

# **CITY PERSONNEL BOARD**

## **November 16, 2023**

### **MEETING**

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

Members present: Ryan Dale, Christy Abraham, and Richard Grabow. Members Absent: Maggie Schiefen. Human Resources department resource staff attending: Malerie McNair and Jamie Sabata

The meeting was opened at 1:30 p.m. by Chair Ryan Dale.

Agenda Item 1 was to approve the minutes from the September 21, 2023, meeting. It was moved by Richard Grabow 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 create the classifications 5104 – Sustainability Specialist (A12) and 2215 – Urban Development Construction Manager (C34). Barb McIntyre of the Human Resources department explained that the Sustainability Specialist classification is being created at the request of LTU to assist with LTU’s role and duties contained in the climate action plan. Barb McIntyre explained that a market review was completed and showed A12 was an appropriate pay range. There would be no impact to their budget as they will reallocate a vacant position to the Sustainability Specialist. This classification is being created at the of Urban Development. Barb McIntyre then explained that the new classification of the Urban Development Construction Manager was written to better reflect the work being done that is specific to Urban Development. There would no impact to their budget as they have a vacant Senior Engineering Technician position, they would reallocate to this new classification and the pay range is the same. Following discussion, it was moved by Richard Grabow and seconded by Ryan Dale to approve the creations as presented. Motion unanimously carried by roll call vote.

Agenda Item 3 was the request to change the title of the classification 1995 – Traffic Sign Worker to Traffic Sign and Marking Technician (C23). Barb McIntyre explained that this was simply a title change requested by LTU to better reflect the work being performed. Following discussion, it was moved by Christy Abraham and seconded by Richard Grabow to approve the change as presented. Motion unanimously carried by roll call vote.

Agenda Item 4 was the request to revise the classification 5293 – Water Quality Specialist (A12). Barb McIntyre of the Human Resources department explained that LTU has requested to revise this classification to include work performed in Wastewater. Following discussion, it was moved by Richard Grabow and seconded by Christy Abraham to approve the revision as presented. Motion unanimously carried by roll call vote.

Agenda Item 5 was the request to amend Lincoln Municipal Code – 2.76.153 – Compensation; Merit Pay Plan; Shift Differential. Barb McIntyre of the Human Resources department explained that the policy hadn’t been updated since 2019, which new shift differential pay had been negotiated in the union contracts, so they’re updating this policy to keep in align the two. Barb McIntyre explained that the Lieutenants and Captains currently get no shift differential pay, but they’re assigned to 2<sup>nd</sup> and 3<sup>rd</sup> shifts. Barb McIntyre stated that market data is how they came up with the rates for shift differential pay. Following discussion, it was moved by Christy Abraham and seconded by Richard Grabow to approve the amendment as presented. Motion unanimously carried by roll call vote.

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Agenda Item 6 was the request to amend Lincoln Municipal Code – 2.76.155 – Compensation Plan; Longevity Pay. Barb McIntyre of the Human Resources department explained that some of the language is clean up and taking out language that is no longer applicable. Barb McIntyre explained that “W’s” were benchmarked to leaders and public safety, and public safety was higher in comparability. So, this is breaking out Lieutenants and Captains out of “W’s” into their own category to reflect what the compensation data showed. Barb McIntyre stated that the costs to the city is doubling the expense but feels it’s necessary to pay public safety correctly according to marketplace data. Ryan Dale mentioned that for the police employees, for example, he himself doesn’t get any overtime. Barb McIntyre commented that he will now. Barb then discussed and brought up the Overtime Pay Policy Bulletin that she will be presenting to the Mayor. Barb McIntyre explained that there are 6 limited reasons listed within the policy bulletin that will allow Lieutenants and Captains to receive overtime pay and then stated the 6 reasons. Richard Grabow asked what was driving the comp changes. Barb McIntyre answered that jobs are hard to recruit for and public safety is needed. They want to incentivize and compensate them accordingly. Christy Abraham asked how many people are affected by longevity pay. Barb McIntyre answered that it is currently 33 people. Following discussion, it was moved by Richard Grabow and seconded by Christy Abraham to approve the amendment as presented. Voting Yes: Richard Grabow and Christy Abraham. Abstaining: Ryan Dale. Motion carried by roll call vote.

Agenda Item 7 was the request to amend Lincoln Municipal Code – 2.76.175 – Compensation Plan; Promotion, Transfer, Demotion. Barb McIntyre of the Human Resources department explained that Agenda Item 10 – request to amend Lincoln Municipal Code – 2.76.341 – Promotions is being created and works with the request to amend 2.76.175. Barb McIntyre explained that promotion probation is not defined in its own section of code, so they took the promotion probation language from 2.76.175 and moved it to 2.76.341. Barb McIntyre also explained that Agenda Item 9 – request to amend Lincoln Municipal Code – 2.76.340 – Appointments also is removing promotion language to add it to 2.76.341. Richard Grabow asked who’s decision is it when it comes to 2.76.341 where it says “..the employee may be separated from employment.” Barb answered that it is the Department Director’s decision. Richard Grabow suggested adding language to the end of the sentence to now reflect, “..the employee may be separated from employment at the discretion of the employee’s current Department Head.” Barb McIntyre agreed on the language. Following discussion, it was moved by Richard Grabow and seconded by Ryan Dale to approve the Agenda Item 7 and Agenda Item 9 as presented. Motion unanimously carried by roll call vote. It was then moved by Richard Grabow and seconded by Christy Abraham to approve the Agenda Item 10 with the changes presented. Motion unanimously carried by roll call vote.

Agenda Item 8 was the request to remove Lincoln Municipal Code – 2.76.207 – Compensation Plan; Disaster Response Pay. Barb McIntyre of the Human Resources department explained that this is eliminating this code to put in the Overtime Pay Policy Bulletin she mentioned earlier. Christy Abraham stated that Barb McIntyre and the Mayor are the ones who decide policy bulletins. Barb McIntyre verified that is correct. Following discussion, it was moved by Ryan Dale and seconded by Richard Grabow to approve the removal as presented. Motion unanimously carried by roll call vote.

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Agenda Item 11 was the request to amend Lincoln Municipal Code – 2.78 – Management Compensation Plan. Barb McIntyre of the Human Resources department explained a lot of the changes are clean up language and this section of code implies to mayoral aids and directors, “DSS” who serve for the Mayor. Barb McIntyre explained that 2.78.020 has been updated to intentional language. Once vacation is granted, you can’t take it away, but you can set an account maximum. Barb McIntyre then explained that 2.78.030 is updating sick leave language and referring Section 2.26.040 for sick leave definition. Barb McIntyre then explained that 2.78.30 is updating sick leave language and referring Section 2.26.040 for sick leave definition. Barb McIntyre stated that the change is a max of 240 hours and can carry 80 hours over. Richard Garbow asked if a Director is on FMLA, would they get 12 weeks of FMLA paid. Barb McIntyre answered that they would, because they would allow an employee to use their sick bank for FMLA. Barb McIntyre then explained that 2.78.040 is to include Paid Parental Leave and change funeral leave to bereavement leave. Barb McIntyre then explained that 2.78.050 is clean up for severance pay. It used to be 90 days, now its stating 12 weeks, including holidays. Barb McIntyre then explained that 2.78.060 is removing redundant language and 2.78.70 is also language clean-up. Barb McIntyre explained that retirement has been updated to 60 years and 4 years of service, instead of 60 years and 10 years of service. Following discussion, it was moved by Christy Abraham and seconded by Richard Grabow to approve the amendment as presented. Motion unanimously carried by roll call vote.

There being no further business, the meeting adjourned at 2:30 p.m.

The next regularly scheduled meeting is tentatively set for December 21, 2023.

Malerie McNair and Jamie Sabata  
Human Resources

PC: City Directors  
Barb McIntyre  
City Clerk