

COUNTY PERSONNEL POLICY BOARD

May 1, 2025

MEETING

A meeting was held Thursday, May 1, 2025, Commissioners Hearing Room, County-City Building, Lincoln, Nebraska.

Members present: Greg Meyer, Cori Beattie and Mark Munger. Members absent: Jaydon Pence and Sherri Wimes. Human Resources Department resource staff attending: Carmen Flynn.

The meeting was opened at 1:30 p.m. by Chair Mark Munger.

Agenda Item 1 was the approval of the minutes from the December 10, 2024, meeting. The Board was unable to approve the minutes from December 10, 2024, based on the current attendance. It was discussed to move the minutes to the next meeting.

Agenda Item 2 was the approval of the minutes from the April 11, 2025, meeting. The minutes were moved by Cori Beattie and seconded by Greg Meyer to approve the minutes as presented. Motion unanimously approved by roll call vote.

Agenda Item 3 was the request to revise the classification 4720 – Cleaning Supervisor (C06). Barb McIntyre of the Human Resources Department stated that this is just clean-up and revising to remove old language that is no longer needed. Following discussion, it was moved by Cori Beattie and seconded by Mark Munger to approve the revisions as presented. Motion unanimously approved by roll call vote.

Agenda Item 4 was the request to revise County Rule 15.3 – Timekeeping Requirements for Non-Exempt Employees, 15.4 – Official Roster and 15.5 – Record of the Human Resources Department. Barb McIntyre of the Human Resources Department explained that this revision to Rule 15.3 is to reflect current practice and after discussion with the County Clerk's office, it was decided that it should be put into rules. Barb McIntyre stated that non-exempt employees are required to clock in and out in a time keeping system. Matt Hansen from the County Clerk's office was in attendance to speak on this matter. Matt Hansen stated that for auditing, timekeeping, or disciplinary action regarding the time system, that would be at the discretion of the Agency Head and/or Human Resources. Following discussion, it was moved by Cori Beattie and seconded by Greg Meyer to approve the revision as presented. Motion unanimously approved by roll call vote.

Agenda Item 5 was the request to revise County Rule 17.26 – Referral Bonus Program. Barb McIntyre of the Human Resources Department explained that this is for the County Sheriff's office regarding the Commissioned Deputy's. If you refer to someone and they are hired and they meet certain time frames, then the person who referred to the new hire will get paid a referral bonus. This is a revision for the titles to be updated to include the correct people. Barb McIntyre stated that this is for unrepresented, classified employees. Following discussion, it was moved by Greg Meyer and seconded by Cori Beattie to approve the revision as presented. Motion unanimously approved by roll call vote.

Agenda Item 6 was the request to create Human Resources Policy Bulletin – Background Investigation Reference Check Policy. Barb McIntyre of the Human Resources Department explained that this policy isn't new, and we have always had it, but the edits for revision are in red. Barb McIntyre stated that we are hit and miss at the County for prior employment reference checks and Human Resources' stance is that it is an important part of a background check process. There are current agencies that are calling the candidates current or prior employer and asking for background on the potential hire. Barb McIntyre stated that this policy gives some guidelines on those reference checks and making sure we are following

PERSONNEL BOARD

May 1, 2025

Meeting

PAGE 2

some good practices. This is not mandated, but Human Resources would highly encourage the agencies to do this practice. Following discussion, it was moved by Mark Munger and seconded by Cori Beattie to approve the revision as presented. Motion unanimously approved by roll call vote.

Agenda Item 7 was Public Comment. There was no comment.

Agenda Item 8 was Miscellaneous Discussion. There was no discussion.

There being no further business, the meeting adjourned at 4:45 p.m.

The next regular meeting is scheduled for Thursday, June 5, 2025.

Malerie McNair
Human Resources Representative

PC: County Agencies
Union Presidents
Barb McIntyre
Kristi Bauer
John Ward