

CLEVELAND PUBLIC LIBRARY

Board Meeting

June 18, 2020

**RESOLUTION CORRECTING REVISION TO SECTION 314 of HUMAN RESOURCES
MANUAL**

WHEREAS, Pursuant to Section 121.2 of the Human Resources Manual, the Board of Library Trustees must approve all changes to the Human Resources Manual; and

WHEREAS, On September 26, 2019, this Board approved the addition of a new Section 314, titled "Overtime," to the Human Resources Manual, which provided that non-bargaining unit non-exempt employees shall be paid or compensated with compensatory time at the rate of time-and-one-half their regularly hourly rate for time worked in excess of 37.5 hours in a work week, and which became effective on September 27, 2019; and

WHEREAS, The Library Administration recommends that Section 314 of the Human Resources Manual be corrected to clarify that non-union non-exempt Safety and Protective Services staff will be paid overtime or compensated with compensatory time for any time worked in excess of 40 hours in a work week as set forth in Exhibit "A" to this Resolution; now therefore be it

RESOLVED, That the Cleveland Public Library Board of Trustees hereby approves the proposed correction to Section 314 of the Human Resources Manual as set forth in Exhibit "A" of this Resolution to become effective retroactively to September 27, 2019, and instructs the Library's management to be responsible for implementation and execution of the provisions of these policies and their related procedures.

Exhibit “A”

COMPENSATION PRACTICES – 300

OVERTIME – 314 (REVISED)

Bargaining unit employees shall be eligible for overtime pursuant to their collective bargaining agreement. Non-bargaining unit non-exempt employees shall be paid (or compensated with compensatory time) at the rate of time-and-one half their regularly hourly rate for time worked more than 37.5 hours in a work week (40 hours for Safety and Protective Services non-union non-exempt employees).

Exempt employees are expected to work beyond the standard 37.5-hour work week with no additional pay.

June 18, 2009

Revised September 26, 2019

Revised June 18, 2020