

CLEVELAND PUBLIC LIBRARY

Human Resources Committee Report

June 18, 2009

PROPOSED REVISIONS TO THE HUMAN RESOURCES MANUAL

In accordance with Section 121.2 of the Human Resources Manual which reads, "No changes may be made in the provisions of this Manual without the approval of the Board of Trustees," the following recommendations are submitted for approval:

Section 300 – Compensation Practices

341 – Regular Overtime

Subsection 341.5 – Reads:

The overtime rate will be paid for overtime worked by employees in the positions classified through grade 11.

Change to: The overtime rate will be paid for overtime worked by employees in the positions classified through grade G. Full-time employees grade H and higher are expected to work beyond the standard 37.5 hour work week with no additional payment except for Sundays (**see 341.51**). As permitted by the needs of the Library, their supervisors may allow scheduling flexibility to reduce the hours worked in the pay period to compensate for a portion of the extra hours.

352 – Increases and Promotions

Reads: Annual increments (salary step increases), as provided in the salary schedule for full time and part time regular employees, will be payable on the first payroll each January for all persons in the employ of the Library on July 1, 1975, until they reach the top of their grade. All persons hired or promoted after that date will receive annual increments at the beginning of the payroll following the anniversary of their employment or promotion until they reach the top of their grades.

Change to: Annual increments (salary step increases), as provided in the salary schedule for full time and part time regular employees, will be payable at the beginning of the payroll following the anniversary of their employment or promotion until they reach the top of their grades.

Subsection 352.1 – Reads:

Hourly paid employees will be granted an increment whenever the number of hours they have worked in a given step totals 1875.

Change to: Hourly paid employees will be granted an increment whenever the number of hours they have worked in a given step totals 1950.

Section 500 – Staff Development
522 – Encouragement of Further Education

Subsection 522.2 – Reads:

An employee in a Library Assistant I classification upon completing half of the required credit hours for a Masters of Library Science degree shall be granted the status and pay of a Library Assistant II classification.

Change to: 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.

Be it resolved that the proposed revisions to the Human Resources Manual be approved by the Library Board of Trustees, to become effective immediately.