

August 28, 2014

TO: County Personnel Policy Board Members

SUBJECT: Personnel Policy Board Meeting
Thursday, September 4, 2014
1:30 p.m., Commissioners Hearing Room
County-City Building, Room 112

A G E N D A

ITEM 1: Request to create the following classification:

CLASS

CODE

CLASS TITLE

PROPOSED PAY GRADE

2329

Biosolids Coordinator

(C13) \$46,067.84 - \$59,011.68

ITEM 2: Request to amend Rule 8.1 of the Personnel Rules–Nature, Duration, and Purpose

ITEM 3: Request to amend Rule 17.11 of the Personnel Rules–Employees Temporarily Assigned to a Higher Classification

ITEM 4: Request to amend Rule 17.15 of the Personnel Rules–Emergency Standby Compensation

ITEM 5: Request to amend Rule 17.19 of the Personnel Rules–Shift Differential

ITEM 6: Request to amend Rule 17.20 of the Personnel Rules–Weekend Differential Pay

ITEM 7: Request to amend Rule 18.1 of the Personnel Rules–Compensation for Absence on Holidays

ITEM 8: Request for grievance hearing - Marvin Tejral - County/City Property Management

ITEM 9: Election of Chair

ITEM 10: Election of Vice-Chair

ITEM 11: Miscellaneous Discussion

pc: Department Heads
Marvin Tejral
Rick Deboer
Richard Grabow

LANCASTER COUNTY BIOSOLIDS COORDINATOR

NATURE OF WORK

This is responsible technical and administrative work using hands-on leadership for the coordination of agricultural land application of biosolids from the City of Lincoln municipal wastewater treatment plant.

Work involves responsibility for working with farmer cooperators contracting the use of biosolids as an organic fertilizer and soil amendment on agricultural crop lands in Lancaster County. Work also involves careful attention to regulatory compliance; supervision of land application; detailed record keeping of laboratory analysis; soil tests, application rates, historic and specific land application data for individual fields, farms and cooperators. Supervision is received from an Administrative Superior with work being reviewed in the form of oral and written reports, accuracy of information communicated and the effectiveness of programs provided.

EXAMPLES OF WORK PERFORMED

Recruit farmer cooperators to use biosolids as an organic fertilizer and soil amendment on agricultural crop lands.

Provide educational support to participating cooperators; participate in related educational improvement and training opportunities; work with extension staff to develop and deliver related educational programs, activities and events.

Supervise land application; assure recommendations and regulation compliance by cooperators.

Gather soil samples for testing, maintain accurate and detailed records and prepare detailed reports as requested.

Perform related work as required.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Considerable knowledge, experience or training in subject matter related to the specific duties of the position and its relation to cooperative extension work.

Knowledge in the use of desktop publishing, database software and GIS/GPS technology required for certain work responsibilities within this classification.

Knowledge in production agriculture, cropping systems and conservation of natural resources.

Ability to analyze information and prepare reports to ensure accurate documentation in accordance with requirements of regulatory departments and agencies.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with co-workers and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major coursework in agriculture, horticulture, natural resources or related field plus experience serving in a related area of the extension service. 4-H Club or similar youth organization experience highly desirable.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in agriculture, horticulture, natural resources or related field plus some experience serving in a related area of the extension service or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid driver's license when operating a vehicle is necessary for the satisfactory performance of assigned duties.

09/14

PS2329

8.1 Nature, Duration, and Purpose (Revised ~~9/01~~9/14)

All new hires shall be required to serve an original probationary or working test period of six (6) months from the date of hire. Correctional Officers and Juvenile Detention Officers shall be required to serve a twelve (12) month probationary period. This probationary period is an essential continuation of the examination process and shall be utilized for the most effective evaluation of new employees and for the termination of any employee whose performance or conduct does not meet acceptable standards. As defined herein, probationary employees are not afforded the same rights, benefits and privileges afforded to status employees. A probationary employee may be separated at any time during the probationary period for any non-discriminatory reason.

17.11 Employees Temporarily Assigned to a Higher Classification (Revised ~~01/07~~079/14)

(a) A status employee may be temporarily assigned, in writing, to work in a budgeted position in a class with a higher maximum salary than the maximum salary of his regularly assigned class, when said position is temporarily vacant due to termination, resignation, leave of absence, or initial creation.

(b) Compensation for being temporarily assigned to a higher class shall be at least the next higher rate of pay in the higher class above the employee's regular rate, or the first step minimum rate of the higher class he is temporarily filling, whichever is greater.

(c) An employee who is temporarily assigned in writing to work in a higher class must perform all the duties the incumbent employee would have performed in the higher class job description to receive additional compensation. Exceptions to this Rule for receipt of out-of-class pay may be made or approved by the Personnel Director.

17.15 Emergency Standby Compensation (09/14)

A non-exempt status employee who is required to standby his post and be ready for duty, at the direction and under control of the County shall ~~be paid his regular rate of pay for the actual time~~ receive one (1) hour of straight pay for each eight (8) hour period he is assigned to standby.

17.19 Shift Differential (Revised 08/13/09/14)

(a) Status and probationary employees not covered by a labor agreement and in a pay grade prefixed by 'C' or 'Y', and who are regularly assigned to second and third shifts shall be paid an additional thirty-five (35) cents per hour.

(b) Status and probationary employees not covered by a labor agreement and in a pay grade prefixed by 'A', and who are regularly assigned to second and third shifts shall be paid an additional forty (40) cents per hour.

(c) Status and probationary employees not covered by a labor agreement and who are regularly assigned to second and third shifts and who work at Corrections and, Community Mental Health, and Mental Health Crisis Center shall be paid an additional forty-five (45) cents per hour.

(d) Status and probationary employees not covered by a labor agreement and in a pay grade prefixed by 'Y', and who are regularly assigned to second and third shifts shall be paid an additional forty-five (45) cents per hour.

~~(d)~~(e) The differential pay per hour shall be included as an addition to their current hourly rate. For purposes of shift differential pay, the following conditions shall apply:

(1) To be entitled to shift differential pay, an employee must work a majority of his regularly scheduled hours between 5:00 p.m. and 9:00 a.m. This shall not apply to temporary assignments for shift hours between 5:00 p.m. and 9:00 a.m.

(2) For purposes of computing any shift differential pay, "current hourly rate" shall mean the hourly rate of pay which is applicable to the employee's regularly assigned class.

(3) An employee whose regularly scheduled shift entitles him to shift differential pay shall receive the shift differential pay as a part of his current hourly rate for leaves of absence including vacation, sick leave, holiday pay and funeral leave.

(4) For purpose of computing overtime pay, an employee shall receive his current hourly rate in addition to the thirty-five (35) cents, forty (40) cents, or forty-five (45) cents per hour shift differential.

17.20 Weekend Differential Pay (Revised ~~08/13~~09/14)

Probationary and status employees of ~~Community Mental Health~~ or Mental Health Crisis Center who are in class code 7705 - Registered Nurse I or 7706 - Registered Nurse II and who are scheduled to work between the weekend times of 00:01 a.m. on Saturday through 23:59 p.m. on Sunday, will receive an additional seventy-five (75) cents per hour. This payment will be in addition to any other payment and will be included as part of the employee's current hourly rate.

18.1 Compensation for Absence on Holidays (Revised ~~12/13~~09/14)

(a) All full-time and part-time status and probationary employees with the exception of those identified in paragraph (h) below shall receive pay for one-fifth (1/5) of their regularly scheduled work week not to exceed eight (8) hours for the following legal holidays or any other day proclaimed by the County Board as a holiday:

New Year's Day	Labor Day
Martin Luther King Jr.'s Day	Veteran's Day
President's Day	Thanksgiving Day
Memorial Day	Day After Thanksgiving
Fourth of July	Christmas Day

(b) In addition to the established holidays listed above, employees who are new or re-hired in pay grades prefixed by 'C'; or 'E'; ~~or 'Y'~~ shall receive noncumulative personal holiday hours based on the following schedule in their first year of employment:

- (1) If the employee's hire date is on or after the beginning of the pay period in August which results in the first pay check in September, but before January 1st, the employee shall receive twenty-four (24) hours of noncumulative personal holiday leave hours.
- (2) If the employee's hire date is on or after January 1st but prior to May 1st, the employee shall receive sixteen (16) hours of noncumulative personal holiday leave hours.
- (3) If the employee's hire date is on or after May 1st, but prior to the beginning of the pay period in August which results in the first pay check in September, the employee shall receive eight (8) hours of noncumulative personal holiday leave hours.

All other employees already employed, with the exception of those identified in paragraphs ~~(e)~~ (f) and (h)(i) below shall receive twenty-four (24) hours of noncumulative personal holiday leave hours each year beginning with the pay period in August that results in the first pay check in September.

(c) In addition to the established holidays listed above, employees who are new or re-hired in pay grades prefixed by 'J' shall receive noncumulative personal holiday hours based on the following schedule in their first year of employment:

- (1) If the employee's hire date is on or after the beginning of the pay period in August which results in the first pay check in September, but before January 1st, the employee shall receive twelve (12) hours of noncumulative personal holiday leave hours.
- (2) If the employee's hire date is on or after January 1st but prior to May 1st, the employee shall receive eight (8) hours of noncumulative personal holiday leave hours.
- (3) If the employee's hire date is on or after May 1st, but prior to the beginning of the pay period in August which results in the first pay check in September, the employee shall receive four (4) hours of noncumulative personal holiday leave hours.

(d) In addition to the established holidays listed above, employees in pay grades prefixed by 'A' or 'G', with the exception of those identified in paragraph ~~(h)~~(i) below, will receive twenty (20) hours of noncumulative personal holiday time each year beginning with the pay period in August that results in the first pay check in September.

(e) In addition to the established holidays listed above, employees in pay grades prefixed by 'Y', with the exception of those identified in paragraph (i) below, will receive eighteen (18) hours of noncumulative personal holiday time each year beginning with the pay period in August that results in the first paycheck in September.

~~(e)~~(f) Part-time employees will receive personal holiday hours at one-fifth (1/5) of their regularly scheduled work week not to exceed eight (8) hours.

~~(f)~~(g) Personal holiday hours may be taken anytime during the year that begins with the pay period in August that results in the first pay check in September (or be forfeited), provided the days and times selected by the employee have the prior approval of the Department Head.

~~(g)~~(h) Employees will be required to use personal holiday hours in increments of not less than two (2) hour blocks of time.

~~(h)~~(i) Part-time status and probationary shift employees of facilities open seven (7) days a week or twenty-four (24) hours a day shall earn legal and personal holidays on a prorated schedule at the rate of 0.05 per hour worked which shall be added to the holiday bank each pay period. Accumulated holiday hours must be taken during the year that begins with the pay period in August that results in the first pay check in September (or be forfeited), provided the time selected by the employee has the prior approval of the Department Head.

Received 7-31-14
ajm

AFSCME LOCAL 2468
STEP 2



OFFICIAL GRIEVANCE FORM

NAME OF EMPLOYEE Marvin Tzral DEPARTMENT Property Management
CLASSIFICATION Building Cleaner
WORK LOCATION _____ IMMEDIATE SUPERVISOR Matt Lawson
TITLE _____

STATEMENT OF GRIEVANCE:

List applicable violation: Personnel Rule 11.2 (H) 4
Personnel Rule 11.2 (H) 8

Adjustment required: Allow marv to advance to the next pay step on the pay scale. make marv whole again

I authorize the A.F.S.C.M.E. Local 2468 as my representative to act for me in the disposition of this grievance

Date 7-31-14 Signature of Employee _____
Signature of Union Representative [Signature] Title Union President
Date Presented to Management Representative _____
Signature _____ Title _____

Disposition of Grievance: Marv has been unfairly passed up for a merit raise 2 years in a row

THIS STATEMENT OF GRIEVANCE IS TO BE MADE OUT IN TRIPPLICATE. ALL THREE ARE TO BE SIGNED BY THE EMPLOYEE AND/OR THE AFSCME REPRESENTATIVE HANDLING THE CASE.

ORIGINAL TO HR
COPY _____

COPY: LOCAL UNION GRIEVANCE FILE

NOTE: ONE COPY OF THIS GRIEVANCE AND ITS DISPOSITION TO BE KEPT IN GRIEVANCE FILE OF LOCAL UNION.