

CLEVELAND PUBLIC LIBRARY

Human Resources Committee

March 14, 2023

RESOLUTION TO REVISE THE HUMAN RESOURCES MANUAL

WHEREAS, Pursuant to Section 123.1 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, In September 2020, Section 395 of the Human Resources Manual, titled "Medical Leave of Absence," was revised to reflect the circumstances of the COVID-19 pandemic at that time and the potential effects on employee FMLA eligibility; and

WHEREAS, Due to the workplace's return to post-pandemic circumstances, the Library's Human Resources Department recommends that the Human Resources Manual be revised to remove language concerning intermittent leave due to COVID-19 in Section 395, in the form attached to this Resolution; now therefore be it

RESOLVED, That the Board of Library Trustees hereby approves the proposed revision to the Human Resources Manual as attached to this Resolution to amend the language in Section 395, effective as of March 17, 2023, 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

MEDICAL LEAVE OF ABSENCE – 395

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.

September 26, 2019

Revised September 17, 2020

March 16, 2023