

CLEVELAND PUBLIC LIBRARY

Finance Committee

December 17, 2013

RESOLUTION TO REVISE THE HUMAN RESOURCES MANUAL

WHEREAS, The Cleveland Public Library (“Library”) acknowledges that employees may need transportation for business or other purposes related to Library activities, and

WHEREAS, In accordance with Section 121.2 of the Human Resources Manual which reads, “No changes may be made to the policies included in this Manual without the approval of the Board of Trustees”; and

WHEREAS The Library’s management recommends revision of the Library’s Human Resources Manual to include the Fleet Vehicle and Transportation policy by updating and replacing the “Transportation Provided by the Library” section as follows:

**STAFF WELFARE AND ECONOMIC BENEFITS - 400
Fleet Vehicle and Transportation - 430**

431 - Fleet Vehicles

Employees needing transportation for business or other purposes related to Cleveland Public Library activities may use one of the Library’s vehicles.

431.1 Requests for the use of a Library car for out of town travel are to be made on Form 070 and must include the expected times of pick-up and return; local travel requests are made via phone or email to the Property Management Department. All requests must be approved by a department or agency head and forwarded to the Property Management Department well in advance of the need for the car.

431.2 Except in unusual or emergency circumstances and with prior approval of a department or agency head, a Library employee must be the driver of the car. Any person driving a Library car must have a valid driver’s license. Article 23 of the Local 244 Union Agreement and Article XXIIa of the SEIU District 1199 Union Agreement governs the Library’s driver’s record check procedures for union employees.

EXHIBIT 17

431.3 Library fleet vehicles must not be utilized by Library employees for any personal use without permission of a department or agency head. All usage of Library fleet vehicles must be substantiated on the "IRS Mileage Log Sheet," maintained in each fleet vehicle. Each time a Library employee utilizes a fleet vehicle, he/she must document the travel date(s), his/her name, destination, business purpose for use of the vehicle, and beginning and ending odometer readings on the mileage log sheet.

Additionally, no Library employee is permitted to take a fleet vehicle home for overnight use (e.g., borrow a fleet vehicle at the end of the day to take home and utilize for travel the following day). This usage would be considered personal, and, therefore, taxable to the employee.

431.4 Personal use of a Library fleet vehicle is taxable to the employee as a fringe benefit under the IRS's "cents-per-mile" rule. Under this rule, the Library must determine the value of a vehicle that the Library provides to an employee for personal use by multiplying the standard mileage rate by the total miles the employee drives the vehicle for personal purposes. Personal use is any use of the Library vehicle other than use for Library business. This amount must be included in the employee's wages or reimbursed by the employee.

432 - Employee-Provided Transportation (Personal Vehicle and Public Transportation)

Employees authorized by their department heads to use their personal vehicles for Library purposes are entitled to a mileage allowance equal to the Internal Revenue Service's standard mileage rate.

432.1 If an employee utilizes his/her own vehicle for Library business, he/she must possess a valid driver's license and must carry insurance coverage on said vehicle. The employee's vehicle must be in safe working order and good repair. The Library will not be held responsible for or pay for any damages, necessary repairs, or malfunctions that occur to an employee's vehicle while in use on Library business. Whenever possible, employees are encouraged to carpool or arrange for the use of a Library vehicle. Employees always have the option of calculating the actual fuel costs of using their vehicle rather than using the standard mileage rates.

432.2 Employees needing transportation from one assignment to another within the Library system will be entitled to receive bus fare to and from the second assignment unless it completes a day's schedule, in which case transportation will be paid only one way.

EXHIBIT 17

- 432.3 Employees will not be reimbursed for vehicle mileage or bus fare from their home to their first place of work within the Library system. Travel from that first place of work to other destinations for Library business will be reimbursed in accordance with the guidelines stated in this policy.
- 432.4 Employees will not be reimbursed for both vehicle mileage costs and bus fare on the same day. If an employee claims both vehicle mileage and bus fare on the same day, the employee will be reimbursed for the lesser of vehicle mileage costs or bus fare for that entire day's travel (up to the maximum all-day bus pass amount currently in effect at the time of travel).
- 432.5 Reimbursement Procedures
- 432.51 Claims for reimbursement for vehicle mileage and bus fare must be made on Form 024, "Claim for Reimbursement." For vehicle mileage, employees must include a route map printout or similar support as a receipt to substantiate the reimbursement request. Employees are to utilize Form 023, Mileage Matrix, to substantiate mileage between Library facilities. For all-day bus fare requests, employees must include the all-day pass. Other expenses, such as parking or tolls, must be accompanied by a receipt.
- 432.52 Employees must submit claims for reimbursement to their agency head within 30 days of the last date of travel claimed on the Form 024. Reimbursements will not be made if requests are submitted past this date.
- 432.53 Any personal tax implications related to fleet vehicles and/or employee-provided transportation are the sole responsibility of the employee, not the Cleveland Public Library.

Now therefore be it,

RESOLVED, That the Cleveland Public Library Board of Trustees hereby approves the proposed revision to the Human Resources Manual to update and replace the Transportation policy, 430, as set forth in this Resolution, to become effective January 1, 2014.