

CITY PERSONNEL BOARD

February 15, 2024

MEETING

Meeting was held Thursday, February 15, 2024, City Council Chambers, County-City Building, Lincoln, Nebraska.

Members present: Ryan Dale, Maggie Schiefen, Richard Grabow and Zach Bogart. Members Absent: Christy Abraham. Human Resources department resource staff attending: Shelly Madison.

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

Agenda Item 1 was to approve the minutes from the November 16, 2023, meeting. Will be moved to next meeting since not enough members present from November meeting to vote.

Agenda Item 2 was the request to create the classifications 5519 – City Forester (M04). Barb McIntyre of the Human Resources department explained that Maggie Stuckey of Parks and Recreation is re-organizing and this is first of many changes. They will reallocate a current FTE to this new position. Following discussion, it was moved by Maggie Schiefen and seconded by Richard Grabow to approve the creation as presented. Motion unanimously carried by roll call vote.

Agenda Item 3 was the request to change the title of the classification 5509 – Community Outreach Forester to Assistant City Forester (A11). Barb McIntyre of the Human Resources department explained that this person will report into the newly created City Forester class title and that this position includes operations and maintenance in addition to outreach. This position is currently filled. Following discussion, it was moved by Maggie Schiefen 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 delete the classifications 5146 – Parks Welder (N50), 5407 – Custodian (N08), 5520 – Parks Electrician (N72) and 5539 – Parks Plumber (N64). Barb McIntyre of the Human Resources department explained that these positions are no longer being used. Following discussion, it was moved by Maggie Schiefen and seconded by Richard Grabow to approve the change as presented. Motion unanimously carried by roll call vote.

Agenda Item 5 was the request to amend Lincoln Municipal Code – 2.76.220 – Age Requirements. Barb McIntyre of the Human Resources department explained that we have a lot of pool staffing needs and allowing a permanent code change to the age of 15 eliminates the need for the Mayor to create another Executive Order to reduce the age requirements to 15 again for 2024. Zach Bogart asked about allowing any 14 year olds, and Barb McIntyre replied not just yet, but will look into it. Following discussion, it was moved by Richard Grabow and seconded by Maggie Schiefen 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 – 2.76.340 – Appointments. Barb McIntyre of the Human Resources department explained that typically an employee receives a pay increase at the end of their probation with an effective date of the pay period after where the eligibility date falls and with 1, 2, 3 or 6 months extensions now being allowed, if a department head chooses to remove an employee from probation prior to the new eligibility date, the effective date of pay increase, if granted, will be the beginning of the pay period following the new evaluation date. A new eligibility date shall be established one year from the new evaluation date. 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 7 was the request to amend Lincoln Municipal Code – 2.76.370 – Authorized Holidays. Barb McIntyre of the Human Resources department explained that the ‘M’ grade was not listed under this code, yet receiving the holidays. Following discussion, it was moved by Maggie Schiefen and seconded by Richard Grabow to approve the amendment as presented. Motion unanimously carried by roll call vote.

Agenda Item 8 was the request to amend Lincoln Municipal Code – 2.76.380 – Sick Leave with Pay. Barb McIntyre of the Human Resources department explained that employees weren’t accruing sick leave on premium pay, so if an employee worked 30 regular hours and 30 premium hours, they would only accrue sick leave on the 30 regular hours. Following discussion, it was moved by Richard Grabow and seconded by Ryan Dale to approve the amendment as amended. Motion unanimously carried by roll call vote.

Agenda Item 9 was the request to amend Lincoln Municipal Code – 2.78.495 – Early Retirement. Barb McIntyre of the Human Resources department explained we want to match Nebraska’s largest employer, the State of Nebraska, by amending our policy to retirement at the age of 55 without any other stipulations except of course a written request. This will eliminate the 2.76.500 Normal Retirement code. Ryan Dale asked if this will affect benefits and Barb McIntyre replied that one still needs to qualify certain years of seniority to be eligible for sick leave pay out. Same health plans are available for retirees. Richard Grabow asked if age of 50 being allowed to retire is being removed and Barb McIntyre confirmed yes. 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 10 was the request to delete Lincoln Municipal Code – 2.78.500 – Normal Retirement. Barb McIntyre of the Human Resources department explained this is just clean up from the above changes. Following discussion, it was moved by Maggie Schiefen and seconded by Richard Grabow to approve the deletion as presented. Motion unanimously carried by roll call vote.

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Agenda Item 11 miscellaneous discussion. Richard Grabow asked if we are seeing less turnover from last year and Barb McIntyre replied that likely won't go down but not sure of the current turnover trend. Barb McIntyre introduced Laura Leppky of Human Resources who mentioned the new 3 hour in person city onboarding sessions that her team hopes to start in early April, 2024. Will include pre-boarding materials on day 1 and on going support with 30, 60, 90 and 6 month check ins. She is waiting on approval of the style guide, then she'll give the departments a heads up before rolling out. County is already doing in person onboarding sessions. Richard Grabow asked about any feedback on employees working from home. Barb McIntyre replied that it's still available, and unlike the State of Nebraska, we didn't have a return to work date per their amended remote policy.

There being no further business, the meeting adjourned at 2:00 p.m.

The next regularly scheduled meeting is tentatively set for March 21, 2024.

Shelly Madison
Human Resources

PC: City Directors
Barb McIntyre
City Clerk