

January 28, 2021

TO: County Personnel Policy Board Members

SUBJECT: Personnel Policy Board Meeting
Thursday, February 4, 2021
1:30 p.m., Commissioners Hearing Room
County-City Building, Room 112

A G E N D A

ITEM 1: Approval of Minutes from the January 7, 2021 meeting.

ITEM 2: Request to create the following classification:

<u>CLASS</u> <u>CODE</u>	<u>CLASS TITLE</u>	<u>PROPOSED</u> <u>PAY GRADE</u>
5767	Community Corrections Drug Screening Lead Technician	C02 (\$36,293.92 - \$46,492.16)

ITEM 3: Request for appeal hearing – Steve Slapnicka – County Engineer

ITEM 4: Miscellaneous Discussion

PC: Kim Etherton
Pam Dingman
Kristy Bauer
Rick DeBoer
Steve Slapnicka

LANCASTER COUNTY
COMMUNITY CORRECTIONS DRUG SCREENING LEAD TECHNICIAN

NATURE OF WORK

This is human service work in a community corrections program performing drug screening work with the responsibility of utilizing various testing methods, reporting the results to the designated parties and providing support and leadership to Drug Screening Technicians.

Work involves the administration and application of the community corrections drug screening program. Work involves collecting urine specimens from participants and maintaining accountability for specimen identification. Work also involves utilizing various testing methods to determine a preliminary result, documenting and communicating these results to the appropriate personnel, and packaging and sending specimens to testing laboratories if required. Work may involve transporting clients per program response. Work involves assisting with training new personnel and providing support and leadership to other staff during testing hours. Supervision is received from an administrative superior with work being reviewed in the form of evaluations and conferences to determine the quality and efficiency of work performed.

EXAMPLES OF WORK PERFORMED

Train new staff using the New Drug Technician Checklist; provide support and leadership to other staff during testing hours.

Review 24/7 DUI Program Guidelines with eligible participants in custody at the Lancaster County jail.

Deliver 24/7 Program agreements to the appropriate court personnel.

Assist field officers with 24/7 client transport from jail to Community Corrections.

Provide regular updates to the court about client progress in and compliance with the 24/7 program.

Collect and dispose of urine specimens in accordance with established standards.

Conduct drug screening utilizing various testing methodologies.

Maintain accountability for specimen identification; take responsibility for chain of custody evidence.

Document results of drug testing for case files.

Communicate on a regular basis with program staff; transports clients.

Monitor use of drug testing supplies and equipment; coordinate ordering supplies in a timely manner when supplies are low.

Prepares reports, statistics and correspondence as may be required as part of the court and correctional system.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the Criminal Justice System.

Knowledge of the principles and procedures of community corrections.

Some knowledge of the method or methods of drug testing and screening as it applies to community corrections.

Ability to organize and prioritize daily tasks.

Ability to problem solve and use independent judgement.

Ability to maintain effective working relationships with clients, co-workers and the general public.

Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent and two years of experience with the criminal justice system or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid driver's license when operating a vehicle is required in the performance of assigned duties.

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OFFICIAL APPEAL FORM

NAME OF EMPLOYEE: Steve Slapnicka

DEPARTMENT: Engineering

CLASSIFICATION: Equipment Operator

WORK LOCATION/DISTRICT: Sprague

STATEMENT OF APPEAL:

List applicable appeal: CBA ARTICLE 19 Section 1,
Lancaster County Personnel Rule 11.2 (h)(5),
Lancaster County Personnel Rule 11.2 (h)(8),
Lancaster County Personnel Rule 11.2 (h)(9)

Adjustment Required: Change Steve's discipline from a one day suspension to a written reprimand

I authorize the IBEW Local 1536 as my representative to act for me in the disposition of this appeal

SIGNATURE of UNION REPRESENTATIVE: Rick DeBoer

TITLE: Vice President IBEW 1536

DATE: 11/04/2020

THIS STATEMENT OF APPEAL IS TO BE MADE OUT IN DUPLICATE. ALL COPIES ARE TO BE SIGNED BY IBEW REPRESENTATIVE HANDLING THE CASE.

Original: Human Resources

Copy: Local Union Appeal File



Pamela L. Dingman, P.E.
County Engineer

444 Cherry Creek Road, Bldg. C
Lincoln, Nebraska 68528
Phone: 402-441-7681 Fax: 402-441-8692
Email: eoeng@lancaster.ne.gov

October 15, 2020

Steve Slapnicka
2494 County Road C
Crete NE, 68333

Dear Steve:

On September 15, 2020, you received a letter proposing to suspend you without pay for one (1) working day pursuant to Lancaster County Personnel Rule 11.2(d), and Article 19 of the 2019-2021 Bargaining Agreement between IBEW-Engineering and the County. On October 9, 2020 you attended a pre-disciplinary meeting with Daisy Brayton, Pam Dingman, Ron Bohaty, Traci Dragoo, and Rick DeBoer. After consideration, I have determined that there were no mitigating factors and that you violated the following rules, policies, and provisions. Therefore, it is my decision to suspend you without pay for one (1) working day on Wednesday, October 28, 2020.

The proposed discipline was based upon an alleged violation of the following rules, policies and provisions:

1. Lancaster County Personnel Rule 11.2(h)(5), "The employee has violated any department, division, or institution regulation or order, or failed to obey any proper direction made and given by a supervisor"; and
2. LTAP/Lancaster County Heavy Equipment "Safety First" Training; and
3. Lancaster County Personnel Rule 11.2(h)(8), "The employee has been incompetent or inefficient in the performance of the duties of his position"; and
4. Lancaster County Personnel Rule 11.2(h)(9), "The employee has been careless or negligent with the monies or other property of the County."

I have made my decision based upon the facts set forth below:

On August 27, 2020, during routine mowing duties west of Hallam, near County structure V-168, you rolled County tractor #393 on its side which resulted in a broken PTO drive shaft, extensive damage to the tractor cab, and overall damage to the body of the tractor. When Leroy Geistlinger responded to the location of structure V-168, he asked you what happened. You indicated that you were watching the back wheel of the shredder when the right front tire went into the inlet of the culvert causing the tractor to roll over. You also stated that you thought the culvert was 50 to 60 feet ahead of the tractor. The reported damage is \$35,584.91.

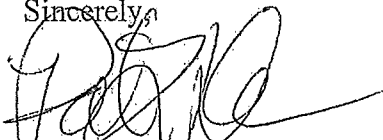
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COUNTY ENGINEER

It was also discovered that you were not wearing your seat belt when you were operating County tractor #393 when it rolled over on August 27th. You received LTAP/Lancaster County Heavy Equipment "Safety First" training in February 2016 and March 2017 wherein you were instructed and trained that seatbelts must be worn anytime you are in the cab of equipment with the engine running. In addition to the instruction and training you have received, the operator's manual for County tractor #393 states that users should use a seat belt when operating the equipment.

On July 22, 2020, you received a written reprimand for violations of Lancaster County Personnel Rules 11.2(h)(5), (8), and (9) for not following training and user information provided in the operator manuals regarding the use of County equipment. Specifically, you made a sharp right turn in a tractor with an attached mower which resulted in a broken PTO drive shaft. The damage to the County equipment was \$1,903.27. In the reprimand, you were provided the following corrective action, "You need to ensure that you have reviewed the operation manual before utilizing any new piece of equipment, such as a tractor, and you need to contact your supervisor if you need further instruction or training on the equipment. [You] also need to continually monitor and be aware of the performance of equipment during use in order to alleviate potential damage to the equipment or injury to the employee."

You have the right to appeal this unpaid suspension to the Lancaster County Personnel Policy Board in accordance with Lancaster County Personnel Rule 11.2(d), and Article 19 of the 2019-2021 Bargaining Agreement between IBEW-Engineering and the County.

Sincerely,



Pamela L. Dingman, P.E.
Lancaster County Engineer

Attachments

xc: Doug McDaniel, Human Resources Director
Kristy Bauer, Deputy County Attorney
Daisy Brayton, Human Resources Coordinator