

September 11, 2014

TO: City of Lincoln Personnel Board Members

SUBJECT: Personnel Board Meeting
Thursday, September 18, 2014
1:30 p.m., Council Chambers
County-City Building

A G E N D A

ITEM 1: Request to change the pay range of the following classification:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>	<u>CURRENT PAY RANGE</u>	<u>PROPOSED PAY RANGE</u>
3239	Building & Safety Manager	M03 (\$74,401.60 - \$124,581.60)	M02 (\$64,964.64 - \$108,775.68)

ITEM 2: Request to amend Section 2.76.365 of the Lincoln Municipal Code - Hours of Work

ITEM 3: Election of Chair

ITEM 4: Election of Vice-Chair

ITEM 5: Miscellaneous Discussion

PC: Teresa Meier, City Clerk
Directors

ACCOMMODATION NOTICE

The City of Lincoln complies with Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973 guidelines. Ensuring the public's access to and participating in public meetings is a priority for the City of Lincoln. In the event you are in need of a reasonable accommodation in order to attend or participate in a public meeting conducted by the City of Lincoln, please contact the Director of Equity and Diversity, Lincoln Commission on Human Rights, at 402 441-7624 as soon as possible before the scheduled meeting date in order to make your request.

2.76.365 Hours of Work.

(a) Regular working hours for all full-time employees shall be forty hours each week, which shall be the standard work week unless otherwise provided by departmental regulation approved by the Mayor and except for firemen, whose hours of duty are prescribed by Neb. Rev. Stat. §35-302 (Reissue 1988), and amendments thereto.

(b) Generally, eight hours shall constitute a regular work day for nonshift workers and forty hours or five days shall constitute a regular work week. This does not mean that all employees can be given a five-day week or an eight-hour day from 8:00 a.m. to 4:30 p.m. with one-half hour for lunch. In order to obtain the most efficient operation and give the best possible service, it may be necessary in some classifications for an employee to work forty hours in more or less than five days by working more or less than eight hours per day or those working eight hours per day may be required to start the day some time other than 8:00 a.m.

(c) Eight hours per day shall constitute a regular work day for shift workers and forty hours including Saturday, Sunday, and holidays shall constitute a regular work week. The hours worked per day and the days worked per week shall be consecutive as nearly as practicable. Shift schedules shall be posted or copies distributed to the employees as far in advance as possible.

(d) There shall be allowed one fifteen-minute rest period during each one-half shift of the work day. The rest period shall be scheduled at the approximate middle of each one-half shift. Employees who for any reason work beyond their regular quitting time into the next shift shall be granted the regular rest periods that occur during the shift.

(e) A regular employee with a pay range prefixed by "E" who is eligible to retire may elect with the Department Head's approval an alternative schedule as follows: the employee may elect to reduce, on a permanent basis, their hours from 40 to 36 per week or from 40 to 32 hours per week. Employees who request and are granted these hours will continue to earn vacation sick leave the same as if they were full-time. Employees will be required to retire within one (1) year from the date of their election.

(f) A regular employee with a pay range prefixed by "X" who is eligible to retire may elect with the Department Head's approval an alternative schedule as follows: the employee may elect to reduce, on a permanent basis, their hours from 40 to 32 hours per week. Employees who request and are granted these hours will continue to earn vacation and sick leave the same as if they were full-time.