

CLEVELAND PUBLIC LIBRARY

Human Resources Committee

September 14, 2021

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 to the Human Resources Manual to reflect its new compensation program; and

WHEREAS, In order to comport with the non-bargaining unit pay structure adopted by this Board on July 6, 2021, the Library Administration recommends that the Human Resources Manual be revised to include a rewritten Section 370, titled "Vacation Leave", 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 revisions to the Human Resources Manual as set forth in Exhibit "A" of this Resolution to update Section 370, and to become effective September 16, 2021, and instructs the Library's management to be responsible for implementation and execution of the provisions of these policies and procedures

Exhibit "A"

COMPENSATION PRACTICES – 300
VACATION LEAVE – 370

Bargaining unit employees shall be eligible for vacation leave pursuant to their collective bargaining agreement. Vacation time for full-time employees accumulates from the first day of employment. Vacation leave for regular part-time employees is pro-rated based on their full-time equivalency percentage. Previous service with a public employer in the State of Ohio will be counted in computing vacation leave credit for newly-hired eligible employees. Prior service credit will not be taken into account for purposes of vacation accruals for a newly hired employee who is receiving retiree benefits from the Ohio Public Employees Retirement System (OPERS) will begin accrual at the lowest level appropriate for their position.

All other full time and regular part-time employees shall accumulate vacation time as follows:

- Employees with less than three (3) years of service: .0385 per hour compensated, or 75 hours (10) days per year.
- Employees with three (3) to (5) years of service: .0577 per hour compensated or 112.5 (15) days per year.
- Professional and administrative non-bargaining employees (pay grade 4 and higher), as well as employees with at least five (5) years of service shall accumulate vacation leave at the rate of .0846 per hour compensated or 165 hours (22) days per year.
- Employees with greater than 25 years of service: .0962 per hour compensated or 25 days per year.