

PERSONNEL POLICY BOARD

December 1, 2022

MEETING

Meeting was held Thursday, December 1, 2022, Commissioners Hearing Room, County-City Building, Lincoln, Nebraska.

Members present: Mike Thew, Steve Eicher, and Jeanne Sayers. Members absent: Eric Brown and Tara Paulson. Human Resources Department resource staff attending: Malerie McNair.

In absence of the Chair and Vice-Chair, Mike Thew volunteered to be temporary chair. The meeting was opened at 1:30 p.m. by appointed Mike Thew.

Agenda Item 1 was the approval of the October 6, 2022 meeting minutes. It was moved by Jeanne Sayers and seconded by Steve Eicher to approve the minutes as presented. Motion unanimously carried by roll call vote.

Agenda Item 2 was the request to change the pay grade for the classification 0360 – Grant Coordinator – C14 to C20. Barb McIntyre explained a comparability review was conducted by Human Resources and found five matches with our comparable Counties. The C20 pay grade reflects the results of Human Resources comp review. Mike Thew asked if repetitive language could be removed in the examples of work section. Nicole Gross of the Human Resources department added that Dennis Meyer sent the revisions to her and asked for the wording to be included but could be removed. Nicole said the language didn't affect and change the classification. Mike Thew asked if there was an intent to prohibit departments when it comes to seeking and administrating their own grants, due to it stating it is effective county wide. Kristy Bauer added there was no intent to take that opportunity away from departments who historically wrote their own grants. Kristy Bauer said she would agree with Nicole Gross' suggestion of just striking the language, since it is incorporated in the first example of work performed. Following discussion, it was moved by Mike Thew and seconded by Steve Eicher to approve the pay range with noted changes to be made. Motion unanimously carried by roll call vote.

Agenda Item 3 was the request to revise the classifications of 2450 – Imaging Specialist and 2460 – Imaging Clerk. Barb McIntyre of the Human Resources department explained that they are revising these two classifications to add 'Ability to perform heavy lifting.' These classifications are in our Records Management area and at times need to lift boxes that are filled with paper. Steve Eicher asked what the definition of 'heavy lifting' was. Nicole Gross said that it is not more than 50lbs. Steve Eicher suggested adding that information and Nicole Gross confirmed that it is already in the position description. Following discussion, it was moved by Mike Thew and seconded by Jeanne Sayers to approve the revisions as presented. Motion unanimously carried by roll call vote.

Agenda Item 4 was the request to revise the following classifications of 4511 Equipment Mechanic I—4512 Equipment Mechanic II—4520 Equipment Operator—4523 Senior Equipment Operator—4524 Traffic Sign Worker—4743 Laborer II—4745 Labor Supervisor—4836 Asbestos Worker II—4875 Master Electrician—4924 Equipment Mechanic Supervisor—4945 Maintenance Supervisor—4946 Assistant Maintenance Supervisor—4961 Assistant Road Maintenance Superintendent— 4985 Road Maintenance Superintendent by adding the ability to obtain a CDL within 60 days to the current CDL language under Necessary Special Requirement. Barb

McIntyre of the Human Resources Department explained that a lot of these classifications are in the Engineering Department. Barb McIntyre clarified that the shortage of CDL drivers make it hard to hire new CDL drivers that already have their CDL license. This revision states that talent can be hired without having a CDL, but that individual has 60 days to attain it, with the help of studying materials, time, and equipment to practice on. Jeanne Sayers asked if any of the positions cross over to a different department, where they wouldn't need to have a CDL. Barb McIntyre said the positions provided were looked at where a CDL is being required. Barb said the intent is to give more ability of a greater candidate pool. Following discussion, it was moved by Mike Thew and seconded by Steve Eicher to approve the revisions as presented. Motion unanimously carried by roll call vote.

Agenda Item 5 was the request to amend County Rule 19.8 – Pregnancy and Parental Leave. Barb McIntyre of the Human Resources Department explained that pregnant employees have protections under the Nebraska Parent Employment Protection Act. Barb McIntyre explained that there is protection under FMLA, but a lot of new employees don't have 1,250 hours worked or one year worked. This applies for new hires who are expecting and don't qualify for FMLA. Barb McIntyre said point A states if an employee who doesn't qualify for FMLA provides medical documentation, Human Resources will facilitate a conversation with the employee's department head to grant leave and provide the time off that they need and any recovery after pregnancy. Barb said if an employee is coming back to work after 6 weeks, Human Resources would like a release form stating that the employee can perform any physical part of his/her job. Moving to point B, Barb McIntyre explained if two spouses both work for the County and they both apply for FMLA, they currently have to split 12 weeks of Protected Family Medical Leave in the case of a Birth, Adoption, or Placement of a child. If the parents are unmarried or work for different employers, they do not have to split the 12 weeks. By amending the changes in the Family and Medical Leave Act Human Resources Policy Bulletin, this would now provide 12 weeks per parent in the case of a Birth, Adoption, or Placement of a child, up to the first 12 months after Birth, Adoption, or Placement. Mike Thew asked if both parents can take the 12 weeks at the same time or if it has to be staggered. Barb McIntyre said due to situations, the time taken can be intermittent. Barb gave examples to the board of situations that could occur. Following discussion, it was moved by Steve Eicher and seconded by Mike Thew to approve the amendment as presented. Motion unanimously carried by roll call vote.

Agenda Item 6 was the request to amend the Family and Medical Leave Act Resources Policy Bulletin. Barb McIntyre of the Human Resources Department said that the department is creating a Human Resources Leave Manager. Barb McIntyre announced Will Gross in Human Resources will be taking that position. Previously paid leave ran concurrent with FMLA, but there was unclarity if sick or vacation leave needed to be used. Barb McIntyre said that if it is a FMLA qualifying event, an employee can use their sick time to cover the amount of time. If an employee runs out of sick leave, the other forms of leave on the books can be used. Barb McIntyre said if an employee works more than 40 hours a week, example being 45 hours, when we calculate the hours 45×12 (months), that calculation is the number of hours qualified under FMLA. Following discussion, it was moved by Jeanne Sayers and seconded by Steve Eicher to approve the amendment to the bulletin as presented. Motion unanimously carried by roll call vote.

Agenda Item 7 was the request to amend the Workers' Compensation Human Resources Policy Bulletin. Mike Thew requested to defer this agenda item to the next meeting, until Eric Brown was able to attend. Following discussion, it was moved by Mike Thew and seconded by Jeanne Sayers to defer Item 7 as presented. Motion unanimously carried by roll call vote.

Agenda Item 8 was the request create the Protected Family Leave Human Resources Policy Bulletin. Barb McIntyre of the Human Resources Department requested to defer this agenda item to the next meeting, due to items within needing to be further looked at. Following discussion, it was moved by Mike Thew and seconded by Jeanne Sayers to defer Item 8 as presented. Motion unanimously carried by roll call vote

Agenda Item 9 was the request for grievance hearing from FOP #32— Caitlin Ostgaard — Matt Waggoner— Modified Duty-Corrections. Tom McCarty of Keating, O’Gara Law represented the grievant. Ashley Bohnet of the County Attorney’s office represented the Corrections department. The proceedings were not recorded due to technical difficulties. The Attorneys and Board Members agreed it would be best to defer the grievance and look for a special meeting date. Following discussion, it was moved by Mike Thew and seconded by Jeanne Sayers to defer Item 9 of the grievance hearing. Motion unanimously carried by roll call vote.

Agenda Item 10 was Miscellaneous Discussion. Unless anyone has anything pressing, Mike Thew deferred to next meeting.

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

The next regularly scheduled meeting is tentatively set for Thursday, January 5, 2023.

Malerie McNair
Human Resources Clerk

PC: Department Heads
Tom McCarty
Ashley Bohnet
Caitlin Ostgaard
Matthew Waggoner