

CLEVELAND PUBLIC LIBRARY

Human Resources Committee

December 13, 2022

**RESOLUTION TO ENTER INTO AN AGREEMENT WITH ERC SERVICES, INC. FOR
HARASSMENT PREVENTION TRAINING**

WHEREAS, The Cleveland Public Library is committed to maintaining a work environment that is free of harassment based on race, color, ancestry, religion, national origin, citizenship, sex, pregnancy, gender identity, sexual orientation, age, veteran or military status, disability, genetic information, or any other characteristic protected by federal, state, or local law; and

WHEREAS, The Library's Human Resources Manual Policy No. 460 addresses equal employment, discrimination, and harassment and applies to all employees, including nonsupervisory personnel, supervisors, managers, and executives; and

WHEREAS, The Human Resources Department believes it is beneficial and a best practice for an employer to conduct periodic harassment prevention training for all managers and staff in order to educate Library staff members about Library policy and the need to maintain a respectful workplace free of discrimination and harassment; and

WHEREAS, The Human Resources Department determined that ERC Services, Inc. ("ERC") was the best-suited partner to provide training on harassment prevention due to the Library's past experience working with ERC on other training initiatives, ERC's 50-plus years of experience providing training to Northeast Ohio employers, and ERC's project support team; and

WHEREAS, ERC submitted a proposal to the Library to provide a harassment prevention training program focused on educating staff about what constitutes harassment, explaining legal terms, Library policies, and applicable laws, and discussing individual responsibilities in creating a respectful work environment; and

WHEREAS, ERC proposes to deliver the program to managers (via 5 manager sessions) and to staff (via 15 sessions offered up to 3 times per day) for a total cost not-to-exceed \$40,000; now therefore be it

RESOLVED, That the Executive Director, CEO or his designee, is hereby authorized to negotiate and execute an agreement with ERC Services, Inc., subject to the approval of the Director of Legal Affairs, to provide harassment prevention training to Library management and staff in an amount not-to-exceed \$40,000, which expenditure shall be charged to General Fund Account Number 11510053-53710 (Professional Services), and to execute such other instruments or documents as may be necessary or appropriate to effectuate the terms of this Resolution.