

## CLEVELAND PUBLIC LIBRARY

### Human Resources Committee Report September 16, 2010

#### PROPOSED REVISIONS 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 provisions of this Manual without the approval of the Board of Trustees," the following recommendations are submitted for approval:

#### Section 386 – Special Library Closings

##### **Section 386.6 – Reads:**

The Library will close at 5:00 pm on New Year's Eve. All employees regularly scheduled to work 7-1/2 hours on that day will work 6-1/2 hours and be paid for 7-1/2 hours.

**Change to:** The Library will be closed on New Year's Eve in 2010 as a special closing. Thereafter, the Library Board of Trustees will determine the hours of the Library on New Year's Eve annually.

##### **Section 386.7 – Reads:**

<b>Holiday</b>	<b>On Sunday</b>	<b>On Weekday</b>	<b>On Saturday</b>
New Year's Eve December 31	Library closed	Library open until 5:00 p.m.	Library open until 5:00p.m.

##### **Change to:**

<b>Holiday</b>	<b>On Sunday</b>	<b>On Weekday</b>	<b>On Saturday</b>
New Year's Eve December 31	Library closed	Library closed 2010 3 day schedule	To be Determined

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