

CLEVELAND PUBLIC LIBRARY

Human Resources Committee Report

March 18, 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 236 – Advancement within the Library

Section 236 – Reads:

Notice of vacancies not filled by transfer will be posted by the Human Resources Department before they are filled, so that employees may apply for these positions. Posting shall be considered to have taken place if notice of the vacancy has appeared in the Staff Newsletter. Details concerning vacancy and the job description shall be available from the Human Resources Department.

Change to: Notice of vacancies not filled by transfer will be posted by the Human Resources Department before they are filled, so that employees may apply for these positions. Posting shall be considered to have taken place if notice of the vacancy has appeared on the online system. Details concerning vacancy and the job description shall be available from the Human Resources Department.

Subsection 236.1 Reads: The Cleveland Public Library will require all applicants for every job to submit a written application in the form of an updated resume or an updated Library application form or a letter of application. The application must contain work experience (Library or other), education and any other information relevant for consideration for the job vacancy. Interested employees must apply in writing to the Human Resources Department within ten days of the date of the notice.

Change to: The Cleveland Public Library will require all applicants to submit an online application that responds to the posting requirements. Interested employees must apply within seven days of the date of the notice.

Subsection 236.2 – Reads: All applications received for posted positions will be acknowledged and given careful consideration by the Human Resources Department, the head of the department or agency in which the promotion is available, and an administrator if appropriate. According to the Affirmative action Program of the Library, there is no obligation to promote a staff member to a vacancy if other candidates have superior qualifications.

Change to: All online applications submitted for posted positions will be given careful consideration by the Human Resources Department, the head of the department or agency in which the promotion is available, and an administrator if appropriate.

Subsection 236.3 – New

During reorganization, the posting of non union positions may be limited to an administrative area after notice has been given to the Board.

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