

CITY PERSONNEL BOARD

July 20, 2023

MEETING

Meeting was held Thursday, July 20, 2023, Suite 302, County-City Building, Lincoln, Nebraska.

Members present: Nicholette Meyer, Ryan Dale, and Christy Abraham. Members Absent: Shannon Rowen and Maggie Schiefen. Human Resources department resource staff attending: Malerie McNair.

The meeting was opened at 1:45 p.m. by Vice-Chair Ryan Dale.

Agenda Item 1 was to approve the minutes from the June 15, 2023 meeting. The Board was unable to approve the minutes from June 15, 2023 based on the current attendance. It was tabled till the next meeting.

Agenda Item 2 was the request to revise the classifications 3690 – Animal Control Officer I and 3691- Animal Control Officer II. Barb McIntyre of the Human Resources department explained these classification revisions just reflect the duties and responsibilities that are currently being done. Barb McIntyre stated that these classifications will not update pay, but just updates the language. Following discussion, it was moved by Christy Abraham and seconded by Ryan Dale to approve the revisions as presented. Motion unanimously carried by roll call vote.

Agenda Item 3 was the request to revise, change the title and pay range for the classification 0024 – Prosecution Assistant – X13 to 0024 – Prosecution Support Specialist – X16. Barb McIntyre of the Human Resources department explained that there are currently three employees in this classification and the revisions were directly requested by the Law Department. Barb McIntyre explained that this position is a lot about electronic data management systems and the classification was out of date. Barb McIntyre stated that there was a market analysis done and it supports the pay increase. The three people currently in the classification would get a 2.5% pay increase, if passed. Following discussion, it was moved by Nicholette Meyer and seconded by Christy Abraham to approve the revisions as presented. Motion unanimously carried by roll call vote.

Agenda Item 4 was the request to amend Lincoln Municipal Code – 2.76.040 – Definitions. Barb McIntyre of the Human Resources department explained that the revision adds grandparents back into definitions, as it was never intended to exclude them. They were previously in there and want to keep them in. Following discussion, it was moved by Ryan Dale and seconded by Christy Abraham to amend the code as presented. Motion unanimously carried by roll call vote.

Agenda Item 5 was the request to amend Lincoln Municipal Code - 2.76.130 – Compensation Plan; Position and Pay Range Allocation. Barb McIntyre of the Human Resources department explained that they realized ‘A’ and ‘C’ were not included, so they added them to include everyone. Barb McIntyre stated gender neutral language and probation language was added. Following discussion, it was moved by Ryan Dale and seconded by Nicholette Meyer to amend the code as presented. Motion unanimously carried by roll call vote.

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Agenda Item 5 was the request to amend Lincoln Municipal Code - 2.76.160 – Compensation Plan & Variable Merit Pay Plan – W Pay Ranges. Barb McIntyre of the Human Resources department explained that they removed providing the Mayor an annual report, because they were not doing it. Barb McIntyre checked with the Mayor and she was okay with not getting the report. Barb McIntyre stated the language reflects what is being done today. Nicholette Meyer asked who all sees the merit increases. Barb McIntyre answered that if it is 4% or under, then it is just the department head and flows to HR. If it is 4.5% to 5%, then it comes to HR for viewing and the Mayor's office looks at it too. Following discussion, it was moved by Christy Abraham and seconded by Nicholette Meyer to amend the code as presented. Voting Yes: Christy Abraham and Nicholette Meyer. Abstaining: Ryan Dale.

Agenda Item 7 and 8 were presented together for the request to amend 2.76.175 – Compensation Plan; Promotion, Transfer, Demotion, and the request to amend 2.76.200 – Compensation Plan; Temporary Assignment in a Higher Classification. Barb McIntyre of the Human Resources department explained that there were two sections of code dealing with the same concept. Barb McIntyre stated the language struck out in 2.76.175 has been moved to 2.76.200. Barb McIntyre then stated in 2.76.175 they realized they were missing some employee groups in the policy and made sure they were listed and cleaned up the organization of the code. Following discussion, it was moved by Ryan Dale and seconded by Nicholette Meyer to amend the codes as presented. Motion unanimously carried by roll call vote.

Agenda Item 9 was the request to amend Lincoln Municipal Code – 2.76.245 – Examinations; Character of Examinations. Barb McIntyre of the Human Resources department explained that this request came from the Parks and Recreation department, regarding their lifeguard staff for pools during the summer. Barb McIntyre stated that if the lifeguards were to fail a question on the Red Cross exam they need to take, they must wait 6 months before re-testing. Barb McIntyre stated that the intent for this code was for specialty areas, such as retesting waiting periods for Firefighters and LPD, but where the specialty code is needed, it is accounted for in different policies. Following discussion, it was moved by Ryan Dale and seconded by Christy Abraham to amend the code as presented. Motion unanimously carried by roll call vote.

Agenda Item 10 was the request to amend Lincoln Municipal Code - 2.76.380 – Sick Leave with Pay. Barb McIntyre of the Human Resources department explained that this deals with grandparent language that was added into Definitions and taking it out of code 2.76.380, so it's not redundant. Following discussion, it was moved by Nicholette Meyer and seconded by Christy Abraham to amend the code as presented. Motion unanimously carried by roll call vote.

Agenda Item 11 was Miscellaneous Discussion. Malerie McNair from Human Resources stated that Shannon Rowen has resigned from the City Personnel Board. Malerie McNair stated that there has been communication with the Mayor's Office and hope to have a replacement at the next City Personnel Board meeting. Christy Abraham had asked if Shannon said why. Malerie McNair stated that she had accepted a job with a company that didn't give the flexibility of time to attend.

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The next regularly scheduled meeting is tentatively set for August 17, 2023.

Malerie McNair
Human Resources Executive Assistant

PC: Department Heads
City Clerk
Barb McIntyre

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