

CLEVELAND PUBLIC LIBRARY

Board Meeting

April 16, 2020

**RESOLUTION PROCLAIMING LIBRARY SPECIAL CLOSURE AND
ADMINISTRATIVE CLOSE DUE TO COVID-19 AND REVISING HUMAN
RESOURCES MANUAL**

WHEREAS, The Library announced that it was closing all its facilities to the public until further notice at the end of the day on Friday, March 13, 2020 in an effort to protect staff and patrons from the spread of COVID-19, and the Library required staff to report to work for a final day on Monday, March 16, 2020 in order to thoroughly clean work areas and to take other measures to prepare for the closing; and

WHEREAS, The Library Administration has been continuing to monitor the evolving COVID-19 situation during the closure and has and will continue to gauge its response based on guidelines, recommendations, and orders issued by the State of Ohio, the City of Cleveland, and other public entities; and

WHEREAS, As a result of the Ohio Department of Health's (ODH) amended Stay at Home Order issued on April 2, 2020, the Cleveland Public Library recommends implementing an Administrative Close policy effective April 26, 2020. Under the proposed Section 392 of the Human Resources Manual, titled "Administrative Close," which is attached to this Resolution as Exhibit "A," an Administrative Close occurs when the Library is closed due to proclamation of the Board of Trustees or order of local, state or federal government for a period of time exceeding that typically addressed by a Special Closing pursuant to Section 386 of the Human Resources Manual, titled "Special Library Closings". An Administrative Close may result in all or a portion of the Library facilities being closed to the public, or being closed to the public but with or without the expectation that staff report to or conduct work. During an Administrative Close, employees will be paid for hours worked in accordance with relevant procedures and policies and relevant provisions of collective bargaining agreements. Based on the circumstances and length of the Administrative Close, employees who are unable or unwilling to work may be paid at the Executive Director's discretion for the hours they would have worked had the Library been open; and

WHEREAS, The Library Administration recommends that the Board of Library Trustees proclaim the closure due to COVID-19 a Special Closing for the period effective from March 17, 2020 through April 25, 2020, and an

EXHIBIT 13

Administrative Close for the period effective from April 26, 2020 until May 4, 2020 or until such other time as the Executive Director, CEO, determines is in the best interests of the Library, its patrons, and employees to resume operations; now therefore be it

RESOLVED, That the Cleveland Public Library Board of Trustees hereby approves the proposed revisions to the Human Resources Manual as set forth in Exhibit "A" of this Resolution to create a new Section 392 titled "Administrative Close" to become effective April 26, 2020, and instructs the Library's management to be responsible for implementation and execution of the provisions of this policy and any related procedures; be it further

RESOLVED, That the Cleveland Public Library Board of Trustees hereby proclaims the closure of the Library due to COVID-19 a Special Closing for the period effective from March 17, 2020 through April 25, 2020, and an Administrative Close for the period effective from April 26, 2020 until May 4, 2020 or until such other time as the Executive Director, CEO, determines is in the best interests of the Library, its patrons, and employees to resume operations

Exhibit "A"

COMPENSATION PRACTICES – 300

ADMINISTRATIVE CLOSE – 392

An Administrative Close is defined as a close designated by the Board of Trustees or its designee as a closure of Library due to an order of a federal state or local governmental authority, or an emergency situation including without limitation, a health or safety emergency, a public emergency, or an emergency declaration or order made by a federal, Ohio, or local governmental authority. An Administrative Close is, typically but not exclusively, for an extended period. An Administrative Close may result in all or a portion of the Library facilities being closed to the public with or without the expectation that staff report to or conduct work.

Pay During an Administrative Close

During an Administrative Close, employees will be paid for hours worked in accordance with relevant established policies and procedures and relevant collective bargaining agreement provisions. Based on the circumstances and length of the Administrative Close, employees who are unable or unwilling to work may be paid at the Executive Director's discretion for the hours worked had the Library been open. Compensation will be administered in a non-discriminatory manner.

Essential Staff

Essential staff may be identified by the Executive Director during an Administrative Close based on the circumstances and expected length of the closure. In general, "essential staff" is defined as staff who: 1) are either required to report to a work location to ensure the operation of functions or departments deemed essential or to maintain basic operations; 2) have a technical expertise that is deemed critical; and/or 3) are working on projects deemed essential. Unless otherwise Identified by the Executive Director, "essential staff" includes all exempt employees, designated non-bargaining non-exempt employees, and employees who provide essential functions such as, but not limited to, safety and security and information technology, as set forth in the previous sentence.

Essential staff may be called upon during an Administrative Close to perform any or all duties as identified in their job description. Non-bargaining employees may be required to perform any duties or tasks necessary for which they are qualified and/or able to perform.