

CLEVELAND PUBLIC LIBRARY

Human Resources Committee Report

December 16, 2011

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 241 – Retirement

Subsection 241.3– Retirement

Section 241.3 – Reads

For **retirements through April 2, 2010**, the employee will be paid for one-half unused sick hours in cash at his/her current salary rate. In addition, for each full year of service exceeding twenty-five (25) years the employee will be paid an additional 37.5 hours, until the remaining unused sick balance is exhausted.

For **retirements from April 3,2010 through December 31,2010**: 50% of sick leave balance up to 900 hours,(900 hour cap); 1 extra week of sick time,(37.5) for each year after 30 years.

For **retirements from January 1,2011 through June 30, 2011**: 40% of sick leave balance up to 900 hours,(900 hour cap); 1 extra week of sick time (37.5 hours) for each year after 32 years.

For retirements from July 1, 2011 and thereafter: 40% of sick leave balance up to 900 hours, (900 hour cap);1 week extra week of sick leave,(37.5 hours),for each year after 35 years

Change to:

Effective January 1, 2011

Employees with less than 5 years Cleveland Public Library service at their retirement date shall not be entitled to payout for unused sick hours at time of their retirement.

For **retirements from April 3,2010 through December 31,2010**: 50% of sick leave balance up to 900 hours,(900 hour cap); 1 extra week of sick time,(37.5) for each year after 30 years.

For **retirements from January 1,2011 through June 30, 2011**: 40% of sick leave balance up to 900 hours,(900 hour cap); 1 extra week of sick time (37.5 hours) for each year after 32 years.

For **retirements from July 1, 2011 and thereafter**: 40% of sick leave balance up to 900 hours, (900 hour cap).

Addition

241.4

All full-time and part-time regular employees leaving the service of the Library shall receive an exit information package from Human Resources Department

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Section 242 – Resignations

Section 242 – Reads

Heads of Departments or agencies and employees in professional service must advise the Human Resources Department one month in advance of their leaving the service of the Library. All other employees (with exception of pages) must give notice two weeks in advance. In all cases the Notice of Resignation form 417 is to be used.

Change to:

Managers of Departments or agencies and employees in professional service must advise the Human Resources Department one month in advance of their leaving the service of the Library. All other employees (with exception of pages) must give notice two weeks in advance. In all cases the Notice of Resignation form is to be used.

Subsection 242.1 – Reads

All full-time employees leaving the service of the Library shall have an exit interview scheduled with the Human Resources Department.

Change to:

All full-time and part-time regular employees leaving the service of the Library shall have an exit information packet sent to them from the Human Resources Department.

361 – Sick Leave

361- Reads

Sick leave is allowed full-time employees (and part-time regular employees on a pro-rated basis) for personal illness or injury, professional medical or dental attention, personal illness of an adopted or natural child in the home up to 14, except for a medical disability for a child up to 18, and in certain circumstances, emergency leave.

Change to:

Sick leave is allowed full-time employees (and part-time regular employees on a pro-rated basis) for personal illness or injury, professional medical or dental attention, approved FMLA for personal illness or injury, personal illness of an adopted or natural child in the home up to 14, except for a medical disability for a child up to 18, and in certain circumstances, emergency leave.

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Subsection 361.1 – Sick Leave

Subsection 361.1 – Reads:

The sick leave allowance is earned at the rate of 4.33 hours per pay period, or 112 1/2 (15 working days) per year.

Sick leave will be shown on each employee's paycheck as of the previous pay period and it may be taken only after it is earned.

Change to:

The sick leave allowance is earned at the rate of .0577 per hour compensated, or 112 1/2 (15 working days) per year.

Sick leave will be shown on each employee's pay advice as of the previous pay period and it may be taken only after it is earned.

Section 372– Vacation Time Allowances

Section 372 – Reads

The amount of vacation time actually earned will appear on the stubs of the employee's paychecks as it accrues.

Change to:

The amount of vacation time actually earned will appear on the employee's pay advice as it accrues.

Subsection 372.1 – Reads:

All professional librarians and all administrative staff (including non-professional heads of departments or agencies) shall accumulate vacation time at the rate of 6.35 hours per pay period or 165 hours (22 days) per year

Change to:

All professional librarians and all administrative staff (including non-librarian managers of departments or agencies) shall accumulate vacation time at the rate of .0846 per hour compensated and furlough time

Subsection 372.2 - Reads:

All other personnel shall accumulate vacation time as follows

Personnel with less than 3 years of service: 2.88 hours per pay period, or 75 hours (10 days) per year;

Personnel with 3 to 5 years of service: 4.33 hours per pay period, or 112 1/2 hours (15 days) per year.

Personnel with 5 years of service: 6.35 hours per pay period, or 165 hours (22 days) per year.

Change to:

All other personnel shall accumulate vacation time as follows

Personnel with less than 3 years of service: .0385 per hour compensated & furlough time, or 75 hours (10 days) per year;

Personnel with 3 to 5 years of service: .0577 per hour compensated & furlough time, or 112 1/2 hours (15 days) per year.

Personnel with 5 years of service: .0846 per hour compensated & furlough time, or 165 hours (22 days) per year.

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Section 373 – Holiday time in Connection with Vacation time

Section 373 – Reads:

If an employee works on a holiday when the Library is open, the number of hours he/she worked will be added to his/her vacation time. (See Section 385)

Change to:

Delete

Section 376– Honored Vacation Extension

Section 376 – Reads

Effective January 1, 1976, employees who have completed 25 years of service to the Library will receive 25 days of vacation time per year thereafter instead of 22 (187.5 hours instead of 165), calculated at the rate of 7.21 hours per pay period. The new rate will appear on check stub the month following completion of 25 years of service.

Change to:

Effective January 1, 1976, employees who complete 25 years of service to the Library will receive 25 days of vacation time per year thereafter instead of 22 (187.5 hours instead of 165), calculated at the rate of .0962 per hour compensated and furlough time. The new rate will appear on the pay advice the month following completion of 25 years of service.

Section 381 Regular Time Allowance with Pay during the workday

Subsection 381.1 – Reads

Two fifteen-minute relief periods are allowed to full-time employees during each 7 ½ hour working day. One shall be taken in the morning and the other in the afternoon, or one in the afternoon and one in the evening. Part-time regular and hourly-paid employees are entitled to one fifteen minute relief period every three hours they work during any give day. Relief periods may not be used at the beginning or end of a workday to shorten the day, or to extend dinner or lunch periods, and they are nor cumulative. No staff member may leave the premises during relief period.

Change to:

Two fifteen-minute relief periods are allowed to full-time employees during each 7 ½ hour working day. One shall be taken in the morning and the other in the afternoon, or one in the afternoon and one in the evening. Part-time regular and hourly-paid employees are entitled to one fifteen minute relief period every three hours they work during any given day. Relief periods may not be used at the beginning or end of a workday to shorten the day. Relief periods are not cumulative.

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Subsection 381.2 – Reads

All staff members are entitled to a paid supper “hour” of 45 minutes if they work both afternoon and evening, or if they work an evening shift beginning no later than 4:00 p.m.

Change to:

All staff members are entitled to a paid supper period of 30 minutes if they work a seven and one-half (7.5) hour day and are scheduled to work until 7:00 p.m. Staff may combine their paid evening fifteen (15) minute break with their thirty (30) minute supper for a total of forty-five minutes. There will be no additional evening relief period if that relief period was combined with the paid supper period.

Section 385 Legal Holidays

Subsection 385.4 – Reads

For 2010 only, Presidents’ Day, Columbus Day, Veterans’ Day, and June 1, 2010 are unpaid furlough days on which the Library will be closed. Part-time regular employees will be scheduled for four hours on the closed furlough days 2010 within their normal schedule. The pay rate for substitutes and page employees will be adjusted to reflect the equivalent of four furlough days in 2010.

Change to:

For 2011 only, Presidents’ Day, Columbus Day & Veterans’ Day, are unpaid furlough days on which the Library will be closed. Part-time regular employees will be scheduled for four hours on the closed furlough days in 2011 within their normal schedule. The pay rate for substitutes and page employees will be adjusted to reflect the equivalent of three furlough days in 2011.

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