

CLEVELAND PUBLIC LIBRARY

Human Resources Committee Report
October 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 386 – Special Library Closings

Section 386.6 – Reads:

The Library will be closed on New Year's Eve in 2010 as a special closing. Thereafter, the Library Board of Trustees will determine the Hours of the Library on New Year's Eve annually.

Change to:

The Library will close on New Year's Eve December 31, 2010 as a special closing. Employees will work a four day week in 2010 (M,T,W,Th). Friday December 31,2010 will be a scheduled off day and Saturday January 1,2011 will be the scheduled New Year's Holiday.

Thereafter, the Library Board of Trustees will determine the hours of the Library on New Year's Eve annually.

Section 386.7 – Reads:

Holiday	On Sunday	On Weekday	On Saturday
New Year's Eve December 31	Library closed	Library closed 2010 3 day schedule	To be Determined

Change to:

Section 386.7 Deleted

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