

CLEVELAND PUBLIC LIBRARY

Human Resources Committee

October 18, 2022

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 to the Human Resources Manual to reflect the prevailing practices in today's workplaces; and

WHEREAS, The Library's Human Resources Department recommends that the Human Resources Manual be revised to include a new Section 522, titled "Educational Assistance," in the form attached to this Resolution; and

WHEREAS, The Library's Human Resources Department further recommends that the Human Resources Manual be revised to include updated Sections 220 and 382, titled "Hiring, Selection, and Probationary Period" and "Professional Development, Meeting and Activities," respectively, in the form attached to this Resolution; and

WHEREAS, The Library's Human Resources Department further recommends that the Human Resources Manual be revised by rescinding the following obsolete policies:

- 1) Section 333 – Leave of Absence Pay
- 2) Section 334 – Severance Pay
- 3) Section 424 – Workers Compensation
- 4) Section 451 – Members of Staff Organizations
- 5) Section 470 – AIDS Policy

; now therefore be it

RESOLVED, That the Board of Library Trustees hereby approves the proposed revisions to the Human Resources Manual as attached to this Resolution to add a new Section 522, to revise Sections 220 and 382, and to rescind Sections 333, 334, 424, 451, and 470 effective as of October 21, 2022 and instructs the Library's management to be responsible for implementation and execution of the provisions of these policies and their related procedures.

Cleveland Public Library recognizes the value of education for its employees relative to the quality of services it provides to our community. It is CPL's intent to support educational pursuits that are aligned with CPL's mission, vision and goals. In keeping with this philosophy, CPL established a Tuition Reimbursement Program that is designed to qualify as an Educational Assistance Plan under IRC section 127(b), and that the educational assistance under the plan be eligible for exclusion from the employees' income under IRC section 127(a).

Cleveland Public Library may pay benefits under this plan from a permanent fund, the operating budget or other funding sources. The Library does not guarantee the availability of funds in any given plan year. The plan is subject to modification or termination, in whole or in part, at any time by the Library and/or the Board of Trustees.

Tuition Reimbursement Program

The Tuition Reimbursement Program provides financial assistance for full-time and part-time regular employees that choose to pursue a college degree or college coursework, from an institution of higher learning accredited by a recognized accrediting body, or training/certification for a skilled role or trade. The coursework/certification should directly increase their knowledge, skills and/or abilities related to the performance of their job duties or career path within the Library. Highlights of this program are outlined below:

1. CPL may establish a tuition reimbursement fund annually based on spending priorities and a determination of sufficient funds.
2. All full-time and part-time regular employees who have been employed by CPL for at least one continuous year or pages and substitutes who have been employed by CPL for at least eighteen continuous months are eligible to apply for benefits under the program. Applicants that are in good standing, as evidenced by performance evaluations and no active discipline, will be given priority status if funding resources are limited. Spouses and dependents of employees are not eligible to participate in the program.
3. Pre-approval for the Tuition Reimbursement Program must be obtained from the Chief Financial and Talent Officers pursuant to the established approval process in the Educational Assistance Procedure.
4. Once the approved course is completed, reimbursement requests will be processed pursuant to established eligibility criteria outlined in the Educational Assistance Procedure.

~~522 - Encouragement of Further Education~~

~~The Library encourages employees to enroll in classes which may further their personal or professional interests. While there will be no reduction in the 37 1/2 hour work week for such activities, every reasonable effort will be made to arrange the work schedules of the various departments and agencies as to accommodate them.~~

~~**522.1** – Full-time employees wishing to enroll in formal education programs for which an extended absence may be necessary for completion are invited to make their desire known to the Human Resources Administrator. A leave of absence, while not guaranteed, may be granted on condition that the employee agrees to return to work at the Library for a specified period of time upon completion of his/her studies.~~

~~**522.2** – An employee in any classification upon completing half of the required credit hours for a Masters of Library Science degree and providing to Human Resources written proof of credits earned, shall be advanced to the next step on his/her pay grade, if available, and shall receive the rate of pay commensurate with that step. This will not affect the employee's anniversary date for the purposes of any future step increases.~~

Per Board Action 6/18/09

EMPLOYMENT PRACTICES – 200
HIRING, SELECTION AND PROBATIONARY PERIOD - 220

The Cleveland Public Library embraces and supports the diversity of our workforce as well as our community to include differences in race, ethnicity, language, culture, religion, gender, sexual orientation, gender identity or expression, socioeconomic status, military status, and physical or mental ability or disability.

The Human Resources Department is responsible for ensuring that Library complies with various laws, regulations, policies, procedures and collective bargaining agreements as it relates to hiring and the appointment of candidates/employees into positions. Therefore, only designated Human Resources staff are authorized to extend offers to candidates/employees.

All appointments to the Library staff must be approved by the Executive Director or their designee and reported to the Board of Trustees.

Appointments to the positions of Executive Director, Fiscal Officer and Deputy Fiscal Officer require the approval of the Board of Trustees, and these appointees serve at the pleasure of the Board.

The Library seeks to hire and retain qualified individuals at least 18 age (with the exception of pages who must be at least 14 years of age) who support the mission, vision and values of the Library. For purposes of this policy, “applicant” means a person who is under final consideration for employment with the Library. An applicant is also an individual who is seeking employment, re-employment or an individual who is being recalled to or re-employed by the Library after a layoff.

Minor Children

Hiring minor children will be done in accordance with Ohio Ethics laws.

Probationary Period

Bargaining unit employees’ probationary period is pursuant to their collective bargaining agreement. Newly hired non-bargaining unit employees have a probationary period of six months. Dismissal will be at the discretion of Human Resources.

Approved May, 2021
Revised September, 2022

*COMPENSATION PRACTICES – 300
PROFESSIONAL DEVELOPMENT, MEETINGS AND ACTIVITIES – 382*

The Library Board recognizes the value of (1) professional development for Library staff; (2) participation in professional organizations or associations; and (3) attendance at conferences and/or meetings as representatives of the Library. Reimbursement for expenses associated with professional development are outlined in various CPL procedures.

Per Board Action 9/9/80

Revised September 2022