

**CLEVELAND PUBLIC LIBRARY**

**Board Meeting**

October 15, 2020

**RESOLUTION TO REVISE THE HUMAN RESOURCES MANUAL**

WHEREAS, Pursuant to Section 121.2 of the Human Resources Manual, the Board of Library Trustees must approve all changes to the Human Resources Manual; and

WHEREAS, The Library's Human Resources Department is in the process of conducting a comprehensive review and revision of the Human Resources Manual to reflect the prevailing practices in today's workplaces; and

WHEREAS, The Library Administration recommends that the Human Resources Manual be revised to include a rewritten Section 431, titled "Fleet Vehicles," as set forth in Exhibit "A" to this Resolution; and

WHEREAS, The Library Administration recommends that the Human Resources Manual be revised to include a rewritten Section 432, titled "Employee-Provided Transportation (Personal Vehicle and Public Transportation)", as set forth in Exhibit "B" to this Resolution; and

RESOLVED, That the Cleveland Public Library Board of Trustees hereby approves the proposed revisions to the Human Resources Manual as set forth in Exhibits "A" and "B" of this Resolution to update Sections 431 and 432, respectively, to become effective October 15, 2020, and instructs the Library's management to be responsible for implementation and execution of the provisions of these policies and their related procedures.

# Exhibit "A"

## **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 860 Union Agreement and Article 22a of the SEIU District 1199 Union Agreement govern the Library's driver's record check procedures for union employees.

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. Personal use is any use of the Library vehicle other than use for Library business. Under the "cents-per-mile" 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. This amount must be included in the employee's wages or reimbursed by the employee.

# Exhibit "B"

## **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. Employees always have the option of calculating the actual fuel costs of using their vehicle rather than using the standard mileage rates.

- 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. In the event of an accident, vandalism, or similar occurrence, the employee's personal auto insurance policy would be the primary coverage, and the Library's auto insurance policy would be excess coverage. Whenever possible, employees are encouraged to carpool or arrange for the use of a Library vehicle.
- 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.
- 432.3 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).
- 432.4 Employees will not be reimbursed for commuting, which is travel between an employee's personal residence and the employee's home branch (regular place of work). This includes mileage, bus fare, parking, tolls, etc. If an employee travels to a CPL branch other than his or her home branch as his or her first stop, the employee is entitled to mileage reimbursement to the extent the travel exceeds the employee's regular commute to his or her home branch. Travel back to the employee's home branch after that first stop is reimbursable. Reimbursements for mileage for travel between the home branch and other CPL branches will be reimbursed in accordance with the guidelines stated in this policy.
- 432.5 When traveling to an offsite meeting/training directly from home, mileage is reimbursable to the extent that it exceeds the employee's regular commuting mileage.

- 432.6 Travel between a CLEVNET employee's residence and a CLEVNET-member library is considered a temporary assignment in the same trade or business, and mileage is fully reimbursable regardless of distance (see IRS Revenue Ruling 99-7).
- 432.7 Parking at the employee's workplace is not reimbursable to the employee. Fees paid by an employee to park at his or her workplace are considered non-deductible commuting expenses and cannot be reimbursed. Parking at offsite meetings/trainings will be reimbursed in accordance with the guidelines stated in this policy.
- 432.8 Travel by union executive board members, stewards, delegates, and any other union representatives is considered non-Library business and is not reimbursable when such travel is for union purposes including, but not limited to, attendance at union steward/delegate meetings, union voting, contract negotiations, and attendance at grievance hearings, mediations, or arbitrations, except when the employee is acting solely as a witness on behalf of the Library.
- 432.9 In no instance will the Library reimburse costs incurred by an employee for ride-sharing services (e.g., Uber, Lyft, taxis, etc.) for transportation between branches unless the use of ride-sharing services is in the best interest of the Library and is approved in advance by the employee's supervisor.

#### 432.10 Reimbursement Procedures

- 432.10.1 Claims for reimbursement for employee-provided transportation must be made on Form 024, "Claim for Mileage/Transport Reimbursement," through Employee Self Service (ESS). 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.
- 432.10.2 Employees must submit claims on a monthly basis in ESS. Claims for reimbursement must be submitted by the end of the following month (e.g., travel for the month of June must be submitted in ESS by July 31<sup>st</sup>). Reimbursements will not be made if claims are submitted past this date.
- 432.10.3 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.