the call to active duty. Leave also may be taken to attend support or assistance programs or informational briefings sponsored by the military, a military service organization, or the Red Cross, provided that the briefings or programs are related to the call to active duty.

- **Childcare and School Activities.** Leave may be taken to arrange for alternative child care necessitated by the call to active duty or to provide urgent or immediate care on a short-term basis to the child of a covered member of the military. Leave also may be taken to attend school or daycare meetings or conferences concerning a child of a covered member of the military.

- **Care of a Military Member’s Parent.** Leave may be taken for Certain activities arising from the military member’s covered active duty related to care of the military member’s parent who is
incapable of self-care, such as arranging for alternative care, providing care on a non-routine, urgent, immediate need basis, admitting or transferring a parent to a new care facility, and attending certain meetings with staff at a care facility, such as meetings with hospice or social service providers.

- Financial and Legal Arrangements. Leave may be taken to make legal or financial arrangements relating to the call to active service, including situations in which the Associate acts as the representative of a covered member of the military.

- Counseling. Leave is available to attend counseling which is directly related to and arising from the call to active duty.

- Temporary Rest and Recuperation. Up to fifteen calendar days of leave is available to be with a covered military member who is on a short-term, temporary leave for purposes of rest and recuperation. The Associate’s leave for this reason must be taken while the military member is on Rest and Recuperation leave.

- Post-Deployment Activities. Leave is available for activities relating to the termination of active duty status. These activities include reintegration briefings and events, official ceremonies or programs scheduled by the military during the first 90 days following the termination of active status.

- Other Activities Related to Active Duty. Leave may be available for additional purposes provided the leave is related to the active duty of a covered military member.

Leave because of the birth, adoption or foster placement of an employee’s child must be completed within the 12 month period beginning on the date of the birth or placement and cannot be taken on an intermittent basis unless prior authorization from the employee’s department head is obtained.

In accordance with the FMLA regulations, married couples in which both spouses are employed by the Museum may be limited to a combined total of 12 or 26 workweeks of leave per year (depending upon the reason for leave) for childbirth, adoption, placement of a foster child, care of a parent with a serious health condition and/or to care for a covered service member with a serious injury or illness.

**Employee Eligibility**

An employee is eligible for FMLA leave if both of the following apply:

a. The employee must have worked for the Museum for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.
b. The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. Time spent on paid or unpaid leave does not count as hours worked.

For purposes of this policy, full time employment is considered to be 1,950 hours per year. An employee returning from fulfilling his or her National Guard or Reserve military obligation will be credited with the hours of work that would have been performed during the period of military service.

**Notice and Documentation**

When the need for leave is foreseeable, the employee shall provide 30 days of advance notice of the need for leave. When the need for leave is not foreseeable, the employee shall notify the Museum as soon as possible. An employee requesting leave must explain the reasons for the needed leave so as to allow the Museum to determine whether the leave qualifies under the policy.

The employee must provide complete and sufficient medical or military documentation in support of a request for FMLA leave. Failure to provide such documentation may result in the denial or delay of FMLA leave. The Museum may seek a second or third opinion of medical documentation, and may also request reasonable updates of supporting documentation. The employee may also be required to provide documentation of the relationship to support Covered Service Member Leave.

Upon receipt of appropriate medical certification, the Museum will promptly notify the employee in writing if the employee is eligible for FMLA and, if so, whether the requested leave will be counted as FMLA leave. In certain circumstances the Museum may designate an absence as FMLA even if the employee did not request FMLA.

An employee taking FMLA leave must comply with the Museum and department’s established call-in procedures appropriate for the situation. When calling in, employees must also inform the department if the requested leave or absence is for a reason for which FMLA was previously taken or certified.

An employee on leave for his or her own medical condition must present a medical release to return to work. The employee may be asked to medically certify that the employee is able to perform the essential functions of his/her position. Failure to submit a sufficient and complete release may delay the employee’s return to work.

**Recertification**

The Museum may request recertification for the serious health condition of an employee or an employee’s family member as permitted by the FMLA.

**Paid Versus Unpaid Leave**

FMLA does not provide paid leave. Employees eligible for FMLA will use applicable Museum paid leave benefits concurrently with FMLA. Leave benefits may be sick leave and/or PTO dependent on the FMLA reason. An employee using FMLA leave must also use all appropriate paid leave prior to being eligible for unpaid leave. Short Term Disability benefits may apply and will run concurrently with FMLA leave.

**Intermittent Leave or a Reduced Work Schedules**
In certain cases, FMLA leave may be taken on an intermittent basis rather than all at once or the employee may work a part-time or reduced schedule, based on certified medical necessity. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).

When intermittent or reduced schedule leave is needed to care for an immediate family member or for the employee’s own illness or injury and is for planned medical treatment, the employee must consult with the supervisor and make a reasonable effort to schedule treatment so as not to unduly disrupt the department’s operation.

The Museum may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances when leave for the employee or employee’s family member is foreseeable and for planned medical treatment.

**Worker’s Compensation and FMLA**

If an employee suffers a work-related injury that qualifies as a serious health condition, and if permitted by state and federal law, then the leave available under the FMLA will run during any work-related absence. When the workers’ compensation absence is a paid leave, the requirement to substitute accrued paid leave for unpaid FMLA leave will not apply.

**Continuation of Benefits**

During an approved leave, paid or unpaid, the Saint Louis Art Museum will continue to pay the employer share of the employee’s medical and dental insurance premium(s). Under current Museum policy, the employee is responsible for a share of the premium(s) through payroll deduction; the employee must continue to pay his or her share during any unpaid leave. The payment must be received in the Human Resources Department by the first day of each month. If the payment is more than 30 days late, the employee’s health care coverage may be cancelled. The employer will provide 15 days’ notification prior to the employee’s loss of coverage.

If the employee contributes to a life insurance, disability plan or 403b plan, the employer will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the premiums.

All employees who are on a leave of absence, including FMLA, will cease to accrue paid leave benefits provided by the Museum during the time of leave. Accruals are based on pay dates, so an employee on leave as of a pay date will not accrue for that period. An employee must be actively at work on a pay date to accrue for that period.

**Return to Employment After Leave**

At the end of FMLA leave, an employee will be restored to the job he or she left or one with equivalent benefits, pay and "other terms and conditions of employment." The Museum may choose to exempt certain key employees from this requirement and not return them to the same or similar position as permitted by the FMLA. Additionally, the FMLA contemplates that there may be situations when an employee cannot return to employment during or after leave. Termination of employment may occur
while an employee is on leave if, for example, there is a layoff or reduction in force, or cause that would otherwise support dismissal, if the employee’s job would have been lost if he or she was actively working.

Prior to returning to work, employees who have been on family and medical leave due to their own serious health condition are required to present a certificate from the employee’s health care provider indicating that the employee is able to resume work.

Employees’ rights to guaranteed reinstatement terminate after they exhaust their 12 weeks of FMLA leave. If an employee fails to return to work after FMLA leave has ended, the Museum may recover health insurance premiums it paid under its group plan during the leave period.

No Retaliation or Interference

The Museum will not use any protected leave as a negative factor in any employment decision or discharge, discriminate, or otherwise retaliate against any employee because of that employee’s use of FMLA leave, opposition of any practice made unlawful by the FMLA, or involvement in any proceeding under or relating to FMLA. In addition, the Museum will not illegally interfere with, restrain, or deny any employee’s right to exercise his/her FMLA rights.

Employees who believe the Museum has interfered with their rights or otherwise discriminated against them in violation of the FMLA should report the issue to his/her supervisor or the Human Resources Department. Employees may also raise concerns with the U.S. Department of Labor and/or through a private cause of action. In addition, the FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law that provides greater family or medical leave rights.

Adoption Leave

The Museum provides regular full-time employees up to six (6) weeks of adoption leave, five (5) weeks that are compensable under this benefit, to an eligible employee to provide parental care associated with the adoption of a minor child.

Benefit payments begin after seven (7) days, or after the employee has exhausted all paid sick leave benefits, whichever comes later. The employee may choose to use PTO benefits during the elimination period. However, the elimination period of seven days may be without pay if the employee has no available sick leave or PTO pay.

The benefit will be 60% of the employee’s basic weekly earnings. An employee may receive payout of unused Paid Time Off up to a level of 100% gross pay.

To be eligible, the employee must certify that he or she is the primary caregiver for the adoptive child and the child is under the age of 18. The employee may choose to start the adoption leave on either of two dates: the date the child is legally placed; or a predetermined date, no more than 14 days before the date the child is expected to be placed with the employee.
Paid Adoption Leave does not apply to the adoption of a blood relative, adoption of an employee’s spouse’s child, adoption of a member of the employee’s household, or adoption of a child by an employee who has been a foster parent of the child for more than one year. Adopting multiple children shall be considered a single qualifying event and will not serve to increase the length of leave, so long as the children are adopted within 6 weeks of one another. Adoption Leave runs concurrently with any entitlement under the Family and Medical Leave Act (FMLA).

**Bereavement Leave**

An employee who wishes to take time off due to the death of an immediate family member should notify his or her supervisor immediately.

Bereavement hours are paid at the employee's regular base rate of pay.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. An employee may, with his or her supervisor’s approval, use any available PTO for additional time off as necessary.

Paid bereavement leave is granted according to the following schedule:

Employees are allowed up to three consecutive days off from regularly scheduled duty with regular pay in the event of the death of the employee’s spouse/partner, child, father, father-in-law, mother, mother-in-law, brother, sister, stepfather, stepmother, stepbrother, stepsister, stepson, stepdaughter, grandparent, or grandchild. Bereavement leave applies to a domestic partner and equivalent relatives the same as it does for a spouse. To be eligible for paid bereavement leave, the employee generally must attend the funeral of the deceased relative. Miscarriage is a qualifying event for this leave, for both parents.

Employees are allowed one day off from regularly scheduled duty with regular pay in the event of the death of the employee’s brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, uncle, or spouse's grandparent. To be eligible for paid bereavement leave, the employee generally must attend the funeral of the deceased relative.

**Military Service Leave**

The Museum complies with all federal, state, and local laws and regulations regarding military leave, including Reserve and National Guard training. If you have any questions about available military leave, please contact the Human Resources Department.

All employees ordered to active duty for any length of time, or participating in an annual two-week active duty period for members of the Reserves, such as Army, Navy, Air Force Reserves, National Guard, or similar State Guard Units, shall be compensated for their loss of time by the Museum for a period up to fifteen (15) days in any federal fiscal year. The Museum will also cover paid benefits for a period of
fifteen (15) days. Prior to payment, such employee must provide their supervisor with an official order from the appropriate military authority with a certification by the employee's commanding officer of performance of duty.

Jury and Witness Leave

Any employee called for jury or witness duty will be granted time off and paid their full salary during whatever period of service is required. You will be required to file your duty notification with your supervisor. At the end of your service, you are required to submit your verification of service voucher to Human Resources. You may keep any remuneration received.

Leaves Without Pay

Employees may be considered for the following types of leave without pay:

- Sabbaticals – extended leaves of absence without pay for professional development, including advanced formal study and pursuit of a less formal program, such as those related to the receipt of a special fellowship or scholarship.
- Personal Leave – a leave of absence without pay for personal reasons.

If you are considering a leave without pay, your written request must be approved by the Museum’s Director upon recommendation by your department head and his/her manager. The decision to approve or disapprove an employee’s request depends upon work-related factors, including workload, time of year, and department staffing level. All accrued PTO, compensatory time and, when appropriate, sick time, must be exhausted before a leave without pay is granted. All Museum paid time off benefits, including the accrual of PTO and sick leave, will be suspended during this period. Depending on the circumstances of the leave, you may be required to pay the Museum’s portion of your health and welfare benefits premiums.

RESPONSIBILITIES

Museum Ethics

In any organization, it is important that all employees work together as a team so that the rights and interests of both the organization and the employees are assured. Common sense, good judgment and acceptable personal behavior on the part of all employees will continue to make the Saint Louis Art
Museum a desirable place in which to work. As an employee of the Museum, you are a representative of the Saint Louis Art Museum at all times. You are asked to remember that your responsibility in the public relations area is very real, not only when you are on duty, but also when you are outside the Museum.

Any activity, situation or condition resulting from personal conduct outside of Museum business hours which adversely affects your efficiency or ability to carry out Museum assignments and obligations will be cause to review your employment status. For more detailed information, refer to the Saint Louis Art Museum Guidelines for Professional Practice. Unanswered questions may be directed to your supervisor.

Conflict of Interest

The Saint Louis Art Museum has a Conflict of Interest Policy which applies to all members of its Boards and staff, and volunteers.

Please contact your supervisor or the Human Resources Department regarding any potential conflicts of interest. A disclosure statement may be required and can be obtained from the Human Resources Department.

Whistleblower

The Saint Louis Art Museum encourages all individuals who serve or represent the Museum, including members of the Board, officers, employees, volunteers and associated personnel, and all other persons under the control of the persons described above (collectively, “Covered Persons”) to report violations or suspected violations of law, regulations and/or Museum policies, particularly accounting, auditing, or other financial practices or ethical matters, without concern for retaliation or adverse consequences as described in this Whistleblower Policy.

The Whistleblower Policy is not a vehicle for reporting violations of the Museum’s applicable human resources policies, problems with co-workers or managers, or for reporting issues related to alleged employment discrimination or sexual or any other form of unlawful harassment, all of which should be dealt with in accordance with the Museum’s policies and procedures that are applicable to such matters.

The matters which should be reported under this policy include suspected fraud, theft, embezzlement, accounting or auditing irregularities, bribery, kickbacks, theft or misuse of Museum assets or suspected regulatory, compliance, or ethics-related issues, concerns or violations.

1. How to Report Violations: The Museum has an open door policy and encourages Covered Persons to share their questions, concerns, suggestions and complaints with someone at the Museum who can properly address them. To report a violation or suspected violation of law, regulation, or any Museum policy, a Covered Person should contact his or her supervisor or manager or the Human Resources Director.
If a Covered Person is uncomfortable or is not satisfied with such a procedure, the Saint Louis Art Museum has secured the services of an independent third-party provider to establish a confidential Ethics Hotline in order for an anonymous Report to be made. Covered Persons wishing to file a Report using the Ethics Hotline may:

1. Submit a report online at http://www.slam.ethicspoint.com or;
2. Call toll-free 888-706-1577

2. Confidentiality: Reports will be kept confidential to the extent possible, consistent with applicable law and with the need to conduct an adequate investigation and take appropriate corrective action. Individuals who submit Reports are encouraged to identify themselves and provide contact information so that they may be contacted for additional information, if necessary, and the matter may be fully investigated. Reports, however, may be made anonymously. Any Covered Person who reports an alleged violation should be confident that, insofar as is consistent with the Museum’s obligation to investigate the violations, every effort will be made to keep his or her identity confidential.

3. Good Faith Requirement: This policy prohibits retaliation even if a Report is found to be without merit, but anyone filing a Report must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations made by an employee that prove not to be substantiated and which prove to have been made maliciously or with knowledge of their falsity will be viewed as a serious disciplinary offense.

4. Handling of Reported Violations: Reports made via the Ethics Hotline will be submitted by the independent third-party provider to the Chair of the Audit Committee. The Audit Committee Chair will oversee a full and confidential investigation, with recommendations concerning the appropriate actions that may be taken. The Audit Committee Chair has the authority to hire outside counsel, outside auditors, or consultants to investigate all Reports, as he or she deems appropriate. Subject to legal constraints, the reporting employee also will receive information about any corrective action. The Audit Committee Chair will advise the Audit Committee and Director of the conclusion and results of his or her investigations, to the extent he or she deems necessary and advisable.

Any individual suspected of violation of the ethics policy will be notified of the alleged violation(s). The individual will be given an opportunity for explanation and for defending his or her actions before any disciplinary action is taken. If discipline is warranted, the range of possible actions could be a formal written warning and/or counseling, up to and including discharge, along with notification of proper authorities for prosecution.

5. No Retaliation: The Museum is committed to the policy that no Covered Person who in good faith makes a Report shall suffer harassment, retaliation, or adverse employment consequences. The Museum has adopted the following protections for whistleblowers:

- The Museum will not make, adopt, or enforce any rule, regulation, or policy preventing a Covered Person from being a whistleblower.
- The Museum will not retaliate against a Covered Person who is a whistleblower.
- The Museum will not retaliate against a Covered Person for refusing to participate in an activity that such Covered Person reasonably believes would result in a violation of state or federal statute, or a violation or noncompliance with a state or federal rule or regulation.
• The Museum will not retaliate against a Covered Person for having exercised his or her rights as a whistleblower in any former employment.

Any employee who retaliates against someone who has made a Report in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Museum prior to seeking resolution outside of the organization.

6. Documents Retention and Handling: All documents relating to Reports (including reports to the Audit Committee) will be considered confidential and privileged to the extent allowed and consistent with the Museum’s status as a public entity. All Reports and related documents shall be retained for at least five years from the date the Report was received. After that time, the Report and its related documents may be destroyed unless relevant to any pending or potential litigation, inquiry, or investigation, in which case, the documents shall not be destroyed and must be retained for the duration of the litigation or investigation and thereafter as necessary.

Charitable Solicitations

In an effort to assure a productive and harmonious work environment, solicitation of any kind is not permitted at work by employees during working time. Further, employees who are not on working time may not solicit, disrupt, or interfere with the work of employees who are on working time. Working time does not include meal times, break periods, or other periods when employees are not actively at work.

In addition, employees may not distribute or circulate any printed or written material in any work area at any time. Employees also may not distribute any printed or written materials during working time. Work areas do not include break rooms, cafeterias, or locker rooms.

No solicitations or literature may be posted on official bulletin boards without prior approval from Human Resources.

Persons not employed or otherwise authorized by the Museum are prohibited from soliciting funds or signatures, distributing literature or gifts, offering to sell merchandise or services, or engaging in any other solicitations of similar activity on Museum property.

Employees should notify their supervisor if they observe any violation of this policy. Violation of this policy may result in disciplinary action, up to and including termination of employment.

Museum Visitors

The Museum has established various guidelines to allow for the maximum comfort and enjoyment of all people coming to the Museum, while ensuring a high level of safety and security. These guidelines will be principally enforced by Protection Services, but everyone has the responsibility to assist Protection Services if you see that these guidelines are not being followed. (See full statement of rules for visitors.)
Child Safety

Employees of the Museum work directly with children, and children are in the Museum every day with classes, groups, family, and friends. Accordingly, the Saint Louis Art Museum is dedicated to providing a child-safe environment for all children who interact with the Museum. This policy sets forth guidelines to ensure that all Museum employees maintain a safe environment for and act responsibly toward Minors who visit the Museum. The policy applies to all activities involving Minors that are related to the Museum, associated with the Museum or sponsored by the Museum or affiliated with the Museum, whether on Museum property or offsite (“Museum Activities”).

For the purpose of this policy, “Minor” is defined as any person under the age of 18 who is participating in a Museum Activity.

What is Child Abuse?

Child abuse includes physical, emotional, and sexual abuse and/or neglect of Minors.

Child sexual abuse can include unwanted and unnecessary touching or fondling of Minors; voyeurism; exposing Minors to sexual acts or pornography; requests for or offers of sex to a Minor; solicitation of sex from Minors; sexual exploitation of Minors; lewdness or exposing private body parts to a Minor; taking nude photographs of Minors without proper consent or for illegal purposes; and other sexual acts to Minors such as intercourse, penetration, rape, incest and sodomy.

Both child abuse and child sexual abuse are serious crimes.

Relationships with Minors Prohibited

All staff, both paid and unpaid (including volunteers and interns), are prohibited from having any type of sexual relationship with a Minor at any time.

Any staff member, paid or unpaid (including volunteers and interns), or other workplace participants that are discovered to have committed or are reasonably suspected of committing child abuse of a Minor will be reported to the proper legal authorities and subject to termination.

Given the nature of the Museum and each staff member’s work with children on a daily basis, staff members, paid or unpaid (including volunteers and interns), who commit or are reasonably suspected to have engaged in child abuse and/or child sexual abuse, may be subject to termination, regardless of whether the child is a Minor as defined by this policy.

Proper Interaction with Minors

The Saint Louis Art Museum demands that all staff, paid and unpaid (including volunteers and interns), and workplace participants interact with Minors in a safe and proper manner including but not limited to:

- Eliminating the times they are alone with Minors without other adults being present, accessible, or in view;
• Not being with a Minor in a concealed area, including a locked room or a place where other adults cannot see or hear an adult’s interaction with a Minor or Minors;

• Not hosting an event for Minors or inviting Minors to their home unless such hosting or invitation is part of an approved Museum function or the invitation is expressly approved by the Minor’s parent(s) or guardian(s);

• Not inviting Minors to their home without the presence of the Minor’s guardians, parents or multiple adults as part of an approved function;

• Not entering a home with a Minor unless the Minor’s guardians or parents are present and/or without the guardian’s or parent’s express consent;

• Not giving a Minor a gift without the consent of the Museum and the guardian or parents of the Minor;

• Not providing drugs, medication (even if over-the-counter) or alcohol to Minors, purchasing drugs, medication (even if over-the-counter) or alcohol for Minors, or using, possessing, or being under the influence of illegal drugs or alcohol in the presence of Minors;

• Not behaving in a sexually provocative manner toward or in the presence of a Minor;

• Not entering a private space in use by a Minor (e.g., a single-occupancy restroom) without another adult present;

• Not going to an event with a Minor without receiving written consent of the Minor’s guardian or parents and the Saint Louis Art Museum;

• Not providing transportation to a Minor or Minors without approval of the Museum and/or consent of the Minor’s guardians or parents, and without other adults being present;

• Not taking photographs or capturing digital images or videos of a Minor without receiving the written consent of the Minor’s guardian or parents and the Museum;

• Not acting in any way to shame, humiliate, belittle or degrade Minors, or otherwise engage in any form of emotional abuse toward a Minor; and

• Not communicating to a Minor in an unprofessional or inappropriate manner; any communication via phone, letter, instant messaging, email, or other forms of social media must be with proper authorization, with the consent of the Minor’s guardians or parents.

**Media Relations**

All press/media inquiries received by Museum staff regarding the Saint Louis Art Museum must be referred to the Media Relations Office. The Museum’s Marketing and Communications Department is the only department in the Museum charged specifically with speaking publicly for the institution. Museum staff members are prohibited from responding to media inquiries and/or providing media with
information without the expressed consent of the Director of Marketing and Communications or the Communications Manager. It is also the responsibility of every Museum employee to report to their direct supervisor any media inquiries and interactions that occur outside the Museum.

Museum Security

The Museum strives to provide a safe and secure environment for its patrons, staff, and collection by utilizing a complex system of protective devices which include, but are not limited to, alarms, sensors, and cameras. Each employee shares a responsibility to handle Museum-specific, sensitive information in a confidential manner. No employee shall give to any person, other than Museum personnel acting in the line of duty, any information concerning the Museum’s system of protection and security. Information about the location, movement, and value of art objects in the Museum’s collection may not be shared. Similarly, donor information may not be discussed. Passwords may not be revealed.

Breach of this policy is grounds for immediate dismissal. Requests from the media or from the general public regarding Museum security should be referred to the Marketing and Communications Department.

Housekeeping

The Saint Louis Art Museum is an institution on view to members of the public. While the day-to-day care of the institution is the responsibility of the Building Operations and Gallery Departments, it is the duty of all employees to ensure that the premises look as presentable as possible at all times. It is also important that the work areas be clean and tidy to lessen the danger of fire, pests, etc. and to maintain the morale of personnel. Please be considerate of your fellow employees as well as the public when using Museum facilities.

Museum Property

All employees using Museum property are expected to handle said property with care. In exceptional circumstances, your department head may give permission by issuing a Property Pass for you to take Museum property out of the Museum for a specific Museum purpose, with a specific time limit. In such cases, you will be responsible for its safekeeping and you must agree in advance to bear the cost of any necessary repair or replacement due to your use as permitted by law. Museum property must be checked out by Protection Services, and the Protection Services Department will keep a copy of your pass to ensure that the Museum property is returned by the approved time.
Employee Privacy and Right to Inspect

Museum property, including but not limited to, lockers, phones, computers, tablets, desks, work place areas, vehicles, or machinery, remains under the control of the Museum and is subject to inspection at any time, without notice to the employee, and without the employee’s presence. Employees should have no expectation of privacy in any of these areas. We assume no responsibility for the loss of, or damage to, any employee property maintained on Museum premises, including that kept in lockers and desks.

Social Media Guidelines

Social networks such as Facebook, Twitter, Instagram, YouTube, Wikipedia, and others are dynamic and engaging online channels that the Saint Louis Art Museum uses to share news, information, and meaningful insights about the Museum’s mission, programs, events, exhibitions, and other activities. These channels are also important, strategic means for the Museum to create, sustain, and cultivate meaningful and engaging relationships online in the digital age.

It is important that all employees, volunteers, and interns understand the implications of referencing the Saint Louis Art Museum and its collection and programs online, including communications through social media. The manner in which content is communicated online is equally important as what is said when Museum employees, volunteers, and interns interact with the public. Even through seemingly informal communication, the Museum’s image and reputation is influenced through the public’s interaction with Museum representatives.

The Museum’s expectations for the professional and official use of social media are conveyed in these guidelines. These guidelines are also intended to guide staff, volunteers, and interns in properly participating on the Museum’s social media sites and/or making reference to the Museum on personal social media accounts.

The following guidelines apply to all Museum employees, volunteers, and interns.

All employees, volunteers, and interns are required to understand the Museum’s Guidelines for Professional Practices and comply with those guidelines.

- **Employees with permission to post online for the Museum.** The only employees allowed to post from any Saint Louis Art Museum social media account or communicate on the Museum’s behalf through social media are designated staff. No other employees or volunteers may respond to questions asked by followers directed to the Museum. The Museum’s social media channels are monitored regularly, so one should assume that the staff member charged with responding is aware of comments and questions if an immediate response to a comment or question is not posted.
Employees’ personal use of social media. Employees, volunteers, and interns who follow the Museum on their personal social media accounts can like, share, repost, or retweet the Museum’s posts outside of work hours. Employees are responsible for their actions and should use sound judgment and common sense when posting on Museum-related content online.

Employees’ use of social media while at work. Employees may be restricted from accessing or visiting social networking sites using the Museum’s computer equipment or during working hours.

Suggestions for improvements are welcome and encouraged. In accord with our Open Door Policy, the best way to share your suggestions is through your supervisor, the Human Resources department, or any other member of the management staff.

Additional Social Media Guidelines

Confidential or proprietary information. Do not disclose the proprietary, financial, marketing, strategic, or other confidential business information belonging to the Museum that is clearly defined and does not relate to terms and conditions of your employment. Employees often learn information not yet known by the public that should not be shared, such as upcoming exhibitions and events, proposed acquisitions, significant gifts and donations, outgoing and incoming loans of works of art, etc. Sharing this information through personal social media accounts may have unintended, negative consequences regarding security, relationships with donors and lenders, or an existing marketing or communications plan to publicly announce that information.

Staff use of disclaimer for posting content about the Museum online. When writing content online that in any way references the Saint Louis Art Museum in a personal capacity, the following standard disclaimer must be used on personal profiles: Opinions are my own and do not express the views or opinion of the Saint Louis Art Museum. By the nature of an employee or volunteer’s position with the Museum, however, this standard disclaimer is not an exemption from the responsibility of following these guidelines when online. One should consider whether personal thoughts published online may be misunderstood as expressing a position of the Museum.

Use of logos and trademarks. The logos or trademarks of the Saint Louis Art Museum may not be used in personal social media posts.

Photography guidelines. Personal photos of exhibits from the public view may be shared and posted on employees’ social media sites, but all trademark, copyright, and fair use laws must be followed. Photography guidelines for main exhibitions must also be followed.

Sharing and reposting the Museum’s social media content. When reposting or sharing the Museum’s social media content, language or conduct that would not be acceptable in the Museum’s workplace should not be used. Comments that may be considered malicious, obscene, threatening or intimidating, that disparage the Museum’s customers or donors, or that might constitute harassment or bullying must be avoided.
• **Identification online as a Saint Louis Art Museum employee.** Employees and volunteers should be aware of how they present themselves online in relationship to the Saint Louis Art Museum. If one identifies oneself as a Museum employee, volunteer or intern, one’s public profile and related content should be consistent with the person’s role with the Museum. See examples.

• **Content creation.** Always be honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the Museum, fellow employees, customers, donors, vendors, or individuals working on behalf of the Museum.

Nothing contained in this Policy is intended to limit, nor shall it limit, employees from talking with each other about the terms and conditions of their employment or engaging in other activities protected by the National Labor Relations Act.

### Internet Usage and Filtering

Internet access at the Saint Louis Art Museum is controlled through individual accounts and passwords. Department heads are responsible for defining appropriate Internet access levels for the people in their departments and conveying that information to their managers who will convey the information to the network administrator.

**Appropriate Use**

Individuals at the Saint Louis Art Museum are encouraged to use the Internet to further the goals and objectives of the Museum. The types of activities that are encouraged include:

1. Communicating with fellow employees, business partners of the Saint Louis Art Museum, and clients within the context of an individual’s assigned responsibilities;
2. Acquiring or sharing information necessary or related to the performance of an individual’s assigned responsibilities; and
3. Participating in educational or professional development activities.

**Inappropriate Use**

Individual Internet use will not interfere with others’ productive use of Internet resources. Users will not violate the network policies of any network accessed through their account. Internet use at the Saint Louis Art Museum will comply with all Federal and Missouri laws, all Museum policies, and all Museum contracts. This includes, but is not limited to, the following:

1. The Internet may not be used for illegal or unlawful purposes, including, but not limited to, copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, illegal gambling, soliciting for illegal pyramid schemes, and computer tampering (e.g. spreading computer viruses).
2. The Internet may not be used in any way that violates the Saint Louis Art Museum’s policies or rules. Use of the Internet in a manner that is not consistent with the mission of the Museum, misrepresents the Museum, or violates any Museum policy is prohibited.

3. Individuals should limit their personal use of the Internet. The Saint Louis Art Museum allows limited personal use for communication with family and friends, independent learning, and public service. The Saint Louis Art Museum prohibits use for access for non-employees to Museum resources or network facilities, uploading and downloading of files for personal use, access to pornographic sites, gaming, competitive commercial activity unless pre-approved by the Museum, and the dissemination of chain letters.

4. Individuals may not establish Museum computers as participants in any peer-to-peer network, unless approved by management.

5. Individuals may not view, copy, alter, or destroy data, software, documentation, or data communications belonging to the Saint Louis Art Museum or another individual without authorized permission. Refer to the Records Retention Policy for information on documents that must be retained.

6. In the interest of maintaining network performance, users should not send unreasonably large electronic mail attachments or video files not needed for business purposes.

The types of websites that IT will block include, but are not limited to:

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<thead>
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<th>Adware</th>
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<tr>
<td>Drugs</td>
<td>Hate/Discrimination</td>
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<tr>
<td>Lingerie/bikini</td>
<td>P2P/File Sharing</td>
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<tr>
<td>Pornography</td>
<td>Proxy/Anonymizer</td>
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<tr>
<td>Sexuality</td>
<td>Television</td>
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<td>Tasteless</td>
<td>Weapons</td>
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Communications Systems

This policy applies to all users of the Saint Louis Art Museum business communications systems which are comprised of the hardware, software and data, telephone and voice mail system, facsimiles, copy machines, and postage machine. These systems provide the tools necessary for the Museum’s staff to conduct business in an efficient manner. Personal use of these systems is limited to those situations authorized by your supervisor, or as expressly provided in this policy. Personal use must not interfere with the jobs we have been hired to perform. The Museum reserves the right to monitor, review, and enter an employee’s assigned email, directories, files, and other usage.

Use of Computers and Other Technological Devices

- Personal hardware devices may not be attached to the Museum’s network without permission of the Information Technology (IT) department.
• Use of the computer for personal reasons is limited to breaks and lunch and is regulated on the honor system. Any personal use must not be in violation of the Museum’s other policies, including but not limited to its policy prohibiting sexual harassment.

• Employees shall not damage or alter any computer hardware.

• Software or data from the computer network shall not be removed for personal use by the employee.

• Employees are required to create complex passwords that are a minimum 8 characters in length, containing upper- and lower-case letters, numbers, and characters. Do not reveal passwords or use the password of another. Passwords must be changed every three months.

• Do not leave your computer logged on and unattended.

• The network shall not be used by employees to disrupt other network users, services or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer malware (viruses, worms, Trojans, etc.) and sustained high volume network traffic which consumes shared resources.

• Unauthorized software may not be copied onto the Museum’s computer network; nor may personal software be used on the Museum system, including local hard drives. Software use is authorized through the IT department.

• Users of the Internet should be respectful of copyright laws.

• Items may not be purchased through the Internet without authorization in compliance with the Purchasing Policy.

• Game-playing is a flagrant misuse of time and equipment and is not permitted at any time.

• Report any abuse of this policy to your department head immediately.

Email Acceptable Use

The objectives of this policy are to outline appropriate and inappropriate use of the Saint Louis Art Museum’s email systems and services in order to minimize disruptions to services and activities, as well as to comply with applicable policies and laws. Use of the Saint Louis Art Museum’s electronic mail systems and services is a privilege, not a right, and therefore must be used with respect and in accordance with the goals of the Saint Louis Art Museum.

Account Activation/Termination

• Email access at the Saint Louis Art Museum is controlled through individual accounts and passwords. It is the responsibility of the employee to protect the confidentiality of his/her account and password information.

• Employees who require email to perform their jobs will be given an account. Email accounts will be granted to third-party non-employees on a case-by-case basis. Possible non-employees that may be eligible for access include:

  Contractors
Volunteers
Interns

- Applications for these temporary accounts must be submitted in writing to the IT department at IT@slam.org.

- Email access will be terminated when the employee or third party terminates his/her association with the Saint Louis Art Museum, unless other arrangements are made. The Saint Louis Art Museum is under no obligation to store or forward the contents of an individual’s email account after the term of his/her employment has ceased.

General Expectations of End Users

- Important official communications are often delivered via email. As a result, employees of the Saint Louis Art Museum with email accounts are expected to check their email in a consistent and timely manner so that they are aware of important Museum announcements and updates, as well as for fulfilling business-oriented tasks.

- Email users are responsible for mailbox management, including organization and cleaning.

- Use of institution-wide broadcast email is limited to specific positions based on need.

- If a user subscribes to a mailing list, she/he must be aware of how to remove herself or himself from the list, and is responsible for doing so in the event that his/her current email address changes.

- Email users are also expected to comply with normal standards of professional and personal courtesy and conduct.

Inappropriate Use

The Saint Louis Art Museum’s email systems and services are not to be used for purposes that could be reasonably expected to cause excessive strain on systems. Individual email use shall not interfere with others’ use and enjoyment of the Saint Louis Art Museum’s email system and services. Email use at the Saint Louis Art Museum will comply with all applicable laws, and all Museum policies, including, but not limited to, its anti-discrimination and anti-harassment policies. The museum and/or its authorized representatives may monitor, retrieve, or review any data composed, sent, received, or stored on the Museum’s email systems at any time without notice.

The following non-exhaustive list of activities are deemed inappropriate uses of the Saint Louis Art Museum systems and services and are prohibited:

- Use of email for illegal or unlawful purposes, including copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, soliciting for illegal pyramid schemes, and computer tampering (e.g. spreading of computer viruses).

- Viewing, copying, altering, or deletion of email accounts or files belonging to the Saint Louis Art Museum or another individual without authorized permission.
• Sending of unreasonably large email attachments. The total size of an individual email message sent (including attachment) should not exceed 12MB. However, be aware that many email services will reject emails of this size. If you must transmit files larger than 12MB, contact IT for assistance.

• Opening email attachments from unknown or unsigned sources. Attachments are the primary source of computer viruses and should be treated with utmost caution.

• Sharing email account passwords with another person, or attempting to obtain another person’s email account password. Email accounts are only to be used by the registered user. In the event a department head needs access to an employee’s email, a request must be submitted to IT.

• Excessive personal use of the Saint Louis Art Museum email resources. The Saint Louis Art Museum allows limited personal use for communication with family and friends, independent learning, and public service so long as it does not interfere with staff productivity, preempt any business activity, or consume more than a trivial amount of resources. The Saint Louis Art Museum prohibits personal use of its email systems and services for unsolicited mass mailings, non-Museum commercial activity, political campaigning, dissemination of chain letters, and use by non-employees.

Monitoring and Confidentiality

The email systems and services used at the Saint Louis Art Museum are owned by the Museum, and are its property. This gives the Museum the right to monitor any and all email traffic passing through its email system. While the Museum does not actively read end-user email, email messages may be inadvertently read by IT staff during the normal course of managing the email system.

In addition, backup copies of email messages may exist, despite end-user deletion, in compliance with the Saint Louis Art Museum’s records retention policy. The goals of these backup and archiving procedures are to ensure system reliability and prevent business data loss.

If the Saint Louis Art Museum discovers or has good reason to suspect activities that do not comply with applicable laws or this policy, email records may be retrieved and used to document the activity in accordance with due process. All reasonable efforts will be made to notify an employee if his or her email records are to be reviewed. Notification may not be possible, however, if the employee cannot be contacted, as in the case of employee absence due to vacation.

Use extreme caution when communicating confidential or sensitive information via email. Keep in mind that all email messages sent outside of the Saint Louis Art Museum become the property of the receiver. A good rule is to not communicate anything that you wouldn’t feel comfortable being made public. Demonstrate particular care when using the “Reply” and “Reply All” command during email correspondence.

Reporting Misuse

Any allegations of misuse should be promptly reported to IT. If you receive an offensive email, do not forward, delete, or reply to the message. Instead, report it directly to IT.
Disclaimer

The Saint Louis Art Museum assumes no liability for direct and/or indirect damages arising from the user’s use of the Saint Louis Art Museum’s email system and services. Users are solely responsible for the content they disseminate. The Saint Louis Art Museum is not responsible for any third-party claim, demand, or damage arising out of use of the Saint Louis Art Museum’s email systems or services.

Failure to Comply

Violations of this policy will be treated like other allegations of wrongdoing at the Saint Louis Art Museum. Allegations of misconduct will be adjudicated according to established procedures. Sanctions for inappropriate use of the Saint Louis Art Museum’s email systems and services may include, but are not limited to, one or more of the following:

- Temporary or permanent revocation of email access;
- Disciplinary action according to applicable the Saint Louis Art Museum policies;
- Termination of employment; and/or
- Legal action according to applicable laws and contractual agreements.

Telephone Acceptable Use

- Use of the Museum’s telephone for personal reasons is regulated on the honor system. Making or receiving personal phone calls should be limited to necessary calls that cannot be made during non-working hours. If possible, personal phone calls should be made during breaks and lunch.
- Jokes or other comments that may be considered offensive are never appropriate and are not to be sent using the Museum’s phone or voice mail systems.
- The personal verification and internal/external greetings should be kept current.
- Contact the IT department to schedule training, to report trouble, or to make changes in phone or voice mail service.
- Employees should periodically change the password of any voice mail box they are responsible for as part of the Museum’s efforts to maintain secure and authorized system access.
- Any suspicion of unauthorized access should be reported immediately to IT.
- When employees leave the Museum’s employ, the responsible department heads should see that voice mail passwords are changed, and that mailboxes are not left unattended.
- For long distance dialing access, contact the Museum’s Finance department. Access codes should be kept and used securely at all times.

Any person requesting access to the Museum’s telecom equipment, for any reason, should be referred to IT.
Fax/Photocopy/Postal Services Acceptable Use
- Use of the SLAM fax machines for personal reasons should be kept to a minimum and should not interfere with official Museum business.
- Use of the postage machine for personal mail is not permitted.
- Stamped personal mail may be included in the daily mail bag which is collected for delivery to the post office by approximately 9:00 a.m.
- Personal use of the photocopier should be kept to a minimum and should not interfere with Museum business needs.

Internal Communications

Frequent and thorough internal communications are an important component of professional teamwork. All departments are encouraged to implement means of communications within their own departments as well as with other departments. The Museum Intranet is an up-to-date vehicle to access information. In addition, the Museum Director conducts regular meetings for all Museum staff.

Bulletin boards for additional employee internal communications are located outside of Human Resources, the staff entrance, and near time clocks. All postings must be pre-approved by the Human Resources Department. No postings for other unauthorized businesses or for personal purposes are allowed.

Emergency Procedures

The Museum’s procedures for action in the case of emergencies are provided to all department heads in a document called the “Emergency Management Plan.” It is the responsibility of all department heads to be familiar with the actions to be taken in a particular emergency and to ensure that the members of their respective departments have clear instructions on how to proceed in the case of emergency. The Emergency Procedures Handbook is provided to all employees via the Intranet to provide direction on how to handle specific emergencies.

Any member of the staff aware of a possible emergency should immediately inform the Protection Services Department. The most important step is to report an emergency so that help can be summoned as quickly as possible.

In the case of a fire, you should call 9-1-1 and give the location and type of fire, if known. You should also call Protection Services with the same information. If a phone is not available, you should then pull the fire alarm box at the exit nearest the fire area. In addition, portable fire extinguishers are located throughout the Museum.
Employment Outside the Museum

Acceptance by regular full-time employees of continuous after-hours employment with another employer is not normally a desirable situation. Apart from considerations of health, a conflict may also arise due to Museum overtime needs and requirements.

However, there is no objection to occasional part-time outside work as long as performance is not adversely affected and it does not limit your availability for necessary overtime, travel, or work on special projects. You may not use Museum personnel, facilities, equipment, supplies, office machines, or telephones to conduct those activities. Unless you have specific approval from the Director, you must restrict outside work to times not in conflict with your regular working hours.

If any outside work or professional activities are related to your current Museum job responsibilities in any way, creating the possibility of a conflict of interest with your Museum position, you must disclose this activity and receive written approval from the Director or his/her designee before such outside work can proceed. If approved, the outside work must be presented to your other employer as an activity which is independent from your responsibilities at the Museum. You may retain any fees or wages which you earn from such employment.

On some occasions, you may act as a representative of the Museum in some outside activity approved by your supervisor. If honoraria or some other payments are offered to you under these circumstances, you must not accept personal remuneration for these types of activities. If offered, direct the payment to the Museum.

Please reference the Guidelines for Professional Practice for additional information regarding outside employment.

Injury on the Job

Any work-related injury must be reported to your supervisor and Protection Services immediately. If you sustain an injury while at work that does not require EMS, you will be sent to a facility of the Museum’s choosing for treatment. Going to any other facility for initial treatment may result in costs not being covered by our workers’ compensation insurance provider.

Use of Electronic Devices in Public Spaces

For security and customer service reasons, employees working in public spaces are not permitted to use personal electronic devices such as cell phones or tablets for personal purposes while on duty. Employees are also to refrain from drawing, writing, reading, or other similar activities while on duty, as it reduces effectiveness and impacts the ability to provide excellent customer service to our visitors.
Smoking

The Museum is committed to providing a healthy and safe environment for employees and visitors. In keeping with this commitment, smoking is prohibited in all Museum buildings, grounds, facilities, and vehicles. Employees who wish to smoke may do so off Museum property during scheduled breaks and meal periods. This policy applies to the use of vaping, e-cigarettes, and similar devices.

Personal Appearance / Casual Dress

Any individual working at the Saint Louis Art Museum represents the Museum to our visitors and colleagues. It is important that we present a neat, clean, positive, and professional appearance at all times. The image we project reflects pride in ourselves, the Museum, and the quality of service we provide to all who have contact with us.

If uniforms are required, the complete uniform must be worn on duty, in a manner that reflects professionalism, and as directed by the department head.

The Museum offers a casual dress code for non-uniformed staff on the Museum’s Casual Days, which are every day from Memorial Day to Labor Day and on Monday and Friday only from Labor Day to Memorial Day. Because all casual clothing is not suitable for our workplace, these guidelines will help you determine what is appropriate to wear to work. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests are not appropriate for a professional, casual appearance at work. Clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable. We are a professional organization and our dress should reflect that, even when in casual attire. The following are examples of attire that may be worn on Casual Days.

1. SLAM or plain t-shirts and sweatshirts only
2. Polo/golf shirts, collared shirts, or sweaters
3. Tops must be of an appropriate length to cover waist bands of skirts and pants when arms are raised
4. Jeans (must be in good condition, not frayed)
5. Khaki pants
6. Capri pants

The following attire is considered unprofessional and inappropriate to wear to work:

1. Any clothing with offensive wording, symbols, or slogans
2. Non-SLAM t-shirts, sweatshirts, or baseball-type caps
3. Shorts
4. Sweat pants
5. Yoga pants
6. Strapless or spaghetti strap tops, bare midriffs, crop and halter tops
7. Bare feet and footwear such as rubber shoes or flip-flops

For certain business activities, such as meetings with patrons, boards, etc. you should be in compliance with the expected dress standard of the individuals attending the meetings.

There are different dress requirements in some departments, depending on the type of work performed. There may be additions, as well as exceptions, to the above information. Staff should consult with their supervisors/managers if there is doubt as to the type of dress that is acceptable for their particular work area.

With regard to jewelry and tattoos, the Museum makes no effort to control or dictate employee appearance, unless there is a conflict with the employee’s ability to perform effectively in the position they hold or the specific work environment they are in.

Factors used to determine whether jewelry and tattoos pose a conflict with the job or work environment will include, but are not limited to:

- Safety of self or others
- Productivity or performance of tasks
- Perceived offense on the basis of race, sex, religion, etc.

If a potential conflict is identified, the employee will be encouraged to identify appropriate solutions such as removal of excess jewelry, covering of tattoos, transfer to alternative positions, etc.

Supervisors and managers will be responsible for answering questions and resolving issues related to this policy on a case-by-case basis to ensure unique circumstances are appropriately considered. An environment of mutual cooperation is our goal.

### Fraudulent Activities

The Saint Louis Art Museum is a non-profit organization dedicated to the community. We are accountable to the public, transparent in our operations, responsible in the stewardship of resources, and committed to excellence. Our Guidelines for Professional Practices contain general guidelines for conducting business with the highest standards of ethics.

The Museum is committed to an environment where open, honest communications are the expectation, not the exception. We want you to feel comfortable in approaching your supervisor or management in instances where you believe violations of policies or standards have occurred. However, if you are uncomfortable or not satisfied with such a procedure, the Museum has secured the services of an
independent third-party provider to establish a confidential EthicsLine in order for an anonymous report to be made. If you wish to file a report using the EthicsLine you may:

- Submit a report online at [http://www.slam.ethicspoint.com](http://www.slam.ethicspoint.com) or;
- Call toll-free 888-706-1577

This EthicsLine is not intended to replace the usual methods already in place as stated in our policies. However, the Audit Committee, Board members, and management team at the Museum value your input, so we have provided this EthicsLine as another way to report your concerns. You are encouraged to submit reports relating to violations stated in our [Guidelines for Professional Practices](#) and other policy/procedure documents.

The Museum encourages individuals who submit reports to identify themselves, with the assurance that all matters will be handled as confidentially as possible, to the extent consistent with the Museum's interests and legal obligations. However, complaints may be made anonymously and in such circumstances the Museum will not try to discern the identity of the person who made the complaint.

The Museum prohibits retaliation against an employee or other person because they, in good faith, make a complaint, voice a concern, or provide assistance to an investigation under this policy, even if the complaint proves to be without merit. However, employees who knowingly make false complaints or provide information that they do not reasonably believe to be true may be subject to disciplinary action, up to and including termination of employment.

Please refer to the [Whistleblower Policy](#).

**Safety Program**

The Museum is committed to providing employees with a safe, healthful, and injury-free work place. To accomplish this, the Museum shall seek voluntary compliance with all Occupational Safety and Health Administration (OSHA) requirements. The Museum’s Safety Program Manual is located [HERE](#).

**Seat Belt Policy**

The Museum recognizes that seat belts are extremely effective in preventing injuries and loss of life. We care about our employees and want to make sure that no one is injured or killed in a tragedy that could have been prevented by the use of seat belts.

Therefore, all employees of the Saint Louis Art Museum must wear seat belts when operating a Museum-owned vehicle, or any vehicle on Museum premises or on Museum business. All occupants are to wear seat belts or, where appropriate, child restraints, when riding in a Museum-owned vehicle or in a personal vehicle being used for Museum business.
Failure to abide by this policy could result in disciplinary action or, in the event of an injury, a reduction in workers’ compensation benefits.

**Cell Phone Policy**

At the Saint Louis Art Museum, we deeply value the safety and well-being of all employees. Due to the increasing number of crashes resulting from the use of cell phones while driving, Museum employees may not use cellular telephones or mobile electronic devices while operating a motor vehicle under any of the following situations, regardless of whether a hands-free device is used:

- When employee is operating a vehicle owned, leased, or rented by the Museum
- When the employee is operating a personal motor vehicle in connection with Museum business
- When the motor vehicle is on Museum property
- When the cellular telephone or mobile electronic device is Museum-owned or -leased
- When the employee is using the cellular telephone or mobile electronic device to conduct Museum business.

**First Aid**

First aid kits are available to treat employees and visitors for very minor injuries in the Protection Services office and other key areas. If you need assistance, notify your supervisor as soon as possible. The Museum does not dispense any oral or injectable medications. Employees are encouraged to use Emergency Medical Services by calling 9-1-1 if they have any concern about an emergency.

**PROFESSIONAL DEVELOPMENT**

**Promotions and Transfers**

Current employees are encouraged to apply for open positions within the Museum. Openings for staff positions are advertised externally in a variety of media and are posted on employee bulletin boards and the Museum’s website so that interested employees may apply for positions as they become available. Interested employees must apply online through the Museum’s applicant tracking system.

Many factors, such as your ability, experience, qualifications, the spirit with which you perform your present duties, and the needs of the Museum are considered when making staffing decisions. You should speak with your supervisor or the Human Resources Department if you find you are interested in work
other than that which you are now doing, or if you have completed some course or training which you feel may qualify you for another job.

It is the employee’s responsibility to notify his/her current supervisor of any requests for transfer or promotion prior to beginning the internal interviewing process. Your supervisor is expected to support your career growth by providing an honest and fair reference to the hiring manager. Employees who submit internal position applications automatically authorize the hiring manager to review their employment files and speak to their current supervisor to gather historical data regarding performance, quality of work, attendance, etc.

All internal applicants who meet the requirements of an open position should be interviewed by the hiring manager.

Workshops and Seminars

As a Museum employee, you may be eligible to attend workshops, seminars, symposia, exhibitions, and conferences that have a clear connection to the improvement of your competence on the job. The cost of such activities may be borne by the Museum. Your attendance is subject to your work schedule, to the approval of your supervisor, and to the availability of your department’s budgeted funds.

The Museum offers computer courses through the UMSL Computer Education & Training Center. The course catalog is available at [http://www.cetc.umsl.edu/](http://www.cetc.umsl.edu/). Classes must be approved using the form found on Self Service, and must be job-related. Approval is subject to availability of funds.

Reimbursement for Reasonable Expenses

If you incur expenses on the Museum’s behalf while attending conferences, workshops, seminars, or other events as a representative of the Saint Louis Art Museum, your expenses may be reimbursed by the Museum with prior approval from your department head. Expenses may include travel costs, food, and lodging in the case of a trip, or parking for an in-town event. If you use your personal automobile on authorized Museum business, you may be reimbursed at the current rate per mile in effect. (See [Travel Policy](Travel_Policy) for further requirements of insurance documentation.)

Travel reimbursements including advances (for which an accounting must be made after the trip) may be issued provided a [Pre-Travel Authorization & Travel Advance Request Form](Pre-Travel_Authorization) is fully approved. The request form must be received by the Finance Department at least two weeks prior to departure date. This will ensure adequate processing time to issue the advance check if needed.

For all trips, a [Travel Expense Report](Travel_Expense_Report) must be completed and returned to the Finance Department within 30 days after you return from your trip (45 days if trip is international). If an advance is issued, the section of the report form designated for reporting of the settlement of cash expenses incurred that are to be applied to the advance check must be completed. All expenses paid by the Museum (either
through Museum-issued P-cards or Museum pre-payments) should also be detailed on the report. Failure to account for this travel advance will result in reclassifying it to your earnings record as a payment of salary. Reference the Museum Travel Policy for more details.

SERVICES AND FACILITIES

Personnel Services

Personnel services lie within the purview of the Human Resources Department, which is responsible for the development and implementation of personnel policies and procedures applicable to all Museum employees. Employees may also be required to comply with policies and procedures developed for their department, such as attendance and call-in policies and procedures. Employees are expected to comply with all policies and procedures applicable to their position.

Your supervisor should be able to provide answers to your questions on personnel policies. If further information is needed, inquiries should be forwarded to the Human Resources Department.

Employee Records

In order to maintain updated information in your records, it is your responsibility to inform the Human Resources Department of any changes in your status. Information pertaining to change of name, marital status, number of dependents, home address, or telephone number should be promptly reported through Self Service. Many other records are also changed through Self Service, including direct deposit information and emergency contacts.

Individual employee records are maintained in three separate files:

- Personnel file - including, but not limited to, application materials, performance appraisals, personnel action forms, disciplinary and commendation reports
- Medical/benefits file - including, but not limited to, workers’ compensation documentation, FMLA paperwork, and doctors statements for return-to-work
- Confidential file – including, but not limited to, reference checks, background check and drug test results, and tax forms.

Museum supervisors and managers have access to personnel files for the purpose of making employment decisions. However, only the Human Resources Department has access to the medical/benefits and confidential files. Information other than verification of employment is confidential and may not be released to external sources without the employee’s consent in the form of
You may make an appointment to review your personnel file in the Human Resources Department.

Lost and Found

Contact the Visitor and Member Services Department to report or inquire about lost or found items.

Space for Nursing Mothers

The Museum provides space and time for nursing mothers to express milk. The space is located within the Human Resources department. Reasonable break time to express milk will be allowed during the child’s first year, as long as the mother is still nursing the child.

Museum Facilities

The building areas of the Saint Louis Art Museum consist of the Main and East Buildings, where all of our public art galleries are located, as well as the restaurant and parking garage; the South Building, which includes the administrative offices, the Shop, cafe, classrooms, and Auditorium; and an underground annex, which houses three conservation labs as well as other Museum operations departments.

Parking

Free public parking is available surrounding the Museum. A member of the Protection Services Department is available to provide an escort to your car upon request if working after normal hours. Free parking areas are not the responsibility of the Museum and we assume no liability for losses or damages. As a precaution, please do not leave valuables in your vehicle and keep all personal items out of sight.

Parking in the Museum garage is not available to employees.

Library and Archives

Library
The Richardson Memorial Library and Museum Archives may be used by staff and interns for a variety of information needs.

The library collection includes more than 135,000 catalogued books on art historical subjects, as well as online and print indexes, directories, encyclopedias, dictionaries, exhibition catalogues, magazines, and auction catalogues. Most library materials may be checked out to staff and interns for as long as they are needed. All library materials checked out to staff and interns must remain in the Museum building and are subject to recall. Contact the library for an orientation to library policies and to obtain borrowing privileges.

Museum staff and interns who have established a Museum library account and have a slam.org email address may borrow books from participating MOBIUS libraries. The individual borrower, not the Library, is responsible for MOBIUS loans, which are subject to due dates and fines.

Interlibrary loan services are provided for work-related projects.

Staff members leaving Museum employment and departing interns must return all items or replace them at current cost, plus a handling fee.

**Archives**

The Archives serve as the Museum's repository for all documents not currently needed by the Museum in its daily operation. Documents include architectural plans, publicity concerning the Museum, internal correspondence and memos, historical photographs, special exhibition records, and the records of the Art Department from the 1904 Louisiana Purchase Exposition. Archival material is retrieved and used under the supervision of the Archives staff. Use of the archives requires an appointment. Upon the termination of a staff member's employment, or upon the completion of a project or exhibition, all associated materials should be transferred to the Archives as stated in the Records Retention Policy. This will ensure that a complete record of the Museum's activities can be preserved to document its history. Archived material may not be removed from the building.

**Visitor Policies, Accessibility Services & Media Protocols**

**Scope**

Visitor policies at the Museum are designed to fulfill the stated vision and the brand promise as stated in the Museum’s values:

The Saint Louis Art Museum delights and inspires its audiences with unique and memorable experiences through personal interactions with original works of art.

The comprehensive world-class collection, made available free to all and set within beautiful Forest Park, enhances quality of life and deepens civic pride.

Each visitor gains a deeper appreciation and understanding of great works of art and the history of human visual expression.
The following is a list of policies for visitors to the Saint Louis Art Museum. All employees of the Museum should both observe and enforce these rules, with the primary responsibility for enforcement resting with members of the Protection Services staff.

Visitor policies are designed to assure the best visit for everyone and insure the protection of the works of art in the Museum’s care. Each employee of the Museum is an ambassador and should step forward to assist visitors in finding their way and answer questions. In addition, uniformed Gallery Staff are stationed throughout the Museum to assist visitors, answer questions, and protect the works of art. Visitor and Member Services Staff are stationed at the Information Centers in Sculpture Hall and Taylor Hall to assist visitors and respond to their requests.

General Policies

The Museum is open from 10am to 5pm (Fridays until 9pm). Galleries close at 4:45pm (Fridays at 8:45pm). Special event/program hours may differ.

Shoes and shirts are required.

Weapons are not permitted. For accommodations or exceptions to this policy, please contact the Gallery Manager, Security Manager, or Security Supervisor on duty.*

Smoking is not allowed in the Museum, restaurant, cafe, or Sculpture Garden. This includes vapor and e-Cigarettes.

Food and drinks are not permitted in the galleries.

Pets (with the exception of service animals) are not allowed in the Museum. Only dogs and miniature horses trained to do work or perform tasks for the benefit of an individual with a disability are considered service animals.

Children under the age of 12 are not allowed unaccompanied. Adults must keep small children under their control to prevent injury to the children or damage to works of art. Carrying children on shoulders is not allowed.

School groups require a chaperone of one adult/teacher to ten children/students.

Photography is allowed with the following conditions and exceptions:

- Tripods, monopods and selfie sticks are not allowed.
- Flash photography is not allowed.
- Photographs of works of art on loan are not allowed.
- Photographs are not allowed within featured exhibition or other exhibitions or installations that include works of art on loan.

Sketching in dry media is allowed. The Museum walls may not be used as sketch boards.

Public access to restricted areas such as work rooms or storage areas is not allowed without special permission from a department head and clearance from the Protection Services department.
* The Saint Louis Art Museum will allow Sikh men and women to wear a kirpan into the Museum if all of the following conditions are met:

1. The blade is no longer than 2.5 inches;
2. The overall length of the kirpan is no longer than 7 inches; and
3. The kirpan is kept sheathed at all times while in the Museum.

Notwithstanding the foregoing policy, in the case of any concern on the part of the Museum staff, final authority to permit or deny entry will rest with the Gallery Manager, Security Manager, or Security Supervisor on duty.

**Museum Etiquette**

Works of art, including sculpture, should not be touched.

Cell phones should be turned off or set to silent or vibrate while visiting the galleries.

Playing audio or making other loud noises within the Museum is not allowed.

Inappropriate behavior such as horseplay, running, etc. is not allowed.

Individuals who are intoxicated, under the influence of controlled substances, or unwilling to follow the directions of staff are not allowed in the Museum and will be asked to leave.

**Inspection and Coat Check**

Backpacks, bags, or containers larger than 11” by 17” are subject to visual inspection at all entrances when entering and leaving the Museum. These will also need to be checked at one of the Museum’s coat check locations. (Free of charge.)

Exceptions will be made for visitors calling on Museum administrative offices.

A personal bag is allowed, as long as it is not worn on the back.

Visitors to the Museum are encouraged to check their coats on arrival. Coats which are worn or carried must not present a risk to works of arts in the collection.

Toys, balloons, coolers, sporting equipment (such as skateboards), or other large objects are not allowed in the Museum and must be checked.

Small objects, such as umbrellas, canes (except as a physical aid), and cycle helmets must also be checked.

**Media Inquiries**

All unsolicited news media inquiries should be directed immediately to the Communications Manager. Off-hours and weekend contact information will be updated regularly for VMS staff and Protection Services.

Members of the media and all others involved in photography for marketing or public relations purposes must be accompanied by a member of the Marketing and Communications staff or a designee.
Interviews and videotaping inside the Museum or on the Museum grounds is allowed, with prior permission from Marketing and Communications staff.

All photography in the galleries by news media using flash, tripods, or video must be scheduled in advance and managed by the Marketing and Communications staff.

**Accessibility**

Public transportation is available via MetroBus and MetroLink.

Accessible parking spots are located in the free parking lots on Fine Arts Drive and in the Museum’s parking garage. Accessible entrances are located at the East Building and in the parking garage. The driveway in front of the East Building may be used to pick up and drop off visitors.

Elevators are located on all levels of the Museum.

School bus and other tour groups should use the east service drive and enter and exit via the South Auditorium Doors. Arrival must be scheduled with Learning and Engagement, as well as Protection Services.

The Museum welcomes visitors who require wheelchairs and other personal transporters. When required by a visitor as an accessibility tool, Segways are allowed. They must be set on the minimum speed. Complimentary wheelchairs are available at the Information Centers.

The Museum welcomes visitors who require certified service animals. Service animals must be on a leash at all times.

Accessible restrooms are located in Taylor Hall. The family restroom near the Auditorium coat check is also accessible.

Personal strollers are allowed in the galleries; a few are also available for loan. (Free of charge.) Due to space constrictions, strollers are not allowed in the Museum Shops.

Assistive Listening Devices are available for loan at the Information Centers.

A gallery tour with American Sign Language interpretation is held on the third Sunday of each month. Custom tours can be arranged for visitors who are hearing impaired and certified signers may be scheduled by VMS staff.

Magnifying glasses are available at the Information Centers, as are large-print copies of exhibition labels.

The sculptures on Sculpture Terrace have labels in Braille.
Employee Handbook Acknowledgment Form

I have been informed that the Employee Handbook is available on the Museum’s intranet (Intranet > Employee Handbook) and understand that it is my responsibility to read and comply with the policies contained in the handbook and revisions made to them. I also understand that any internal procedures or policies provided as guidelines for management are not a contract of employment.

I understand that the Employee Handbook describes important information about the Museum, and I understand that I should consult my direct supervisor, department supervisor or Administrator regarding any questions not answered in the Employee Handbook.

Since the information, policies, and benefits described within the Employee Handbook are necessarily subject to change, I acknowledge that revisions to the Handbook may occur, with or without notice. I also acknowledge that this Employee Handbook is not a contract of employment. I agree that I have entered into my employment relationship with the Museum voluntarily and acknowledge that, absent any other written agreement with the Museum, there is no specified length of employment. Accordingly, either I or the Museum can terminate the relationship at will, with or without notice or cause, at any time.

I understand that the Museum has adopted a policy not to discriminate against any employee or applicant for employment on the basis of any category protected by federal, state, or local law. I also understand that the Museum has a policy prohibiting workplace harassment, including sexual harassment. I acknowledge that I am aware of the Museum’s anti-discrimination and anti-harassment policies, and I agree to abide by the terms of those policies. I understand that if I have any concerns about my work environment, I should report my concerns to my supervisor or the Human Resources Department. I understand that if I am disciplined pursuant to an investigation into a complaint about my conduct made by another employee in good faith, the individual who complained about my conduct may be informed of the disciplinary action taken against me.

Finally, I understand that failure to follow the Museum’s policies and/or procedures and/or a violation of the Museum’s policies and/or procedures may result in disciplinary action, up to and including termination and/or legal action.

Employee Name: ___________________________________________ Date: ___________

Employee Signature: __________________________________________