

May 11, 2021

TO: County Personnel Policy Board Members

SUBJECT: Personnel Policy Board Meeting
Wednesday, May 19, 2021
12:30 p.m., Commissioners Hearing Room
County-City Building, Room 112

**NOTE:
SPECIAL
MEETING
DATE & TIME**

A G E N D A

ITEM 1: Approval of Minutes from the March 4, 2021 meeting.

ITEM 2: Request to create the following classification:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>	<u>PAY GRADE</u>
2838	Payroll Coordinator	C13 (\$53,555.84 - \$68,602.56)

ITEM 3: Request to revise the following classification:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>
2837	Payroll Specialist (C11)

ITEM 4: Request to change the title and revise the following classifications:

<u>CLASS CODE</u>	<u>CURRENT CLASS TITLE</u>	<u>PROPOSED CLASS TITLE</u>
2910	Driver's License Clerk	Motor Vehicle Clerk I (A14)
2912	Motor Vehicle Clerk	Motor Vehicle Clerk II (A18)

ITEM 5: Request to revise, change the title and pay grade of the following classification:

<u>CLASS CODE</u>	<u>CURRENT CLASS TITLE</u>	<u>CURRENT PAY GRADE</u>	<u>NEW CLASS TITLE</u>	<u>NEW PAY GRADE</u>
2915	Motor Vehicle Coordinator	C06 (\$41,812.16 - \$53,555.84)	Motor Vehicle Team Supervisor	C10 \$48,164.48 – \$61,694.88)

ITEM 6: Request to amend Rule 4.4 of the Personnel Rules – Quorum.

ITEM 7: Request to amend the Personnel Rules to change the appropriate references from Personnel to Human Resources throughout the Rules.

ITEM 8: Request for appeal hearing – Kaela Howard - Corrections

ITEM 9: Miscellaneous Discussion

PC: Department Heads
Kristy Bauer
Tom McCarty
Kaela Howard

LANCASTER COUNTY
PAYROLL COORDINATOR

NATURE OF WORK

This is highly responsible and professional administrative work coordinating centralized payroll functions within the Lancaster County Clerk's Office.

Work involves oversight of various centralized payroll functions necessary to ensure accurate and timely payment of wages to Lancaster County (County) employees, maintenance of payroll records, and compliance with Federal and State regulations. Work also involves training of other payroll employees as needed. In addition, this position will perform internal audits related to payroll to ensure that the County is adhering to Federal and State regulations as well as labor contracts and County Personnel Rules. Work requires using independent judgment to resolve complex payroll issues and is performed under the general supervision of the Accounting Operations Manager. Supervision may be exercised over subordinate employees.

EXAMPLES OF WORK PERFORMED

Oversee the County's payroll functions, including biweekly payroll processing, payroll accruals, and reporting.

Maintain tables on the County's payroll system; establishes new earnings and deductions.

Ensure accuracy, timeliness, and delivery of the biweekly direct deposit report to the bank.

Create and utilize audit reports to verify the accuracy of payroll.

Develop and maintain processes and procedures related to payroll activities, as well as recommend and evaluate improvement to payroll processes as needed.

Work with software vendors, consultants and/or Information Services to address and resolve payroll system issues, modifications, and enhancements.

Correct payroll problems for employees; determine the reason and establish processes and procedures to ensure the issue does not reoccur.

Act as liaison to County departments concerning the processing and execution of employee payroll.

Ensure that questions from employees related to timekeeping and payroll are responded to in a timely and accurate manner.

Assist the Accounting Operations Manager with implementing changes to payroll procedures that are required by law, action of the County Board and/or state and federal agencies.

Ensure ADP payroll tax payments and reports, including the quarterly Federal and State tax withholding reports, comply with applicable federal and state tax law.

Review and approve payroll related vouchers including monthly billings for health, dental, vision and life insurance.

Prepare payroll claims report for County Board approval.

Assist with the electronic records management of pertinent payroll records to ensure accurate and efficient storage, retrieval, retention, and disposition of these records, in accordance with State retention schedules and County records management policies.

Assist the Accounting Operations Manager with the compilation of payroll data in response to audits, public records requests, or special projects.

Serve as the Human Resources (HR) Clerk for the County Clerk and County Board offices.

Serve as backup to the Accounting Operations Manager in the area of payroll.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of payroll and accounting principles and practices.

Considerable knowledge of automated financial and payroll systems and their application to public accounting.

Considerable knowledge of government regulations regarding payroll taxes.

Considerable knowledge of computer and data processing software programs.

Considerable knowledge of County policies and agreements related to payroll as well as labor contracts, insurance plans, pension plans, various other deductions and earnings, and established policies as they relate to payroll and benefits.

Knowledge of auditing techniques and concepts.

Ability to compile and interpret statistical data.

Ability to organize and analyze varied financial and statistical detail with speed and accuracy.

Ability to organize and maintain a variety of payroll records and reports.

Ability to communicate effectively both verbally and in writing.

Ability to establish and maintain effective working relationships with elected officials, department heads, employees, and co-workers.

Ability to make professional and administrative decisions within the framework of County Personnel Rules, policies, and labor contracts.

Ability to maintain and protect confidential and sensitive information.

Ability to work under pressure and/or with frequent interruptions.

Ability to problem solve.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in accounting, finance, business administration, or public administration or related field and three years of experience working with automated financial payroll systems or any equivalent combination of training and experience that provides the knowledge, abilities, and skills.

5/21

PS2838

LANCASTER COUNTY PAYROLL SPECIALIST

NATURE OF WORK

This is highly responsible administrative work performing advanced centralized payroll functions operations within the Lancaster County Clerk's Office.

Work involves coordinating performing centralized payroll functions for Lancaster County (County) employees including processing and reviewing time sheets and absence entries, deductions, personnel action forms and auditing personnel action forms and transaction validation reports to verify the accuracy of employee pay, miscellaneous and routine employee deductions. Work also involves acting as a liaison to County employees and departments with regarding the to processing and executing and execution of employee payroll and report generation, completing governmental reports, and maintaining County and departmental payroll records. Work also involves assuring compliance with local, State and Federal regulations. - Work is performed with established guidelines and procedures and under the general supervision of the Accounting Operations Manager or their designee.

EXAMPLES OF WORK PERFORMED

Perform a variety of advanced functions related to the processing of biweekly payroll, accruals, and reporting to ensure timely and accurate completion.

Accurately process time sheets entries and absence requests; verify that changes to payroll, benefits and Human Resources (HR) records are processed; and personnel action forms; audit personnel action forms and transaction validation reports to verify miscellaneous and routine review reports to verify employee deductions; verify, calculate, and process employee paychecks. by department.

Review biweekly payroll utilizing various control reports, error reports, and payroll activities reports and correct errors as necessary.

Utilize analytical tools to identify potential errors related to payroll.

Act as a point of contact for employees and liaison to other County departments concerning the processing and execution of employee payroll including responding to payroll related questions from employees. ; answer employee payroll questions.

Prepare required personnel withholding and statistical reports for governmental entities; calculate and prepare employee deduction payments for appropriate entities; maintain County payroll deduction records; maintain attendance records, time sheets and payroll personnel action forms for employees of the County Clerk's Office.

Review new hire information paperwork submitted by departments; assist other departments with entries in Oracle as necessary; follow-up on errors and/or omissions. regarding incomplete or incorrect paperwork.

~~Balance bi-weekly payroll utilizing various control reports, error reports and payroll register; correct errors as necessary.~~

~~Prepare~~ Review and process monthly billings for health, dental, vision and life insurance; identify and correct billing discrepancies.

~~Complete and file Federal (bi-weekly) and State (monthly) tax withholding reports.~~

~~Complete and file quarterly 941 and State withholding reports.~~

Process garnishments, child support orders and tax liens against employee wages.

Evaluate retroactive transactions generated by the payroll system and make corrections as necessary.

Assist with set up and testing of new earnings and deduction codes.

Prepare vouchers for payroll payments and enter in the general ledger; prepare, reconcile and post biweekly payroll journal entry into the general ledger.

Maintain all payroll records in accordance with established policies and procedures; assist with compiling payroll related data for special projects as assigned; perform data entry and verify accuracy of information recorded.

Performs other payroll or accounting related duties as required.

~~Ensure accuracy, promptness and delivery of the bi-weekly direct deposit tape.~~

~~Perform various accounts payable functions.~~

~~Provide advice and assistance regarding payroll issues.~~

~~Provide backup to Accounting Operations Manager as needed.~~

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of payroll and accounting principles and practices. ~~procedures.~~

Considerable knowledge of government regulations regarding payroll taxes.

Considerable knowledge of computer and data processing software programs.

Considerable knowledge of automated financial and payroll systems and their application to public accounting.

Knowledge of auditing techniques and concepts.

~~Considerable knowledge of current payroll practices and procedures.~~

~~Considerable knowledge of government regulations regarding payroll taxes.~~

~~Knowledge of auditing techniques and concepts.~~

~~Knowledge of modern office procedures, equipment, and practices.~~

Ability to establish and maintain effective working relationships with elected officials, department heads, employees, ~~administrative staff~~ and co-workers.

Ability to organize and analyze varioused financial and statistical detail with speed and accuracy.

Ability to make various mathematical computations and tabulations rapidly and accurately.

Ability to organize and maintain a variety of payroll records and reports.

Ability to maintain and protect confidential and sensitive information.

Ability to understand and carry out complex verbal and written instructions.

Ability to communicate effectively both verbally ~~orally~~ and in writing.

Ability to work under pressure and/or with frequent interruptions.

MINIMUM QUALIFICATIONS

Completion of an Associate's Degree or equivalent supplemented by coursework in accounting, finance, business administration, or public administration or related field and two years of experience working with automated financial or payroll systems or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

4/2017, 5/21

PS2837

LANCASTER COUNTY
DRIVER'S LICENSE-MOTOR VEHICLE CLERK I

NATURE OF WORK

This is entry level clerical work assisting the public in processing motor vehicle registration renewals and driver's license applications payments.

Employees in this class are responsible for working directly with the public in explaining and assisting in the process of obtaining motor vehicle registrations and payment of a Nebraska driver's license. Work involves operating a computer keyboard for direct data entry of motor vehicle registrations, driver's license information payments, using camera equipment to take driver's license photographs, door greeter, answering telephone calls, filing/maintaining records and balancing a cash drawer. Once trained, employees are expected to work independently within prescribed procedures and legal requirements. Supervision is received from a technical or administrative superior with work being reviewed in the form of accuracy, procedural compliance, and customer interaction.

EXAMPLES OF WORK PERFORMED

Operate a computer keyboard for direct data entry of motor vehicle registration renewal information and driver's license payment information; collect registration fees and identify, obtain, and issue appropriate license plates and/or stickers, including processing new and renewal licenses, commercial driver's licenses, photograph identifications, duplicate licenses, learner's permits and school permits; operate specialized photographic equipment to obtain driver's license and identification photographs; assemble photographs with printed license information; file expired and invalid driver's licenses.

~~Instruct customers and verify accurate completion of various driver's license, voter registration and organ donor cards and forms; answer incoming telephone calls providing general and specific driver's license information; process mail including sending driver's license forms to out of county or out of state applicants and notifying customers of additional action needed to obtain licensure.~~

Accurately maintain assigned cash drawer, printing cash drawer report and completing daily balance sheet. ~~inventory form and film supplies and stock counter/photograph area.~~

Perform related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Some knowledge of the methods of handling, receipting, and maintaining records of money received.

Some knowledge of office practices, procedures, and equipment.

Some knowledge of governmental statutes and legal documents related to motor vehicle registration renewals. procuring a driver's license.

Ability to deal in a tactful and courteous manner with the general public.

Ability to establish and maintain effective working relationships with coworkers and the general public.

Ability to communicate effectively both orally and in writing.

Ability to maintain accurate filing systems.

Ability to work with computers and computer programs.

Skill in the operation of a ~~computer keyboard and photographic processing equipment~~ business calculator.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent with six months of experience in performing general clerical work involving considerable public contact or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.

~~4/97~~ 4/21

PS2910

LANCASTER COUNTY
MOTOR VEHICLE CLERK II

NATURE OF WORK

This is responsible clerical work assisting the public in processing motor vehicle assessments, motor vehicle titles and motor vehicle registrations.

Employees in this class are responsible for working directly with the public in explaining and assisting in the process of motor vehicle registration, assessment, and titling. Work involves operating a computer keyboard for direct data entry of motor vehicle assessment, title and registration information, processing incoming mail, answering phone calls, maintaining records and balancing a cash drawer. Once trained, employees are expected to work independently within prescribed procedures and legal requirements. Supervision is received from a technical or administrative superior with work being reviewed in the form of accuracy, procedural compliance, and customer interaction. This class is distinguished from Motor Vehicle Clerk I by added complexity, responsibility, and discretion of clerical assignments.

EXAMPLES OF WORK PERFORMED

Operate a computer keyboard for direct data entry of motor vehicle assessment, title and registration information; receive and assist customers in registering, assessing and licensing privately-owned motor vehicles; process incoming mail including verifying payment amounts, documenting/typing registration renewals, generating repossession, duplicate and salvage titles and typing title record liens notation(s); door greeter, answer incoming telephone calls, providing general and specific motor vehicle information concerning motor vehicle processing in the state of Nebraska and City and County tax rates; communicate with other County and State officials regarding customer vehicle status/compliance.

Assess new and used motor vehicles including cars, trucks, trailers, boats, motorcycles, snowmobiles, recreational vehicles and mobile homes based on type, vehicle age, cost, tonnage and taxing district; confirm proper insurance, calculate new vehicle sales tax and wheel tax, determine and collect registration fees and identify, obtain and issue appropriate license plates and/or stickers; ensure proper forms, signatures and inspection provided in obtaining new, duplicate, repossessed, salvage and lien-hold titles; compute and issue customer refunds.

Document out-of-state titles and returned mail in the computer system; file registrations and titles alphabetically and license plates alphanumerically; accurately maintain assigned cash drawer, printing cash drawer report and completing daily balance sheet; inventory and stock counter area supplies; collect driver's license payments.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the methods of handling, receipting, and maintaining records of money received.

Some knowledge of office practices, procedures, and equipment.

Some knowledge of governmental statutes and legal documents related to motor vehicle titling, assessment, and registration.

Some knowledge of vehicle types and models.

Ability to deal in a tactful and courteous manner with the general public.

Ability to establish and maintain effective working relationships with coworkers and the general public.

Ability to communicate effectively both orally and in writing.

Ability to accurately assess and document property and sales tax costs.

Ability to maintain written records and filing systems.

Ability to work with computers and computer programs.

Skill in the operation of a ~~computer keyboard and~~ business calculator.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent with ~~six months~~ two years of experience in performing clerical work involving considerable public contact or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.

~~4/97~~ 4/21

PS2912

LANCASTER COUNTY
MOTOR VEHICLE ~~COORDINATOR~~ TEAM SUPERVISOR

NATURE OF WORK

This is responsible supervisory work managing, coordinating, scheduling, assisting, and overseeing Motor Vehicle Clerks in processing motor vehicle assessments, titles and registrations.

An employee in this class is responsible for assigning and evaluating the work performed by Motor Vehicle Clerks. Work involves assisting in coordinating work-flow to and from subordinate staff, scheduling work assignments and responding to subordinate requests for assistance/information. Work also involves communicating procedural and regulatory changes to staff, scheduling and coordinating work teams for special projects and maintaining file records and reconciliation and balancing of daily business for the office. Individuals within this class work independently exercising initiative in complex problem-solving and oversight activities. Supervision is received from an administrative superior with work reviewed in the form of reports, conferences and results achieved.

EXAMPLES OF WORK PERFORMED

Supervise, Schedule, assign and evaluate the work performed by Motor Vehicle Clerks; assist in coordinating work flow to and from subordinate staff; assist in interviewing and selecting job candidates; oversee training programs for new Motor Vehicle Clerks; develop office procedures based on administrative interpretation of legislated statutes and governmental requirements; communicate procedural and regulatory changes to staff.

Calculate daily reconciliation and balancing reports.

Manage clerks to promote optimal team functioning in a high-volume environment; respond to complaints and take corrective action when needed.

Provide ongoing informational support and assistance to subordinates acting as a supervisory resource with regard to motor vehicle titling, registration and assessment; provide motor vehicle personnel support and coordinate work teams for special projects as needed; assume Motor Vehicle Manager responsibilities in manager's ~~her~~ absence.

Assume responsibility for atypical or complex motor vehicle titling, assessment or registration issues involving telephone, correspondence or personal contact with the public, lending institutions or County authorities; communicate with other ~~C~~ounty and state officials regarding customer vehicle status/compliance; maintain computerized and written motor vehicle records and filing systems.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of office practices, procedures and equipment.

Considerable knowledge of motor vehicle laws, regulations and requirements.

Knowledge of vehicle types, models and assessment methodologies.

~~Some~~ Knowledge of computer hardware and general computer software applications, operating systems.

~~Some~~ Knowledge of basic accounting principles and methods.

Ability to plan, organize, assign, schedule, supervise and evaluate the work of subordinate staff.

Ability to make operational decisions in accordance with departmental policies, State DMV regulations and State Statutes legislative requirements under stressful situations.

Ability to establish and maintain effective working relationships with co-workers, County authorities and the ~~general~~ public using principles of good customer service.

Ability to communicate effectively both orally and in writing.

Ability to maintain both computerized and written records and filing systems.

MINIMUM QUALIFICATIONS

Associate's degree with coursework in business administration or related field ~~Graduation from high school or equivalent~~ with two years of experience in supervising subordinates in moderately complex clerical work involving considerable public contact or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

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PS2915

RULE 4 - PERSONNEL POLICY BOARD

4.1 Meetings and Procedures

The Board shall meet at least quarterly and, based upon the recommendations of the Personnel Officer, shall determine the frequency, day, and place of its meetings in order to best carry out the responsibilities entrusted to it.

4.2 Organization

The Board, as appointed and organized in accordance with the provisions of state law, shall not be bound by any rules of order, evidence, or procedure in its meetings, hearings, or investigations, except such as it may itself establish, or is otherwise outlined in these Rules.

4.3 Powers and Duties

The Personnel Policy Board shall have the powers and duties assigned to it by statute and by these Rules.

4.4 Quorum (04/21)

~~Four (4)~~Three (3) members of the Board shall constitute a quorum for the transaction of business and ~~three (3) affirmative votes shall be required for final action on any matter acted upon by the Board.~~ except that no business shall be transacted unless one of the members appointed by the Board of County Commissioners or the elected department heads and one of the members appointed by the classified employees who are by the County personnel system are present at the meeting.



KEATING O'GARA LAW

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February 11, 2021

VIA EMAIL

Mr. Doug McDaniel
Lincoln-Lancaster County Human Resources Director
555 S. 10th Street
Lincoln, NE 68508
DMcDaniel@lincoln.ne.gov

RE: Grievance Appeal of Kaela Howard and FOP #32

Dear Doug,

This firm represents Fraternal Order of Police Lodge #32 and Corrections Officer Kaela Howard ("Grievants"). On February 10, 2021, Lancaster County Department of Corrections Director Brad Johnson issued Officer Howard a 4-day suspension. A true and correct copy of the disciplinary action letter is attached hereto.

Pursuant to Article 8, Section 2 of the bargaining agreement between Lancaster County and FOP #32, Grievants hereby give notice of their appeal of the suspension to the Personnel Policy Board, for the reason that the suspension of Officer Howard: is not supported by just cause; is not necessary to correct employee behavior; is not proportionate to the actions alleged; is not consistent with prior discipline; is not progressive; fails to give consideration to mitigating factors; and is arbitrary and capricious.

We request that the appeal be scheduled for hearing before the Lancaster County Personnel Policy Board in accordance with Article 8, Section 2 of the bargaining agreement between FOP #32 and Lancaster County.

RECEIVED
FEB 11 2021
10 11 AM
FOP #32

Very truly yours,

A handwritten signature in black ink, appearing to read 'T. P. McCarty', with a horizontal line extending from the end of the signature.

Thomas P. McCarty
For the Firm

ENCLOSURE

Lancaster County

Department of Corrections

3801 West O Street
Lincoln, NE 68528
(402) 441-1900
Fax: 441-8946

Brad Johnson, Director

February 10, 2021

Kaela Howard
Correctional Officer
Lancaster County Dept. of Corrections
3801 West O Street
Lincoln NE 68528

RE: Disciplinary Action

Dear Officer Howard:

On February 1, 2021, you received a letter proposing to suspend your employment for six (6) working days without pay pursuant to Lancaster County Personnel Rule 11.2(d) and Article 30, Section 3, of the 2020-2021 Bargaining Agreement between the Fraternal Order of Police Lodge #32 and the County of Lancaster. A meeting regarding the proposed discipline was held on February 8, 2021. During the meeting, you, Union Attorney Tom McCarty and Union Representative Dan Goodman presented information concerning the alleged violations. Specifically, you claimed that the envelope you retrieved from the inmate did not contain legal material. You stated that you looked in the envelope and only saw drawings and hand written letters. In fact, this envelope was clearly marked as Madison County Public Defender and it did contain a letter addressed to the inmate on letter head from the Madison County Public Defender's office, clearly making at least some of the contents legal and privileged communications.

You also conceded that you did in fact give this legal material to an inmate to deliver to another officer as you felt you couldn't deliver it yourself in a timely manner.

After consideration of the facts before me and the information you and your attorney presented, I have determined that there were no mitigating factors. However, considering that your last suspension was five years ago I will amend my six days proposed suspension to four days. Therefore, you will be suspended a total of four (4) working days. The imposition of this four days suspension without pay will be on February 23 – 26, 2021. I have determined that you violated the following Lancaster County Personnel Rules and Department policies:

I have determined that you will serve a suspension of four (4) day for violating the following Lancaster County Personnel Rules and Department Policies:

1. Lancaster County Personnel Rule 11.2 (h)(4), "The employee has engaged in any conduct unbecoming an officer or employee of the County which reflects on the County adversely"; and
2. Lancaster County Personnel Rule 11.2 (h)(5), "The employee has violated any department, division, or institution regulation or order..."; 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 Department of Corrections Policy 2.7 (B)(1), "Employees are expected to conduct themselves at all times, both on and off duty, in a professional manner that shall reflect favorably on the Department and County... "; and

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5. Lancaster County Department of Corrections Policy 2.7 (B) (13), "Employees shall not neglect any required duty as outlined in their job description and shall abide by all department polices, post orders and similar legitimate job requirements"; and
6. Lancaster County Department of Corrections Policy 4.3 (F)(1), "When unclaimed property is discovered, staff shall forward it to the property officer and document it in an Investigative Report."

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

On December 28, 2020, you were assigned as the first shift ground floor rover. At about 1330 you discovered unclaimed property that belonged to an inmate who had been released as a transfer to Madison County. This unclaimed property consisted of Legal Mail from the Madison County Public Defender's office. You gave this property to another inmate who was going to the clinic with instruction to deliver it to the clinic officer.

Lieutenant Mueller was contacted about the incident and began searching for the property's location. He eventually found it on the booking counter at which point he gave instructions to the booking officer on how to handle it and it was eventually placed into unclaimed property by Sgt. Miller. In addition, you did not document the discovery of the property in an investigative report, you had to be instructed to do so several days later by Lt. Mike Mueller.

On December 23, 2020, you were counseled by Sgt. Lybarger for stating "fuck you" to him in an angry tone. This was in response to him asking if you were "ok" following a use of force class the previous day.

On November 7, 2019, you were counseled by Lt. Will McGlothlin and Human Resource Manager Kendra Knauss regarding your unwillingness to receive instruction and corrective guidance. During the discussion you told both of them "I don't care" and refused to read the document presented to you.

On February 5, 2016, you were suspended for 5 days for violating Lancaster County Personnel Rule, 11.2 (h)(4)(5) and (8), Lancaster County Department of Corrections Policy 2.7 (B)(1) and (B)(13) as well as Facility Procedure 11.C.1 (D). This incident also involved the mishandling of property.

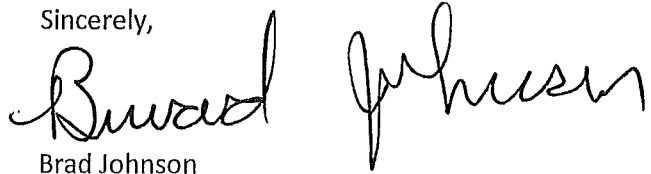
On January 13, 2015, you were suspended for 3 days for violation of Lancaster County Department of Corrections Policy 2:7 (B)(8) and (B)(13), and Lancaster County Personnel Rule 11.2(h)(5)and (8). This involved an incident where you failed to assist staff with a combative inmate.

On December 8, 2014, you were suspended for 1 day for violations of Lancaster County Department of Corrections Policies 2.14(A)(1), 2.7(A)(11), (D)(2), and (D)(3), and Lancaster County Personnel Rule 11.2(h)(4). This incident pertained to you making an inmate clean urine off of the bottom of your boots as well as unprofessional interaction with a supervisor.

On June 13, 2013 you were suspended for 1 day for violation of Lancaster County Personnel Rules 11.2 (h)(4) and (5), Lancaster County Department of Corrections Policy 2.7 (D)(3) and (5). This involved asking a fellow co-worker about her gender status following a surgery.

You have the right to appeal this unpaid suspension to the Lancaster County Personnel Board in accordance with Personnel Policy Rules, Rule 11.2, Section (d).

Sincerely,

A handwritten signature in black ink that reads "Brad Johnson". The signature is written in a cursive style with a large initial "B" and a long, sweeping tail on the "n".

Brad Johnson
Corrections Director

BJ/kk

cc: Doug McDaniel, Human Resources Director
Kristy Bauer, Deputy County Attorney
Ken Prey, Jail Administrator
Rick Gray, Jail Administrator
Joe Anderson, Corrections Lieutenant
Personnel File