

**CLEVELAND PUBLIC LIBRARY**

**Human Resources Committee**

February 13, 2024

**RESOLUTION TO AMEND THE HUMAN RESOURCES MANUAL**

WHEREAS, Pursuant to Section 123.1 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 several updated sections, rescind other sections, and add one new section, as summarized below:

<b>Policy</b>	<b>Action</b>
<b>111</b> – The Objectives of the Library	Replace with revised Policy 111 – The Library’s Strategic Framework
<b>112</b> – The Organization of the Library	Revise policy
<b>113</b> – The Human Resources Department	Revise policy
<b>120</b> – Dissemination of HR Manual	Add new Policy 120 – Dissemination of HR Manual
<b>122</b> – Application of the Manual	Rescind policy
<b>123</b> – Distribution of the Manual	Rescind policy
<b>124</b> – Definitions	Rescind policy
<b>220</b> – Hiring, Selection, and Probationary Period	Revise policy
<b>236</b> – Advancement within the Library	Rescind policy
<b>354</b> – Acting Department Head, Branch Librarians or Division Heads	Rescind policy
<b>411</b> – Staff Quarters	Replace with Policy 411 – Employee Only Areas, Storage and First Aid

**EXHIBIT 16**

<b>412 – Lockers</b>	Rescind policy
<b>413 – First Aid</b>	Rescind policy

The revised and updated policies are set forth in Exhibit “A” to this Resolution; 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 rescind and revise select policies as described herein, with the updates becoming effective February 16, 2024 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"

*INTRODUCTION - 100*  
*LIBRARY STRATEGIC FRAMEWORK – 111*

The Library's Strategic Framework identifies four priority goals:

Priority 1 – Close Gaps – Address the inequalities facing the City of Cleveland.

Priority 2 – Activate The People's University – Create people-driven community powered learning experiences.

Priority 3 – Create Campuses – Build and maintain distinctive environments to meet changing service and community needs.

Priority 4 – Operate with Excellence – Assess and create organizational capacity to meet mission related goals.

The Cleveland Public Library was founded in 1869, under the provision of the State Library Act of 1867, as the Public School Library of the Cleveland Board of Education with control and management of the Library vested in a standing committee of the Board of Education. In 1883, legislation was passed to transfer control of the Library from the Board of Education to a "public library board of the City of Cleveland." In 1923, the public library board voted unanimously to change the name of the library to the Cleveland Public Library, and the name of the Board changed accordingly. However, by law the Library remains a school district library.

The Board of Trustees of the Cleveland Public Library consists of seven members appointed for overlapping seven-year terms by the Cleveland Board of Education (Ohio Revised Code: 3375.15).

The director is the chief executive officer of the Library, and shall supervise its administration in accordance with such policies as may be adopted by the Trustees. He/she shall attend all meetings of the Board and take part in its deliberations, and shall recommend such action as he/she deems calculated to promote the best interest of the Library. He/she shall be appointed by, and serve at the pleasure of, the Library Board of Trustees.

The majority of the Library's funding comes from property taxes and the State of Ohio's Public Library Fund ("PLF"). The PLF is a set aside portion of the State Income Tax collections. Distribution of the fund within the county is administered by the County Budget Commission (the County Fiscal Officer, the County Prosecutor, and the County Executive) in accordance with provisions of the Ohio Revised Code. The PLF provides approximately 40 percent of the Library's revenues, whereas the levied mills (8.8) account for 53 percent (property taxes) of the revenues. The remaining revenue comes from homestead and rollback taxes, grants, fines, fees, and investment earnings.

The Human Resources Department administers the Library's human resources programs in accordance with policies established by the Board of Trustees, employment regulations and collective bargaining agreements. The Human Resources Department serves all employees.

The Human Resources Department is responsible for the recruitment and hiring of employees (and serves as the primary point of contact for applicants), the administration of the compensation and employee evaluation systems, the compliance and interpretation of employment and labor laws and collective bargaining agreements, counseling of employees and advising of supervisors in human resources matters, the investigation of serious complaints, the maintenance of job descriptions and human resources records, and all matters relating to working conditions and staff welfare.

*INTRODUCTION - 100*  
*DISSEMINATION OF HR MANUAL – 120*

The policies and procedures in the HR Manual apply to all employees of the Library unless otherwise addressed by a collective bargaining agreement. It is expected that policies and procedures will, from time to time, be revised. Policy revisions must be approved by the Board of Trustees.

Employees shall also be governed by such directives as may be issued by the Board of Trustees, the Director, and others in positions of authority; by the Cleveland city charter and the laws of the State of Ohio and by commonly accepted rules of conduct. In the event of conflict between this Manual and any other rules, directive, law or collective bargaining agreement, the higher authority will prevail.

Questions about personnel administration not covered by the Manual shall be referred to the Human Resources Department.

The Human Resources Manual shall be maintained on CPL's intranet.

*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.

#### Advancement

Bargaining unit employee’s application for positions is pursuant to their collective bargaining agreement. Newly hired employees and are not eligible to be considered for another position until the conclusion of three (3) months of service.

*STAFF WELFARE AND ECONOMIC BENEFITS -400  
EMPLOYEE ONLY AREAS, STORAGE AND FIRST AID – 411*

Facilities are provided for the comfort and convenience of all employees in the Main Library buildings and in each branch. Included are staff-only areas and restrooms.

Lockers are provided for employees in Main Library and in branches. Lockers may be assigned to employees. The Library reserves the right to search employee lockers. The Library assumes no responsibility for lost or stolen property.

First aid supplies shall be available in Main Library and in all branches. It is the responsibility of the employee to acquaint himself/herself with the location of the first aid supplies nearest his/her assignment and with the nature of such supplies.