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 the prevailing practices in today’s workplaces; and

WHEREAS, The Library’s Human Resources Department recommends that the Human Resources Manual be revised to include an updated Section 260, titled “Employee References and Recommendations,” 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 revision to the Human Resources Manual as set forth in Exhibit “A” to this Resolution to update Sections 260 of the Human Resources Manual effective as of March 16, 2022 and instructs the Library's management to be responsible for implementation and execution of the provisions of this policy and its related procedure.
All requests for employment references or verification by an external entity should be directed to the Human Resources Department for response or processing. In general, the Cleveland Public Library will respond to requests by confirming dates of employment, and position(s) held, and pay rate(s).

10/16/08
Revised March 15, 2022