

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF LANCASTER COUNTY, NEBRASKA

IN THE MATTER OF ADOPTING )  
BENEFITS FOR COUNTY EMPLOYEES ) RESOLUTION NO. R-15-0016  
IN THE UNCLASSIFIED SERVICE )

WHEREAS, pursuant to NEB.REV.STAT. §23-2519 (Reissue 2012), the county service is divided into the classified and unclassified service; and

WHEREAS, the Lancaster County Board (County Board) has previously adopted Personnel Rules, including employee benefits, that are applicable to classified service employees who are not covered by a labor agreement; and

WHEREAS, the County Board previously adopted a Resolution defining benefits applicable to certain unclassified employees who are not covered by a labor agreement; and

WHEREAS, the County Board wishes to amend said Resolution.

NOW, THEREFORE, BE IT RESOLVED, by the Board of County Commissioners of Lancaster County, as follows:

1. Employees Defined. Unless otherwise stated herein, the benefits described in this Resolution apply to the following county employees: county board administrator, department heads, appointed assistants to department heads, chief deputies, attorneys, district court law clerks, physicians, full-time bailiffs, part-time bailiffs (as defined herein), and the district court referee. The benefits described in this Resolution shall not apply to deputy sheriff captains.

Part-time bailiff shall mean employment in a bailiff position that normally requires at least thirty (30) hours of work per week, but less than forty (40) hours of work per week.

2. Health, Dental, Vision and Life Insurance. Employees may enroll in the County Health, Dental and Vision Plans without a six month waiting period. The employee is required

to make contributions to the premiums as applicable. On the first day of the month after employment, employees are automatically enrolled in the County Life Insurance Plan. The Life Insurance Plan includes a basic life benefit for the employee in the amount of Fifty Thousand Dollars (\$50,000), at no cost to the employee. Additional voluntary and/or supplemental life insurance may be purchased by the employee according to the Life Insurance Plan.

3. Retirement. An employee is automatically enrolled in the County Retirement Plan (Plan) when the employee has obtained the age of twenty-five (25) and has completed one year of service with the County. An employee may voluntarily elect to participate in the Plan sooner by making a written request to the County Board pursuant to the provisions and requirements set forth in the Plan. Employees shall make the same contribution as outlined in the state statutes for employees of the County and contributions will be matched pursuant to Neb. Rev. Stat. § 23-1118 (Reissue 2012) and the Plan.

A department head who is a county employee on or after January 1, 2001, shall be 100% vested in his Employer Contributions upon his participation in the Plan. All other employees shall vest Employer Contributions in accordance with the vesting schedule contained in the Plan.

4. Deferred Compensation. An employee may participate in the County Deferred Compensation Plan, without a six month waiting period, under the rules and requirements established by the County Deferred Compensation Plan.

5. Post Employment Health Plan. After six months of employment with the County, employees are automatically enrolled in the County-funded Post Employment Health Plan (PEHP) at no cost to the employee. The purpose of the PEHP is to set aside an amount of money in a trust account for the express purpose of paying for qualified medical expenses in the future.

The qualification for this program is listed under the Internal Revenue Code 501c(9). All contributions and expenditures will be as outlined in the Trust Agreement and Participation Agreement and may change from time to time to comply with changes in the Trust Agreement or Tax Code requirements.

6. Long Term Disability (LTD). After six months of employment with the County, employees are automatically covered by the County's Long Term Disability Plan at no cost to the employee. The employee is entitled to benefits in accordance with and only to the extent of the plan's benefits.

7. Sick Leave. Sick leave shall be earned at the rate of one hundred and four (104) hours per year and will be factored as four (4) hours per pay period. An employee may accumulate up to a maximum of two thousand and eighty hours (2080) hours. There is no waiting period before earned sick leave may be used. Part-time bailiffs are not entitled to sick leave.

An employee may use up to forty (40) hours per calendar year for illness in the immediate family or family medical appointments. Upon written request, the Human Resources Director may waive the forty (40) hour limit after reviewing the individual circumstances in support of the request.

For purposes of family sick leave, "immediate family" is defined as spouse, child, step-child, grandchild, parent, step-parent, sister, brother, employee's grandparents and parents of the employee's spouse as well as any other family member, whether it be by blood or legal marriage, or legal adoption or foster children, residing in the same household.

Upon retirement or death, an employee or his/her estate shall receive 55% of the employee's total accumulated sick leave balance, 100% of which will be paid into the

employee's PEHP account. In order to qualify, the employee must meet the definition of retirement under the County Retirement Plan.

An employee who voluntarily separates, other than retirement, from employment with the County after fifteen (15) consecutive years of service shall be paid 50% of his/her total accumulated sick leave balance that exceeds one thousand (1000) hours. This payout shall be distributed as one-third (1/3) cash and two-thirds (2/3) PEHP.

8. Vacation. Department heads shall earn vacation as follows:

| <u>Years of Service</u> | <u>Hours Accumulated</u> |
|-------------------------|--------------------------|
| Less than 5 years       | 120 hours                |
| After 5 years           | 160 hours                |
| After 15 years          | 168 hours                |
| After 20 years          | 200 hours                |

Except for full-time and part-time bailiffs and the court referee, all other unclassified employees covered by this Resolution shall earn vacation leave as follows:

| <u>Years of Service</u> | <u>Hours Accumulated</u> |
|-------------------------|--------------------------|
| Less than 5 years       | 80 hours                 |
| After 5 years           | 120 hours                |
| After 10 years          | 152 hours                |
| After 15 years          | 168 hours                |
| After 20 years          | 184 hours                |

There is no waiting period before earned vacation leave may be used. An employee may accumulate a maximum of two hundred forty (240) hours of vacation at any one time. Any leave time in addition to the 240 hours will be forfeited each pay period. Upon separation from employment with the County, unused accumulated vacation leave shall be paid to the employee.

The County Board may grant a department head up to 80 hours of vacation leave for use immediately upon appointment to the position rather than on an accrual basis. For each subsequent

year of his/her appointment, the department head shall accrue vacation as defined herein.

9. Holidays. The following are County authorized holidays:

- |                                   |                        |
|-----------------------------------|------------------------|
| New Years Day                     | Labor Day              |
| Martin Luther King Jr.'s Birthday | Veteran's Day          |
| President's Day                   | Thanksgiving Day       |
| Memorial Day                      | Day After Thanksgiving |
| Fourth of July                    | Christmas Day          |

In addition, except for full-time and part-time bailiffs and the court referee, each employee will be entitled to three (3) personal holidays beginning with the pay period in August which results in the first pay check in September of each year. Personal holidays are noncumulative. Personal holidays are automatically forfeited if they are not used during the year in which they are granted. Personal holidays are automatically forfeited when an employee separates his/her employment with the County.

10. Funeral Leave. Except for full-time and part-time bailiffs and the court referee, each employee will be granted time off in the case of death of the employee's spouse, child, mother, father, stepmother, stepfather, mother-in-law, father-in-law, brother, sister, grandfather, grandmother, grandchild, or in the case of death of any relative who resides in their immediate household. Time granted will be up to 24 hours of funeral leave with up to an additional 24 hours of accumulated sick leave. In the case of death of the employee's sister-in-law, brother-in-law, daughter-in-law, son-in-law, aunt, uncle, nephew, niece, or grandparents of the employee's spouse, the employee shall be granted up to 16 hours of funeral leave with up to an additional 24 hours of accumulated sick leave.

11. Vacation, personal holidays and funeral leave for full-time bailiffs and the court referee shall be at the discretion of the district court judge for whom they are assigned. Part-time bailiffs are not entitled to vacation leave, personal holidays or funeral leave.

12. This Resolution does not constitute an employment contract.

13. This Resolution hereby rescinds and replaces County Resolution No. R-14-0011.

DATED this 24 day of March, 2015, at the County-City Building, Lincoln, Lancaster County, Nebraska.

BY THE BOARD OF COUNTY  
COMMISSIONERS OF LANCASTER  
COUNTY, NEBRASKA

APPROVED AS TO FORM  
this 19 day of  
March, 2015.

Kristy Bauer  
for JOE KELLY  
County Attorney

Todd Wittig  
Debra Schatz  
Angela Hauer  
Larry Hudkins  
Bill Atney