

**CLEVELAND PUBLIC LIBRARY**

**Human Resources Committee Report**  
February 18, 2010

**PROPOSED REVISION TO THE HUMAN RESOURCES MANUAL**

In accordance with Section 121.2 of the Human Resources Manual, which reads, "No changes may be made in the policies of the Manual without the approval of the Board of Trustees, the following recommendation is submitted for approval:

**Section 420 Economic Benefits**

**Subsection 423 – Reads - Sun Life Assurance Company**

All actively working full-time employees are enrolled in the Sun Life Group Assurance Plan after one year of full-time service. The entire cost of the group insurance plan is borne by the Library.

**Change to – Life Insurance and Short Term Disability Insurance**

All actively working full-time employees are enrolled in group life insurance after one year of full-time service. The entire cost of the group insurance plan is borne by the Library.

**Subsection 432.1 – Reads –** The Sun Life Assurance Company provides the employee with a certificate which is a contract for specific benefits:

**Change to –** The life insurance company selected by the Library provides the employees with a certificate which is a contract for specific benefits.

**Subsection 423.4 – Reads –** Complete information regarding the Sun Life Assurance Plan is available to all employees in the Human Resources Department.

**Change to –** Information regarding the group life insurance and short term disability insurance is available to employees from the Human Resources Department.

Be it resolved that the proposed revision to the Human Resources Manual be approved by the Library Board of Trustees, to become effective immediately.