

CLEVELAND PUBLIC LIBRARY

Human Resources Committee

October 22, 2019

RESOLUTION TO CORRECT REVISION TO THE HUMAN RESOURCES MANUAL

WHEREAS, On September 26, 2019 the Board of Trustees of the Cleveland Public Library approved revisions to the Human Resources Manual, including a rewritten Section 387, titled "Bereavement Leave", as set forth in Exhibit "K" to the Resolution adopted at that meeting; and

WHEREAS, It was discovered after the Board meeting that Exhibit "K" contained an error in that it failed to state that a non-bargaining unit employee's bereavement leave shall be deducted from their sick leave balance. If sick leave is not available, bereavement leave shall be deducted from an employee's vacation leave balance or be unpaid; and

WHEREAS, The Human Resources Department requests that this Board approve the corrected version of Bereavement Leave as set forth in Exhibit "A" attached to this Resolution, and declare it retroactive to September 27, 2019; now therefore be it

RESOLVED, That the Cleveland Public Library Board of Trustees hereby approves the corrected version of revisions to Section 387 "Bereavement Leave" in the Human Resources Manual as set forth in Exhibit "A", which shall be retroactively effective as of September 27, 2019, and instructs the Library's management to be responsible for implementation and execution of the provisions of these policies and their related procedures.

COMPENSATION PRACTICES – 300

BEREAVEMENT LEAVE – 387 (REVISED)

Bargaining unit employees shall be eligible for bereavement (funeral) leave pursuant to their collective bargaining agreement.

A non-bargaining unit employee's bereavement leave shall be deducted from their sick leave balance. If sick leave is not available, bereavement leave shall be deducted from an employee's vacation leave balance or be unpaid.

Bereavement leave shall be granted up to five (5) days bereavement leave for a death in the immediate family. Immediate family is defined as spouse, parent (including legal guardian or another person who stands in the place of a parent), child, or sibling. Up to three (3) days shall be granted for a death of other relatives including parents-in-law, stepchildren, grandchild, brother or sister-in-law, son or daughter-in-law, uncle, aunt, grandparent, niece or nephew.

March 17, 1976 (Funeral Leave)

Revised September 27, 2019

Approved by Board of Director October 24, 2019 retroactive to September 27, 2019