

CLEVELAND PUBLIC LIBRARY

Human Resources Committee

December 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, The Library's Human Resources Department recommends that the Human Resources Manual be revised to include a rewritten Section 370, titled "Vacation Leave," as set forth in Exhibit "A" so that current and newly-hired staff are treated the same in terms of recognizing former public service for purposes of vacation time accrual; and

WHEREAS, The Library's Human Resources Department further recommends that the Human Resources Manual be revised to include a rewritten Section 385, titled "Legal Holidays," as set forth in Exhibit "B" to include Juneteenth as a holiday on which the Library will be closed; and

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" and "B" to this Resolution to update Sections 370 and 385 effective as of December 17, 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 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). These employees 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.

September 16, 1982

Revised September 26, 2019

Revised December 16, 2021

Exhibit “B”

COMPENSATION PRACTICES – 300

LEGAL HOLIDAYS - 385

The Library will be closed on New Year's Day, Martin Luther King, Jr. Day, Presidents ' Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, and Christmas Day. All full-time employees and part-time regular employees (on a prorated basis) are paid for these days observed as legal holidays in Ohio or declared holidays by the Board of Trustees.

When a holiday falls on a Saturday, staff members in departments or agencies regularly closed on Saturday will be entitled to take another day off during the pay period. When a holiday falls on Sunday, it is observed on the following Monday.

The amount of time paid for part-time regular employees shall be the number of hours the employee is usually scheduled to work on the day of the week on which the holiday falls.

During a leave of absence exceeding eighteen (18) calendar days, employees are not eligible for holiday pay.

Per Board Action 12/16/10

Revised December 16, 2021