

CITY PERSONNEL BOARD

March 16, 2023

MEETING

Meeting was held Thursday, March 16, 2023, City Council Chambers, County-City Building, Lincoln, Nebraska.

Members present: Ryan Dale, Maggie Schiefen, Shannon Rowen, Christy Abraham. Member absent: Nicholette Seigfreid. Human Resources department resource staff attending: Malerie McNair.

The meeting was opened at 1:30 p.m. by Chair Shannon Rowen.

Agenda Item 1 was to approve the minutes from the February 23, 2023 meeting. It was moved by Maggie Schiefen and seconded by Ryan Dale to approve the minutes as presented. Motion unanimously carried by roll call vote.

Agenda Item 2 was the request to amend Lincoln Municipal Code - 2.76.040 – Definitions. Barb McIntyre of the Human Resources department explained the first change to the code is to add “or their designee” under the department head section. The second edit is to the immediate family definition and now covers spouse, child, parent, sibling, or any other person under the employee’s legal guardianship living in the same household. This includes family members by blood, marriage, adoption, foster or legal guardianship. Barb McIntyre also explained that the Personnel department shall also mean the Human Resources department. Following discussion, it was moved by Ryan Dale and seconded by Christy Abraham to approve the amendment as presented. Voting Yes: Ryan Dale, Shannon Rowen and Christy Abraham. Voting No: Maggie Schiefen. Motion carried by roll call vote.

Agenda Item 3 was the request to amend Lincoln Municipal Code - 2.76.380 – Sick Leave with Pay. Barb McIntyre of the Human Resources department explained that the current code states that new employees within their first 6 months, sometimes 1 year, cannot use their sick pay. Barb McIntyre explained that it is impossible to go 6 months – 1 year, in today’s world, without needing to use sick leave. This amendment says that all unrepresented, including employees who go into a union after probation, are allowed to use their accrued sick leave during the probationary period. Barb McIntyre went to the State of Nebraska and confirmed that they also allow employees to use their sick leave during their first 6 months. Barb McIntyre states that the previous way of not allowing sick leave use was an old hangover practice of how the world used to work. The amount accrued does not change. Barb McIntyre also stated that she aligned the sick leave payout for unrepresented employees to give 65% of their sick leave to the employee. Shannon Rowen asked if this was reviewed by the committee. Barb McIntyre answered that this was reviewed by Cabinet, which consists of all Department Directors and the Mayor’s Office, as well as taken to the Union presidents. Christy Abraham asked what happens now if an employee is in their probationary period and they get the flu. Barb McIntyre states that each new employee gets two personal convenience day holidays that they can use at their discretion. If that employee needs more than two days, they need to take leave without pay. Barb McIntyre also shared that Excluded, “X”, employees are being realigned to better match all excluded employees. Maggie Schiefen asked why dental was crossed out on point C and Barb McIntyre states that it would fall under medical. Following discussion, it was moved by Maggie Schiefen and seconded by Christy Abraham to approve the amendment as presented. Motion unanimously carried by roll call vote.

CITY PERSONNEL BOARD

Meeting

March 16, 2023

PAGE 2

Agenda Item 4 was the request to amend Lincoln Municipal Code - 2.76.395 – Vacation Leave with Pay. Barb McIntyre of the Human Resources department explained that the current code states that new employees within their first 6 months cannot use their vacation leave. Language was reiterated that employees can't have a negative balance of vacation leave with pay. Barb McIntyre explained editing the language of vacation waiving to vacation buyout, stating that if an employee's vacation had to get cancelled, the employee wouldn't lose the hours that were initially requested for. Barb McIntyre also explained vacation bank payouts that first full pay period in July is removed. The language used to say employees would get paid at whatever their salary was in January, but changed to whatever their current salary is at the time of the requested payout. Christy Abraham asked if you can give your vacation to someone else and Barb McIntyre answered that they have a Catastrophic Donation program that allows employees to donate their vacation time to an employee in need. Barb McIntyre then explained the reasoning behind a vacation bank. Following discussion, it was moved by Maggie Schiefen and seconded by Ryan Dale to approve the amendment as presented. Motion unanimously carried by roll call vote.

Agenda Item 5 was the request to create Lincoln Municipal Code – 2.76.403 – Paid Parental Leave. Barb McIntyre of the Human Resources department shared that this is for full-time, part-time, probationary, and regular employees who are unrepresented, to get 6 weeks or 240 hours of paid parental leave following the birth of an employee's child/children or starting the placement of a child/children with an employee through adoption or foster care. Barb McIntyre stated part-time or alternate scheduled employees will receive prorated leave hours based on their regularly scheduled work week. The paid parental leave must be taken during the 12-month period immediately following the birth, starting adoption, or placement of the child. Barb McIntyre also stated that paid parental leave must be exhausted before an employee may utilize any other leave, including FMLA. Maggie Schiefen asked if there was any way an employee could be double dipping and Barb McIntyre confirmed that there is no double dipping into payments. Following discussion, it was moved by Ryan Dale and seconded by Maggie Schiefen to approve creation as presented. Motion unanimously carried by roll call vote.

There being no further business, the meeting adjourned at 2:10 p.m.

The next regularly scheduled meeting is tentatively set for April 20, 2023.

Malerie McNair
Human Resources Executive Assistant

PC: Department Heads
City Clerk