

CLEVELAND PUBLIC LIBRARY

Board Meeting

December 21, 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, The Library's Human Resources Department recommends that the Human Resources Manual be revised to include an updated Section 210, titled "Library Classifications and Employee Status," as set forth in Exhibit "A" to this resolution; now therefore be it

RESOLVED, That the Board of Library Trustees hereby approves the proposed revisions to the Human Resources Manual as attached to this Resolution to update Section 210 of the Human Resources Manual, with the updates to Section 210 becoming effective December 22, 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"

EMPLOYMENT PRACTICES – 200 LIBRARY CLASSIFICATIONS AND EMPLOYEE STATUS- 210

Job descriptions indicate whether a job classification is exempt or non-exempt. The Fair Labor Standards Act (FLSA) requires the Cleveland Public Library to track and record all hours worked in a work week for non-exempt employees, and to pay nonexempt employees overtime at a rate of one and one-half times the employee's regular rate of pay or compensatory time in lieu of overtime.

Employees are additionally classified as either bargaining unit or non-bargaining unit. A Collective Bargaining Agreement outlines the terms and conditions of employment for a bargaining unit employee.

Employees are "full-time" when they are assigned to work a regular schedule of at least 37 ½ hours per week. Full-time regular employees are eligible for all time allowances with pay (sick time, vacation time, etc.) and health and welfare benefits offered by the Library.

Employees are "part-time regular" when they are assigned to work a regular schedule of at least 20 but fewer than 30 hours per week. Part-time regular employees are eligible for time allowances with pay (sick time, vacation time, etc.) on a pro-rated basis. Part-time regular employees are not eligible for select health and welfare benefits.

Employees are "part-time" when they are regularly scheduled to work 20 or fewer hours per week or have the classification of substitute, Page 1, or Page 2. Part-time employees are not eligible for time allowances and most health and welfare benefits.

A "temporary role" is defined as an employee who is scheduled to work at least 20 hours per week to meet a temporary or short-term need (e.g., provide coverage during an employee absence, address short-term project needs, etc.) Existing employees who fill a temporary role will be eligible for health and welfare and paid time off benefits based on their status before being appointed to a temporary role. Employees hired to fill a temporary role are not benefit-eligible. An employee appointed to a temporary role may be eligible for paid time off based on actual hours worked.