

**CLEVELAND PUBLIC LIBRARY****Human Resources Committee Report**

January 21, 2010

**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**385 – Legal Holidays – Reads**

All full time employees (and part-time regular employees on a prorated basis) are paid for the following days observed as legal holidays in Ohio or declared holidays by the Library Board: New Year's day, Martin Luther King day, Presidents' day, Founders day, Memorial day, 4<sup>th</sup> of July, Labor day, Columbus day, Veterans day, Thanksgiving and Christmas. When any of these holidays falls on a Sunday, it is observed on the following Monday.

**385.1** - Hourly paid employees are not paid for holidays unless they are working full time during the week in which the holiday occurs and are scheduled to work during one full pay period either before or after the one in which the holiday occurs.

**385.2** - In the case of part time regular employees, the amount of time paid for shall be the number of hours the employee usually scheduled to work on the day of the week on which the holiday falls.

**385.3** - The Library will be closed on New Year's day, Martin Luther King day, Memorial day, 4<sup>th</sup> of July, Labor day, Thanksgiving day and Christmas day. When these holidays fall on a Saturday, staff members in departments or agencies regularly closed on Saturday will be entitled to take another day off during the pay period.

**385.4** – Employees who work on holidays when the Library is open (Presidents' day, Founder's day, Columbus day and Veterans day) shall be credited with vacation time equivalent to the number of hours they work.

**385.41** – When credited vacation time raises the total compensated hours in a week to more than 37.5, the hours in excess of 37.5 will be credited at time-and-a-half.

**385.5** – If a holiday occurs during a vacation, funeral leave, or attendance at a professional meeting, or during a leave of absence or sick leave allowance not exceeding eighteen days, it shall not be charged against the time allowed for these absences.

**385.6** If an employee is ill on a holiday that the Library is open, he/she may use sick leave and add the holiday to his/her vacation time.

**385.7** Compensatory time may be taken by employees of the Buildings Department, Security, and Automation Services who are scheduled to work on holidays when the Library is closed. Overtime will be granted in addition to payment at time-and-a-half for the hours worked, admit must be arranged in advance with the supervisor.

**Change to:** All full time employees (and part-time regular employees on a prorated basis) are paid for the following days observed as legal holidays in Ohio or declared holidays by the Library Board: New Year's day, Martin Luther King day, Presidents' day, Memorial Day, 4<sup>th</sup> of July, Labor day, Columbus day, Veterans day, Thanksgiving and Christmas. When any of these holidays falls on a Sunday, it is observed on the following Monday.

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**385.4** – For 2010 only, Presidents' day, Columbus day, Veterans' day and June 1, 2010 are unpaid furlough days on which the Library is to be closed. Part-Time Regular employees will be scheduled for four hours on the closed furlough days in 2010 within their normal schedule. The pay rate for substitute and page employees will be adjusted to reflect the equivalent of four furlough days in 2010.

**385.5** – If a holiday occurs during a vacation, funeral leave, or attendance at a professional meeting, or during a leave of absence or sick leave allowance not exceeding eighteen days, it shall not be charged against the time allowed for these absences.

**385.6** Compensatory time may be taken by employees of the Facilities Department, Security, and Automation Services who are scheduled to work on holidays when the Library is closed. Overtime will be granted in addition to payment at time-and-a-half for the hours worked, and it must be arranged in advance with the supervisor.

## **Section 200-Employment Practices**

### **241.3- Retirement- Reads**

At the time of retirement, the employee will be paid for one-half unused sick hours in cash at his/her current salary rate. In addition, for each full year of service exceeding twenty-five (25) years the employee will be paid an additional 37.5 hours, until the remaining unused sick leave is exhausted.

**Change to:** For retirements through April 2, 2010, the employee will be paid for one-half unused sick hours in cash at his/her current salary rate. In addition, for each full year of service exceeding twenty-five (25) years the employee will be paid an additional 37.5 hours, until the remaining unused sick leave is exhausted.

Retirements from April 3, 2010 through December 31, 2010: 50% of sick leave balance up to 900 hours (900 hour cap); 1 extra week for each year after 30 years

Retirements from January 1, 2011 through June 30, 2011: 40% of sick leave balance up to 900 hours (900 hour cap); 1 extra week of each year after 32 years

Retirements from July 1, 2011 & thereafter: 40% of sick leave balance up to 900 hours (900 hour cap); 1 extra week for each year after 35 years.