

CLEVELAND PUBLIC LIBRARY

Human Resources Committee

February 18, 2020

RESOLUTION TO REVISE THE HUMAN RESOURCES MANUAL

WHEREAS, Pursuant to Section 121.2 of the Human Resources Manual, the Board of Library Trustees must approve all changes to the Human Resources Manual; and

WHEREAS, On September 26, 2019, this Board approved revisions to Section 361 of the Human Resources Manual, titled "Sick Leave," which included rewriting the section and rescinding Sections 362, 363, 364, 365, and 366 of the Human Resources Manual; and

WHEREAS, The Library Administration has determined that Section 361 should be further revised to replace the Good Attendance Incentive with a sick leave payout incentive under which eligible non-bargaining unit employees may elect on an annual basis either to get paid for 75% of their sick leave hours in excess of 900 hours or to convert up to 75 hours of accumulated but unused sick leave to cash at the rate of 50% of its current value; and

WHEREAS, The Library Administration recommends that Section 361 of the Human Resources Manual, titled "Sick Leave," be revised as set forth in Exhibit "A" to this Resolution, where deletions are shown with stricken language and additions are shown in red; now therefore be it

RESOLVED, That the Cleveland Public Library Board of Trustees hereby approves the proposed revisions to the Human Resources Manual as set forth in Exhibit "A" of this Resolution to update Section 361 to become effective February 21, 2020 and instructs the Library's management to be responsible for implementation and execution of the provisions of these policies and their related procedures.

Full time and regular part-time employees earn paid sick leave at the rate of .0577 hours for each hour compensated or 112.5 hours (15 working days) per year. Unused sick leave shall be cumulative to 900 hours.

Sick Leave Transfer

Sick leave of an employee who has been separated from public service in the State of Ohio shall be placed to the employee's credit upon the employee's re-employment in public service, provided that the re-employment takes place within ten years of the date on which the employee was last terminated from public service in the State of Ohio. An employee who transfers from another public agency to the library shall be credited with the unused balance of the employee's accumulated sick leave from the last public employer up to a maximum of 900 hours.

Good Attendance Incentive

~~Bargaining unit employees shall be eligible for a Good Attendance Incentive pursuant to their collective bargaining agreement. Non-bargaining unit employees who have a balance in their sick bank of less than 900 hours at the end of the calendar year and who use a combined total of fewer than five (5) sick days and/or emergency leave days (37.5 hours for full time employees; 20 hours for part-time regular employees) in the previous calendar year shall be awarded three (3) Good Attendance days (taken from sick leave balance) which can be used at any time within the calendar year in which they are awarded. Part-time employees shall earn days on a prorated basis (a 4-hour shift equals a "day").~~

Sick Leave Payout

Bargaining unit employees shall be eligible for Sick Leave Payout pursuant to their collective bargaining agreement.

A non-bargaining unit employee on an annual basis may elect to participate in one of two sick leave conversion programs:

Option #1

Non-bargaining unit employees who have a balance of over 900 hours in their sick leave bank at the end of the calendar year will be paid 75 percent of those hours in excess of 900 hours at their current hourly rate; the remaining 25 percent of those hours are forfeited in excess of 900 hours.

Option #2

Non-bargaining unit employees may convert accumulated but unused sick leave to cash up to 75 hours at the rate of fifty (50%) of its current value. If a conversion plan is approved by the Ohio Public Employees Retirement System (OPERS), the maximum amount of converted

sick leave that can be considered earnable income toward OPERS is the amount the employee accrues in one calendar year, less any amounts used or converted during the calendar year. To be considered earnable salary the leave also must have been earned in the calendar year it was converted. This concept is considered the LIFO method (last in, first out). Hours will be paid in cash to the employee in the first full pay period after the calendar year end date (12/31) at the employee's current rate of pay.

Sick Leave Payout – Retirement

A non-bargaining employee with ten (10) or more years of service with the library who has applied to the Ohio Public Employee's Retirement System (OPERS) for retirement benefits may elect to be paid in cash 25 percent of the value of any unused accumulated sick leave credit up to 500 hours (maximum number of paid hours is 125).

March 21, 1996

Revised September 26, 2019

Revised February 20, 2020

(Rescind policies 362, 363, 364, 365, 366)

EXHIBIT A