

**CLEVELAND PUBLIC LIBRARY**

**Human Resources Committee**

June 15, 2021

**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 further recommends that the Human Resources Manual be revised to include the corrected Section 422, titled "Health and Welfare Benefits", as set forth in Exhibit "A" to this Resolution; now therefore be it

RESOLVED, That the Cleveland Public Library Board of Trustees hereby approves the proposed revisions to the Human Resources Manual as set forth in Exhibit "A" of this Resolution to update Section 422 and to become effective June 19, 2021, 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

#### HEALTH AND WELFARE BENEFITS – 422

The Library will offer medical, dental, vision, group life insurance, short-term disability and flexible spending accounts to eligible employees. The Library may offer other ancillary benefits.

Benefit eligibility is determined by your job classification, how many hours you are scheduled to work, and may be influenced by a collective bargaining agreement. In general, full-time employees and part-time regular employees are eligible to participate in the benefits program. Part-time regular employees are only eligible to participate in the single option of the medical insurance program. Pages, substitutes, and employees hired for a temporary role are not eligible to participate in the benefits program.

Benefit enrollment begins the first of the month after eligibility. Benefit elections must be made within 30 days of hire. Benefit coverage terminates effective at the end of the month of an employee's termination or ineligibility date.

Open enrollment will occur once annually. You may revoke a waiver of insurance or change coverage during open enrollment.

After you enroll in a group health plan, you must immediately inform the Payroll Department if you marry, have a child, have a child who becomes independent or turns age 26, divorce, or any other family change that will impact your insurance coverage. If you fail to report additions to your coverage within 31 days, you must wait for an open enrollment period. Under certain circumstances, family members may be dropped from coverage.

Benefit programs are designed to comply with all government regulations and will be integrated with related statutory plans such as the Consolidated Omnibus Budget Reconciliation Act (COBRA) and Public Law 99-272.

COBRA provides continuation of applicable health benefits to eligible employees and their family members. COBRA qualifying events include:

- Voluntary or involuntary termination of the covered employee's employment for reasons other than gross misconduct.
- Reduced hours of work for the covered employee.
- Covered employee becoming entitled to Medicare and voluntarily choosing to cancel group coverage.
- Divorce or legal separation of a covered employee.
- Death of a covered employee.
- Loss of status as a dependent child under plan rules.

An employee on an approved paid leave is not subject to COBRA.

An FMLA leave is not subject to COBRA. An employee on an FMLA leave may remain a participant in the Library's employee benefit plan throughout the duration of the leave, as if actively employed. The employee is required to continue to pay his or her portion of any insurance premiums normally

## **Exhibit “A”**

deducted from the employee’s paycheck either through payroll deduction during the leave or, if all or a portion of the FMLA leave is unpaid, promptly upon return.

Revised May 20, 2021