

CLEVELAND PUBLIC LIBRARY

Board Meeting

April 16, 2020

**RESOLUTION ESTABLISHING COMPENSATION FOR CERTAIN EMPLOYEES
DURING SPECIAL CLOSURE AND ADMINISTRATIVE CLOSE DUE TO
COVID-19**

WHEREAS, The Library announced that it was closing to the public until further notice at the end of the day on Friday, March 13, 2020 in an effort to protect staff and patrons from the spread of COVID-19; and

WHEREAS, The Cleveland Public Library has communicated to its employees that, during this uncertain time due to COVID-19, the Library will continue to pay its employees during this extended closing for hours that they were expected to work; and

WHEREAS, The collective bargaining agreements for employees represented by the Service Employees International Union, District 1199 and Laborers International Union of North America, Local 860 specify that union employees required to work during Special Closings are to be paid overtime at the rate of time and one half; and

WHEREAS, Under Section 386.24 of the Human Resources Manual, when the Library is closed for an entire day because of a Special Closing, non-bargaining unit employees who are required to work on such a day are to be paid overtime for their hours worked, while those who are not scheduled to work will not be affected by the closing; and

WHEREAS, Section 386 of the Human Resources Manual was written to address short-term closings, but was not adopted with the possibility of a long-term closure in mind such as the closing announced by the Library on March 13, 2020; and

WHEREAS, The Library Administration recommends that this Board temporarily suspend the overtime provisions set forth in Section 386 of the Human Resources Manual for non-bargaining unit, non-exempt employees for the duration of the Special Closing due to COVID-19 from March 17, 2020 through April 25, 2020 as proclaimed by this Board; and

WHEREAS, The Library Administration further recommends that, during the Administrative Close under Section 392 of the Human Resources Manual

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as proclaimed by the Board commencing on April 26, 2020 and ending on May 4, 2020 or until such other time as the Executive Director, CEO, determines is in the best interests of the Library, its patrons, and employees to resume operations, all employees will be paid at regular time for the hours they worked, or would had worked had the Library been open, unless and until further notice and determination of the Executive Director; and

WHEREAS, The Library Administration further recommends that this Board, during the Special Closing from March 17, 2020 through April 25, 2020, temporarily suspend application of Section 386 of the Human Resources Manual which does not contemplate paying employees who are not scheduled to work, to allow regular substitute employees to be paid for twenty hours per week at their regular rate of pay and Saturday-only substitutes to be paid for seven and one half hours per week at their regular rate of pay, and pages to be paid according to their regularly scheduled hours for up to seventeen hours per week at their regular rate of pay, during the duration of the special closing due to COVID-19; and

WHEREAS, The Library Administration further recommends that during the Administrative Close beginning April 26, 2020 and ending on May 4, 2020 or until such other time as the Executive Director, CEO, determines is in the best interests of the Library, its patrons, and employees to resume operations, regular substitute employees be paid for twenty hours per week at their regular rate of pay and Saturday-only substitutes to be paid for seven and one half hours per week at their regular rate of pay, and pages to be paid according to their regularly scheduled hours for up to seventeen hours per week at their regular rate of pay, unless and until further notice and determination of the Executive Director; now therefore be it

RESOLVED, That this Board temporarily suspends the overtime provisions set forth in Section 386 of the Human Resources Manual for non-bargaining unit, non-exempt employees for the duration of the Special Closing due to COVID-19 from March 17, 2020 through April 25, 2020 as proclaimed by this Board; and be it further

RESOLVED, That during the Administrative Close under Section 392 of the Human Resources Manual as proclaimed by the Board commencing on April 26, 2020 and ending on May 4, 2020 or until such other time as the Executive Director, CEO, determines is in the best interests of the Library, its patrons, and employees to resume operations, all employees will be paid at regular time for the hours that they have worked, or would have worked

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had the Library open, unless and until further notice and determination of the Executive Director; and be it further

RESOLVED, That this Board during the Special Closing from March 1, 2020 through April 25, 2020 temporarily suspends application of Section 386 of the Human Resources Manual which does not contemplate paying employees who are not scheduled to work, to allow regular substitute employees to be paid for twenty hours per week at their regular rate of pay and Saturday-only substitutes to be paid for seven and one half hours per week at their regular rate of pay, and pages to be paid according to their regularly scheduled hours for up to seventeen hours per week at their regular rate of pay, during the duration of the special closing due to COVID-19; and be it further

RESOLVED, That during the Administrative Close beginning April 26, 2020 and ending on May 4, 2020 or until such other time as the Executive Director, CEO, determines is in the best interests of the Library, its patrons, and employees to resume operations, this Board authorizes regular substitute employees to be paid for twenty hours per week at their regular rate of pay and Saturday-only substitutes to be paid for seven and one half hours per week at their regular rate of pay, and pages to be paid according to their regularly scheduled hours for up to seventeen hours per week at their regular rate of pay, unless and until further notice and determination of the Executive Director.