

**CLEVELAND PUBLIC LIBRARY**

**Board Meeting**

September 17, 2020

**RESOLUTION TO REVISE THE 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, The Library's Human Resources Department is in the process of conducting a comprehensive review and revision of the Human Resources Manual to reflect the prevailing practices in today's workplaces; and

WHEREAS, The Library Administration recommends that the Human Resources Manual be revised to include a new Section 383, titled "Staff Political Activities", as set forth in Exhibit "A" to this Resolution and rescind existing Section 383, "Credit Union Meetings" of the Human Resources Manual; and

WHEREAS, The Library Administration recommends that the Human Resources Manual be revised to include a rewritten Section 395, titled "Medical Leave of Absence," as set forth in Exhibit "B" to this Resolution; and

WHEREAS, The Library Administration recommends that the Human Resources Manual be revised to include a rewritten Section 421, titled "Retirement and Tax Deferred Compensation Plans," as set forth in Exhibit "C" to this Resolution and rescind existing Section 427 of the Human Resources Manual; and

WHEREAS, The Library Administration recommends that the Human Resources Manual be revised to include a rewritten Section 422, titled "Health and Welfare Benefits," as set forth in Exhibit "D" to this Resolution; and

WHEREAS, The Library Administration recommends that the Human Resources Manual be revised to include a rewritten Section 423, titled "Life Insurance," as set forth in Exhibit "E" to this Resolution; and

WHEREAS, The Library Administration recommends that the Human Resources Manual be revised to include a rewritten Section 426, titled "Section 125 Cafeteria Plan," as set forth in Exhibit "F" to this Resolution; and

## **EXHIBIT 13**

WHEREAS, The Library Administration recommends that the Human Resources Manual be revised to include a rewritten Section 460, titled “Equal Employment, Discrimination, and Harassment,” as set forth in Exhibit “G” to this Resolution; and

WHEREAS, The Library Administration recommends that the Human Resources Manual be revised to include a rewritten Section 480, titled “Civility, Bullying, and Workplace Violence,” as set forth in Exhibit “H” to this Resolution; and

WHEREAS, The Library Administration recommends that the Human Resources Manual be revised to include a rewritten Section 495, titled “Employee Assistance Program,” as set forth in Exhibit “I” to this Resolution; 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 Exhibits “A” through “I” of this Resolution to update Sections 383, 395, 421, 422, 423, 426, 460, 480, and 495 and to rescind the current Sections 383 and 427 to become effective September 18, 2020, 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

*STAFF POLITICAL ACTIVITIES– 383*

Cleveland Public Library encourages employee involvement and interest in civic and political activity. Employees who volunteer to serve as Precinct Election Officials (PEO) or Voting Location Managers (VLM) during election days (for general, primary and special elections) when they are also scheduled to work, will receive their regular pay for that day (for their scheduled hours – not overtime), with advance approval and proof provided to their supervisor of the poll duty served. Training sessions for individuals on other scheduled workdays prior to the election should be covered by employees’ vacation time.

Employees may engage in civic and/or political activity if their involvement is not on Library time and is not conducted on Library premises (except as approved for election poll workers.)

No Cleveland Public Library appointment, promotion, disciplinary action, or other term or condition of employment will be affected by political activity or opinion.

Cleveland Public Library employees are prohibited from endorsing or advertising a political candidate or issue on Library premises. Exceptions include providing approved Cleveland Public Library levy information.

Rescind 383 – Credit Union Meetings  
Adopted September 17, 2020

**EXHIBIT “B”**

*COMPENSATION PRACTICES – 300*

*MEDICAL LEAVE OF ABSENCE – 395 (NEW)*

Bargaining unit employees shall be eligible for a Medical Leave of Absence pursuant to their collective bargaining agreement. Non-bargaining unit employees may be eligible for a Medical Leave of Absence, a continuous leave of absence for the serious health condition of an employee, child, spouse or parent. A Medical Leave of Absence cannot exceed one year for full time and regular part time employees and six months for pages and substitutes. Employees shall be provided employment in an equivalent position with equivalent conditions of employment upon the return from Medical Leave. Eligible employees are required to use sick and vacation time; an unpaid Medical Leave will not commence until all earned time has been exhausted.

Due to the COVID-19 pandemic, employees who might have been eligible for an intermittent Family and Medical Leave (FMLA) may not be eligible for FMLA due to not meeting the 1,250 hours worked requirement. This is because the hours for which non-essential staff were paid during the Special Closing and Administrative Close are not considered hours worked for FMLA. Additionally, the Library’s participation in SharedWork Ohio results in fewer hours worked. Therefore, all employees eligible and approved for a Medical Leave of Absence may use the leave on an intermittent basis, similar to the option provided under FMLA. This intermittent allowance is for MLA’s approved between September 17, 2020 and July 31, 2021 (approximately one year from the conclusion of CPL’s participation in the SharedWork Ohio program.) Employees are required to use all their accrued paid time (sick days, vacation days, etc.) during an approved Medical Leave of Absence.

September 26, 2019  
Revised September 17, 2020

**EXHIBIT "C"**

STAFF WELFARE AND ECONOMIC BENEFITS – 400

*RETIREMENT AND TAX DEFERRED COMPENSTION PLANS – 421*

Employees of the Library are required by law to participate in the Ohio Public Employees Retirement System. The Library pays a percentage of the cost for each employee, and the employee contributes the remainder through pre-tax payroll deductions.

In addition to retirement benefits, OPERS provides other benefits such as disability retirement, survivor benefits, health insurance for retirees, etc.

Employees should direct questions about retirement benefits to:

Public Employees Retirement System  
277 East Town Street  
Columbus, Ohio 43215  
1-800-222-7377  
[www.opers.org](http://www.opers.org)

Employees of the Library may also participate in tax deferred compensation plans (457 retirement plans). Contact Payroll for additional information.

March 21, 1996

Revised September 17, 2020

Rescind 427

**EXHIBIT “D”**

*STAFF WELFARE AND ECONOMIC BENEFITS – 400*

*HEALTH AND WELFARE BENEFITS – 422*

The Library will offer medical, dental, vision, group life insurance, short-term disability and flexible spending accounts to eligible employees. The Library may offer other ancillary benefits.

Benefit eligibility is determined by your job classification, how many hours you are scheduled to work, and may be influenced by a collective bargaining agreement. In general, full-time employees and part-time regular bargaining-unit employees are eligible to participate in the benefits program. Part-time regular bargaining unit employees are only eligible to participate in the single option of the medical insurance program

Benefit enrollment begins the first of the month after eligibility. Benefit elections must be made within 30 days of hire. Benefit coverage terminates effective at the end of the month of an employee’s termination or ineligibility date.

Open enrollment will occur once annually. You may revoke a waiver of insurance or change coverage during open enrollment.

After you enroll in a group health plan, you must immediately inform the Payroll Department if you marry, have a child, have a child who becomes independent or turns age 26, divorce, or any other family change that will impact your insurance coverage. If you fail to report additions to your coverage within 31 days, you must wait for an open enrollment period. Under certain circumstances, family members may be dropped from coverage.

Benefit programs are designed to comply with all government regulations and will be integrated with related statutory plans such as the Consolidated Omnibus Budget Reconciliation Act (COBRA) and Public Law 99-272.

COBRA provides continuation of applicable health benefits to eligible employees and their family members. COBRA qualifying events include:

- Voluntary or involuntary termination of the covered employee’s employment for reasons other than gross misconduct.
- Reduced hours of work for the covered employee.
- Covered employee becoming entitled to Medicare and voluntarily choosing to cancel group coverage.
- Divorce or legal separation of a covered employee.
- Death of a covered employee.

## **EXHIBIT 13**

- Loss of status as a dependent child under plan rules.

An employee on an approved paid leave is not subject to COBRA.

An FMLA leave is not subject to COBRA. An employee on an FMLA leave may remain a participant in the Library's employee benefit plan throughout the duration of the leave, as if actively employed. The employee is required to continue to pay his or her portion of any insurance premiums normally deducted from the employee's paycheck either through payroll deduction during the leave or, if all or a portion of the FMLA leave is unpaid, promptly upon return.

September 17, 2009

Revised September 17, 2020

**EXHIBIT “E”**

*STAFF WELFARE AND ECONOMIC BENEFITS – 400*

*LIFE INSURANCE – 423*

The Library provides and pays for a minimum of \$20,000 term life/accidental death and dismemberment insurance policy for full time employees after they have been in their full-time position for one year. Bargaining unit life insurance benefits are outlined in the collective bargaining agreements.

Additional voluntary life insurance is available to full time employees at the employee’s expense if enrolled within 30 days of hire. There is no open enrollment period for voluntary life insurance. Employees should contact the Payroll Department to process beneficiary changes. This insurance can be converted to an individual policy upon termination; employees should contact the Payroll Department for information.

February 15, 2007

Revised September 17, 2020

**EXHIBIT “F”**

*STAFF WELFARE AND ECONOMIC BENEFITS – 400*

*SECTION 125 CAFETERIA PLAN – 426*

In order to continue providing high-quality medical coverage, Cleveland Public Library’s (CPL) plan is partially financed through employee contributions. Employee contributions are pre-tax under section 125 of the IRS tax code. Therefore, changes to medical, dental and vision coverage may not be made without qualifying events.

The pre-tax election of employee contributions will become effective the first pay of each year, except in the case of a new employee whose election will become effective for the period beginning on the first full pay payroll period beginning after the date of which the benefit election is properly made. An election will terminate with a separating employee’s last pay period reflecting pay for hours worked, however benefit coverage terminates at the end of the month of an employee’s termination date or the last pay in the calendar year. The amount of your election will be deducted from your compensation on a pretax basis, meaning you pay no federal, state or Medicare taxes on your contribution to the CPL’s medical plans.

An employee’s contribution is directly linked to the medical insurance premium for the individual plan(s). Employees are responsible for paying their contribution toward medical insurance if on a Family and Medical Leave or other approved or designated leave. If an employee fails to return to work at the conclusion of a leave of absence, the Library may require the employee to reimburse it for the full cost of health coverage during any period of unpaid leave.

If an employee elects a benefit change during a plan year, such as a change in family status, with a corresponding change in employee contribution, the new amount will become effective the first pay period following the pay period that the benefit change date falls within.

**BASIC NEO Administrators**

CPL offers through BASIC NEO Administrators a Section 125 flexible employee benefit plan (Flexible Spending Account – FSA).

COMPONENT	ENABLES EMPLOYEE TO:
FSA - Health Care Account	Set aside dollars for reimbursement of certain medical expenses (qualified expenses include amounts not paid by insurance coverage such as deductibles and co-payments, vision care expenses, dental care and prescriptions.)

## **EXHIBIT 13**

Dependent Care Account	Set aside dollars for dependent care expenses.
Parking and Transportation	Set aside dollars for parking and/or transit expenses.

### FSA - Health Care Account

A Health Care Account allows an employee to use pre-tax dollars to pay for certain unpaid medical, dental and vision expenses (i.e., deductibles, coinsurance payments, eyeglasses, contact lenses, etc.). At the beginning of the year, employees determine the annual amount to be deducted from their paycheck on a pre-tax basis, through regular payroll deductions. These funds are placed in an employee's FSA Health Care Account and are paid to them (or as directed by them) as eligible expenses are incurred. More information regarding this benefit can be found at [www.flexneo.com](http://www.flexneo.com).

### FSA - Dependent Care Account

A Dependent Care Account allows employees to use pre-tax dollars to pay for dependent care expenses incurred. Expenses such as day care services and after-school care for children through age 12 are eligible. Expenses for other dependents that are physically or mentally unable to care for themselves also qualify. NOTE: Eligible dependents are those who qualify as dependents for Federal income tax purposes.

There is an annual minimum and maximum allocation for the health care and dependent care accounts:

	Minimum Annual Allocation	Maximum Annual Allocation
FSA Account	\$120	\$2,750 (or current IRS limit)
Dependent Care Account	\$120	\$5,000 (or current IRS limit)

### Parking and Transportation Accounts

A Parking and Transportation Account allows employees to use pre-tax dollars to pay for parking and/or commuter/transit expenses. An employee may make changes to their election throughout the year.

Before the beginning of a calendar year, an employee will determine the annual amount to be deducted from their paycheck on a pre-tax basis for each component they select through regular payroll deductions for the plan year. An employee must incur a qualified "change in family status" in order to make a change to the Flexible Spending Account amounts during the plan year. A change in family status includes, but is not limited to, the birth of a child, spouses and other dependents added due to marriage, loss of insurance coverage due to termination of the spouse's employment or reduction of hours, divorce or legal separation or death of a spouse. Transportation accounts may be changed the first of each month.

## How to File a Claim

NEO Administrators acts as the administrator. Participants in the FSA - Health Care Account may access their account via a debit VISA card ("Benny Card"). Claim forms can also be sent to BASIC NEO Administrators; forms can be obtained at [www.flexneo.com](http://www.flexneo.com) or in Payroll Department. An employee will receive reimbursement up to the annual amount an employee determines at the beginning of the plan year (calendar year).

An employee has 90 days after the end of the plan year to submit receipts for eligible expenses incurred during the plan year.

## Termination of Employment

An employee's Spending Account contributions will end with an employee's last pay period reflecting pay for hours worked. However, an employee will be given 90 days after their termination date to submit claims for services incurred prior to their termination date.

## Carryover

Health Care FSA account balances may be carried over from one year to the next. Balances must be used by March 15 of the following year. Employees have up to March 31 of the following year to turn in eligible receipts for reimbursements as long as the expense was incurred by March 15.

The carryover provision does not apply to an FSA – Dependent Care Account.

March 21, 1991  
September 17, 2020

**EXHIBIT “G”**

*STAFF WELFARE AND ECONOMIC BENEFITS – 400*

*EQUAL EMPLOYMENT, DISCRIMINATION AND HARASSMENT– 460*

**EQUAL EMPLOYMENT AND DISCRIMINATION**

The Library actively supports and encourages non-discriminatory employment policies and practices and is committed to fostering the growth and development of its employees. No employee or applicant will be discriminated against on the basis of race, color, ancestry, religion, national origin, citizenship, sex, pregnancy, gender identity, sexual orientation, age, veteran or military status, disability, genetic information, or any other characteristic protected by federal, state, or local law.

This policy governs all aspects of employment, including recruitment, selection, hiring, job assignment, training, promotion, compensation, discipline, termination, and access to benefits and training.

The Library’s practice is to recruit, select, hire, train, and promote the most qualified individual based on merit, qualifications, and abilities, which includes a combination of both education and work experience.

The Library has pledged to pursue this policy and employees are expected to comply with this policy in every respect.

**Genetic Information**

The federal Genetic Information Nondiscrimination Act of 2008 (GINA) restricts employers from requesting or requiring genetic information, except in limited circumstances. Accordingly, employees should not provide any genetic information when responding to requests for medical information. Genetic information includes, without limitation, an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an individual or family member receiving assistive reproduction services.

**HARASSMENT**

The Library is committed to maintaining a work environment that is free of harassment based on race, color, ancestry, religion, national origin, citizenship, sex, pregnancy, gender identity, sexual orientation, age, veteran or military status, disability, genetic information, or any other characteristic protected by federal, state, or local law. This policy applies to all employees,

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including nonsupervisory personnel, supervisors, managers, and executives. It also applies to nonemployees such as visitors, customers, volunteers, patrons, and vendors who have business contact with employees. Harassment consists of unwelcome conduct, whether verbal, nonverbal, written, pictorial, physical, or visual, that is based on any characteristic protected by law, when that conduct affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment.

Sexual harassment is unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and verbal, nonverbal, written, pictorial, visual, or physical conduct of a sexual nature where:

1. submission to that conduct is made an express or implied term or condition of employment;
2. submission to or rejection of that conduct is used as the basis for employment decisions; or
3. that conduct has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment also includes harassment of a person by another person of the same gender.

Examples of prohibited conduct include, but are not limited to:

1. Offering employment benefits, such as favorable assignments, reviews, promotion, or the like, in exchange for sexual favors;
2. Denying or threatening to deny employment benefits for rejecting sexual advances;
3. Unwanted sexual advances, propositions, flirtations, or repeated unwanted requests for or efforts to make social contact;
4. Verbal conduct of a sexual or gender-based nature, such as using sexually degrading, vulgar, or discriminatory words to describe an individual; making sexually suggestive comments about an individual's body; discussing sexual activity; or making derogatory, sexual, gender-related or discriminatory comments, slurs, taunts, jokes, or epithets;
5. Non-verbal conduct of a sexual or gender-based nature, such as whistling, unwelcome staring, or leering; displaying sexually suggestive, gender-based, or discriminatorily-based objects, pictures, videos, posters, or cartoons; making sexual, derogatory, obscene, or discriminatory gestures; or giving, sending, or circulating sexual, derogatory, obscene, or discriminatory letters, e-mail messages, social media messages or postings, voicemail messages, gifts, notes, or invitations;
6. Unwelcome physical conduct of a sexual or gender-based nature, such as touching, patting, pinching, brushing the body, or impeding, by blocking, an individual's movements.

The Library also strictly prohibits any verbal, visual or physical conduct that insults, degrades, stigmatizes or victimizes an employee on the basis of his or her race, ethnic background or national origin. This includes conduct that has the purpose or effect of substantially interfering

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with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Examples of prohibited conduct include, but are not limited to:

- Ethnic or racial slurs or epithets;
- Ethnic or racial innuendoes or slang;
- Negative stereotyping
- Suggestive comments, objects or pictures; or
- Jokes or derogatory names or words of an ethnic or racial nature.

### **Reporting and Investigations**

If an employee is the subject of, or becomes aware of, harassment or discrimination, the employee must immediately communicate this information in writing to one or more of the following individuals: the employee's supervisor, the manager of the employee's department, a representative of Human Resources, or the Library Director. If, for any reason, an employee prefers not to discuss the issue with any of these individuals, the employee is encouraged to report the issue to the Chairperson of the Board of Trustees or Chairperson of the Human Resources Committee of the Board of Trustees.

The Library strongly encourages employees to come forward promptly. Timely reporting is vital to the Library's ability to investigate complaints of harassment or discrimination. Prompt reporting also discourages the spread of harmful rumors.

Complaints and investigations will be kept as confidential as possible. The Library takes prompt and necessary steps to investigate and, where appropriate, correct any form of harassment or discrimination. All employees are expected to cooperate in any investigations of wrongdoing. Failure of any employee to cooperate in an investigation is grounds for disciplinary action against that employee, up to and including termination. No reprisal, retaliation, or other adverse action will be taken against any employee who in good faith reports harassment or discrimination or assists in the investigation of any such matter.

The Library will not tolerate any retaliatory conduct or false accusations of harassment or discrimination, and any such acts will result in disciplinary action, up to and including termination.

Knowingly or recklessly making a false report is a violation of this policy; this is not meant to discourage individuals from making good faith reports. If the Library determines that an employee knowingly or recklessly made a false report, the employee may be subject to discipline, up to and including termination.

**Third Party Harassment**

A public work environment is dynamic, non-enclosed, and by mission and nature designed to be welcoming to the public it supports. As such, serving the public can result in unpredictable, and occasionally unwelcome, interactions with our patrons. CPL is committed to trying to ensure employees are safe in our workplace.

If an employee experiences behavior from a patron or other third party that they deem offensive or harassment, an employee (1) should report the patron or other third party and the behavior to their supervisor and (2) can explicitly ask the patron or other third party to stop that behavior. The supervisor should report that behavior to their Director or Chief. CPL may consider the following to minimize potential third-party harassment:

- Advise the patron of the complained-or-alleged misconduct and that any such conduct must cease immediately;
- Prevent the patron from entering CPL property;
- Where CPL has a business relationship with the harasser's employer, consider whether to report the alleged conduct to the harasser's employer to ensure it does not continue;
- If necessary or possible, offer the complainant the option of working in an area where no contact with the offending patron is needed.
- Consider whether a protective order or the involvement of law enforcement is necessary and appropriate.

**Personal Relationships**

Personal relationships between employees generally are not prohibited. However, if any facet of the relationship affects the work environment in any way, the Library may take any and all corrective actions necessary in compliance with this policy. Family relationships (i.e. parent/child, marriage, fiancé, etc.) between a supervisor and a direct report should be disclosed to Human Resources by the supervisor, which reserves the right to ensure that there is no perceived or actual conflict of interest in the supervisor performing their management duties and responsibilities.

Revised September 17, 2020  
October 16, 2008

**EXHIBIT “H”**

*STAFF WELFARE AND ECONOMIC BENEFITS – 400*

*CIVILITY, BULLYING AND WORKPLACE VIOLENCE – 480*

This policy and Cleveland Public Library’s Equal Employment, Discrimination and Harassment policy (#460) are designed to work in concert to convey that all CPL employees have a responsibility to treat all colleagues, patrons and stakeholders with civility, courtesy, dignity and respect. All employees are expected to exhibit conduct that reflects this behavior during work, at work functions on or off the work site, and at all other library sponsored and participative events.

Respectful behaviors cause someone to feel valued and contribute to effective communication and collaboration. Employee morale, productivity and customer service levels are at their highest when employees exhibit conduct that shows regard for others by being courteous and respectful, and takes into consideration others’ feelings, rights or traditions.

CPL civility expectations include, but are not limited to:

- Treat each other equally and with respect.
- Acknowledge the impact of your behavior on others.
- Welcome feedback.
- Be approachable and helpful.,
- Work to resolve conflicts.
- Respect each other’s time commitments.
- Acknowledge the contributions of others.
- Maintain professionalism even if facing a difficult situation.
- Avoid derogatory words, phrases, condescending language or voice intonation.
- Avoid raising your voice, inappropriate tone (harsh, surly, sarcastic), or belligerent or defiant speech/conduct.

Bullying is strictly prohibited. Bullying can be described as, but is not limited to:

- Verbal harassment or bullying –offensive jokes, insults, degrades, ridicule, epithets, slurs, slander, vulgarity, whistling, slang, negative stereotyping, or innuendo. It also includes maligning, derogatory or persistent names or words that are hurtful, insulting, or humiliating, abusive, offensive or suggestive.
- Physical harassment, bullying or violence –aggressive physical behavior (such as but not exclusive to bumping, pushing, shoving, kicking, poking, tripping, etc.), physical threats; non-verbal threatening gestures; unwelcome touching, physical contact, intimidating acts; or damage to, defacing or insulting alteration of a person’s work area or property.

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- Visual harassment or bullying – gestures or showing, posting or circulating written or graphic materials that denigrates or shows hostility or aversion toward individuals.
- Exclusion bullying—socially or physically excluding or disregarding a person in work-related activities.

Failure to meet the above expectations for bullying may result in discipline, up to and including termination.

### **Bullying - Resolving, Reporting and Investigations**

Managers are responsible for modeling appropriate behaviors and ensuring that employees comply with CPL standards. Managers should maintain an “open door” policy encouraging employees to raise concerns so that the manager can assist with resolving issues if appropriate.

Employees who feel that they have been a victim of bullying behavior by an employee or vendor are encouraged to follow the steps below, but an employee may make a report directly to their supervisor or member of management in their respective area, or to Human Resources:

1. Whenever possible, the Library encourages the employee to convey directly to the offending employee that the bullying behavior is unwelcome or unacceptable.
2. If the employee feels uncomfortable approaching the offending employee directly or if the matter has not been resolved to the employee’s satisfaction, then the employee should promptly report the incident to their supervisor(s) or the manager of their department, and/or follow the procedure below.
3. If the employee or their supervisor feels that the behavior has been addressed previously and continues, or is of an extreme or pervasive nature, Human Resources should be consulted.

Employees who feel that they have been a victim of bullying behavior by a patron should make a report directly to their supervisor and complete a Security Irregularity Report.

### **Workplace Violence – Reporting and Investigations**

If an employee is the subject of, or becomes aware of, threatened or actual violence against others, the employee should immediately communicate this information to one or more of the following individuals: the Library Director, the employee’s supervisor, the manager of the employee’s department, or a representative of Human Resources. If, for any reason, an employee prefers not to discuss the issue with any of these individuals, the employee is encouraged to report the issue to the Chair of the Human Resources Committee of the Board of Trustees.

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The Library strongly encourages employees to come forward promptly. Timely reporting is vital to the Library's ability to investigate complaints of potential workplace violence. Prompt reporting also discourages the spread of harmful rumors.

Complaints and investigations will be kept as confidential as possible. The Library will take prompt and necessary steps to investigate and, where appropriate, correct any form of workplace violence. All employees are expected to cooperate in any investigations of wrongdoing. Failure of any employee to cooperate in an investigation is grounds for disciplinary action against that employee, up to and including termination. No reprisal, retaliation, or other adverse action will be taken against any employee who in good faith reports workplace violence or assists in the investigation of any such matter.

The Library will not tolerate any retaliatory conduct or false accusations of workplace violence and any such acts will result in disciplinary action, up to and including termination.

Knowingly or recklessly making a false report is a violation of this policy; this is not meant to discourage individuals from making good faith reports. If the Library determines that an employee knowingly or recklessly made a false report, the employee may be subject to discipline, up to and including termination.

Revised September 17, 2020  
November 20, 2008

**EXHIBIT “I”**

*STAFF WELFARE AND ECONOMIC BENEFITS – 400*

*EMPLOYEE ASSISTANCE PROGRAM – 495*

The Cleveland Public Library offers employees and their immediate family members the benefit of an Employee Assistance Program (EAP). Available to employees and their dependents are the services of qualified professionals who can assist in dealing with a wide variety of issues and concerns. EAP services are provided on a strictly private and confidential basis.

January 18, 1990

Revised September 17, 2020