

AGREEMENT

between

County of Lancaster

and

Local 1536 - Engineering of the International Brotherhood
of Electrical Workers

2023-2025

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PREAMBLE

This Agreement entered into by the County of Lancaster, hereinafter referred to as the County, and Local 1536 of the International Brotherhood of Electrical Workers, hereinafter referred to as the Union, has as its purpose the promotion of harmonious relations between the County and the Union; the establishment of an equitable and peaceful procedure for the resolution of differences; and the establishment of rates of pay, hours of work, and other conditions of employment.

ARTICLE 1 - RECOGNITION

Section 1. The County hereby recognizes the Union as the exclusive representative of employees in all those job classifications named on Appendix "A" attached hereto and made a part hereof as fully as though set out herein.

The Union may bargain for the employees in those classifications listed in Appendix "A" with respect to wages, hours of work, and working conditions.

Section 2. The County will not aid, promote, or assist any labor group or organization which purports to engage in collective bargaining or make any agreement with any individual, group, or organization for the purpose of undermining the Union, or which is in conflict with this Agreement.

Section 3. Definitions. Definitions shall be as provided in Rule 1, of the Personnel Rules of Lancaster County, Nebraska. In addition, the following definitions shall apply:

- A. DEPARTMENT shall mean any department of Lancaster County, Nebraska, in which are employed persons represented by the bargaining unit.
- B. EMPLOYEE shall mean any status employee working twenty (20) or more hours per week who, by classification definition in Appendix "A," is a member of the bargaining unit.
- C. RULES shall mean the Personnel Rules of Lancaster County, Nebraska, as they are now in existence or as they may be changed in the future by the County Board as per the provisions of Nebraska Revised Statutes, Sections 23-2517 to 23-2533 (Reissue 2007).
- D. UNION shall mean Local 1536 of the International Brotherhood of Electrical Workers.
- E. DEPARTMENT HEAD shall mean the duly elected County Engineer or the Department Head's designee, which may be the Road Maintenance Superintendent or the Assistant County Engineer.
- F. HUMAN RESOURCES DIRECTOR shall mean the Human Resources Director or the Human Resources Director's designee, which may be a Division Leader.

ARTICLE 2 - UNION ACTIVITIES

Section 1. The Union recognizes its responsibility as bargaining agent and agrees to represent all employees in the job classifications as set forth in Appendix "A" of this Agreement.

Section 2. The Union agrees that its members will not solicit membership in the Union or otherwise carry on Union activities during working hours.

Section 3. An accredited representative of the Union shall have access to County departments at reasonable times during regular business hours, (8:00 a.m. - 4:30 p.m., Monday through Friday) to perform Union responsibilities outlined in this Agreement, provided that they obtain prior approval from the Department Head. Such approval shall not be unreasonably withheld.

Section 4. An accredited representative of the Union shall present himself to the facility management and will be provided space to conduct business in accordance with Section 3 of this Article. Access shall not be unreasonably denied. An accredited representative shall mean a principal officer of the local Union, or an IBEW international representative.

Section 5. The Union president or the Union president's designated representative may be allowed to absent themselves from work without pay for up to one (1) work day per month in order to attend to Union business provided a forty-eight (48) hour notice is presented in writing by the president or the president's representative to, and is approved by, the Department Head and the Human Resources Director. Approval shall not be unreasonably denied.

Section 6. The Union president and/or the Union president's designated representative may be granted up to sixteen (16) hours pay per year or a maximum of two (2) representatives with eight (8) hours pay each per year, to attend educational conferences and seminars mutually agreed upon by the Department Head and the Union. Further, the Union may request not to exceed two (2) from each chapter to attend educational conferences and seminars without pay. This will be prorated for part-time employees.

Application for any such leave shall be made no later than one (1) week in advance of the conference or seminar and shall be reviewed by the Human Resources Director and shall not be unreasonably denied.

Section 7. This section is to provide for fair representation by allowing any Union member of Local 1536 that is elected to represent IBEW in the State of Nebraska to be absent from the Union member's duties for the length of the Union member's term in office.

A written request for leave without pay shall be presented to the County Engineer and copies will be provided to the Human Resources Director and County Board.

Such request shall not be unreasonably denied, but shall also take into consideration business needs of the department.

Upon return to the County work force, the employee shall have all seniority, former sick leave accrual, any benefits in the existing Agreement and any benefits that have been entered into hereafter. The employee shall also return at the same classification, grade and step that the employee was earning at the time of the employee's leave of absence from County service.

ARTICLE 3 - UNION STEWARDS

Section 1. Employees within the bargaining unit shall be represented by stewards in the manner set forth in this Article. Employees, however, shall have the option of representing themselves. The Union shall furnish management a list of the stewards' names, their assigned areas, telephone number where they may be contacted and shall keep a list current at all times. Such list shall be provided to the Department Head and Human Resources Director at least annually, at the beginning of the calendar year, or whenever steward information is updated. Alternate stewards may be appointed by the Local Union President to serve in the absence of the regular stewards.

Section 2. When requested by an employee, either a steward, chief steward, or the president may investigate any alleged or actual grievance in their assigned work area and assist in its presentation. The employee shall be allowed time during working hours in accordance with Section 4 of this Article upon notification and approval of the Department Head; provided however, the Department Head shall not unreasonably withhold approval. It is understood that the chief steward or the Union President may substitute for the shop steward at any hearing in the grievance procedure.

Section 3. When an employee presents their own grievance without intervention of a Union steward, the steward shall be given an opportunity to be present if requested by the employee who is processing their own grievance, and shall be allowed the time therefor, in accordance with Section 4 of this Article, upon notification and approval of the Department Head; provided, however, the Department Head shall not unreasonably withhold approval.

Section 4. Stewards who use time during their regular shift hours for investigating grievances or attending grievance meetings will be paid their regular hourly rate for such time used, up to a maximum of three (3) hours per grievance but not to exceed a total of six (6) hours per week. The total time spent by stewards under this Article shall not exceed forty (40) hours per contract year. All stewards will be considered on a regular eight (8) hour shift as far as grievance pay is concerned. A steward who spends time representing an employee at a Board hearing shall be paid for time spent during the steward's regular shift at the steward's regular rate.

The Union president or the Union president's designated representative shall be allowed to attend meetings as requested by department heads. These meetings may be for the purpose of the supporting and implementation of increasing department productivity and maintaining safe work places. This time is in addition to any time already granted in the agreement.

Section 5. No steward, chief steward, or other Union Officer shall leave their regularly assigned work in order to investigate a grievance without first obtaining approval of the Department Head, and, provided further, such approval shall not be unreasonably

withheld. A maximum of six (6) stewards shall be allowed. They shall be assigned as needed.

Section 6. The County will provide a link to the IBEW Local 1536 website on the Lancaster County Human Resources New Employee page.

ARTICLE 4 - CHECK OFF

Section 1. The County shall deduct regular bi-monthly Union dues from the pay of each employee covered by this Agreement, provided, that at the time of such deduction there is in the possession of the Human Resources Director a current written assignment, executed by the employee in the form and according to the terms of the authorization form.

Section 2. Previously signed and unrevoked written authorizations shall continue to be effective as to employees reinstated following layoff, leave of absence, or suspension not exceeding sixty (60) days; previous authorizations of other employees rehired or reinstated shall not be considered to be effective.

Section 3. Such authorized deductions shall be made from the first payroll period of each calendar month and will be remitted to the duly designated Union official within seven (7) days following the issuance of pay warrants for that pay period. The Union shall advise the Human Resources Director in writing of the name of such official.

Section 4. If the County receives revocation of authorization by an employee during the month of June, no deduction will be made from subsequent payroll periods.

Section 5. At the time of execution of the Agreement, the Union shall advise the Human Resources Director in writing the exact amount of regular monthly Union dues to be deducted from each member's paycheck. If the Union requests the County to deduct additional monthly Union dues, such request shall be effective only upon written assurance by the Union to the Human Resources Director that the amounts are regular Union dues duly approved in accordance with the Union's constitution and by-laws.

Section 6. The County or any of its officers, agents or officials shall not be liable for the remittance payment of any sums other than those constituting actual deductions made; and if for any reason it fails to make a deduction for any employee as above provided, it shall make that deduction from the employee's next pay period in which Union dues are normally deducted after written notification to the Human Resources Director of the error. If the County makes an overpayment to the Union, the County will deduct that amount from the next remittance to the Union. If the County inadvertently makes a deduction from an employee who has not authorized said deduction or who has revoked said authorization in accordance with Section 4 of this Article, the Union agrees to refund said deduction to the affected employee. The Union further agrees to indemnify and hold the County harmless against any and all claims, suits, orders or judgments brought or issued against the County as a result of any action taken or not taken by the County under the provisions of this Article.

ARTICLE 5 - BULLETIN BOARDS

Section 1. The County agrees to make available to the Union certain bulletin board facilities in County Engineering in every shop location. The County Engineer will assign the space for the board.

Section 2. Approved Notices.

- A. Notices of the Union's recreational, educational, and social affairs.
- B. Notices of Union elections, appointments and results of Union elections.
- C. Notices of Union meetings.
- D. Educational and organizing material.

Section 3. All notices other than those listed above shall be presented to the Human Resources Director for approval. Such approval shall not be unreasonably withheld. Such notices, if approved, shall indicate both posting and removal dates. The Union will be responsible for the posting and removal of all Union notices.

Section 4. If the aforementioned conditions are not adhered to, the Human Resources Director may revoke the privilege set forth in this Article; providing the Union has been given ample opportunity to correct the problem and has failed to do so in a timely manner.

ARTICLE 6 - MANAGEMENT RIGHTS

Section 1. All management rights, functions, responsibilities, and authority not specifically limited by the express terms of this Agreement are retained by the County and remain exclusively within the rights of the County.

Section 2. The Union acknowledges the concept of inherent management rights. However, such rights must be exercised consistent with the other provisions of this Agreement. These rights, powers, and authority of the County include, but are not limited to, the following:

- A. The right to determine, effectuate, and implement the objectives and goals of the County.
- B. The right to manage and supervise all operations and functions of the County.
- C. The right to establish, allocate, schedule, assign, modify, change, and discontinue County operations, work shifts, and working hours.
- D. The right to establish, modify, change, and discontinue work standards.
- E. The right to hire, examine, classify, promote, train, transfer, assign, and retain employees; suspend, demote, discharge, or take other disciplinary actions against employees for just cause; and to relieve employees from duties due to lack of work or funds.

The County has the right to create the classifications necessary to continue the County's operation during the term of this agreement. The right to classify shall include the County's right to create new classifications and assign a temporary pay range until such time as the pay range is negotiated.

- F. The right to increase, reduce, change, modify, and alter the composition and size of the work force.
- G. The right to determine, establish, set, and implement policies for the selection, training, and promotion of employees.
- H. The right to create, establish, change, modify and discontinue any County function, operation, and department.
- I. The right to establish, implement, modify, and change financial policies, accounting procedures, prices of goods or services, public relations, and procedures and policies for the safety, health, and protection of County property and personnel.

- J. The right to adopt, modify, change, enforce, or discontinue any existing rules, regulations, procedures, and policies which are not in conflict with any provision of this Agreement.
- K. The right to determine and enforce employee's quality and quantity standards.
- L. The County will not abolish or change any bargaining unit classifications for the purpose of depriving the bargaining unit employees of their benefits under this Agreement.

ARTICLE 7 - CONTRACTING AND SUBCONTRACTING

Section 1. The Union recognizes that the right of contracting and subcontracting is vested in the County. The right to contract or subcontract shall not be used for the purpose or intention of undermining the Union, nor to discriminate against any employee.

Section 2. The County agrees to:

- A. Provide the Union with immediate written notice upon issuance of any RFP which will result in the layoff of bargaining unit employees.
- B. Make available a written notice when a contract is awarded.

ARTICLE 8 - DEPARTMENT WORK RULES

Section 1. Department rules and regulations shall be posted on department bulletin boards ten (10) working days prior to their effective date, except in emergency situations where the County shall make a reasonable effort to notify employees. These department rules, regulations and policies must be exercised consistent with the other provisions of this Agreement. The Agreement, entered into by the County of Lancaster and IBEW Local 1536 - Engineering, supersedes the Rules and department or agency rules, regulations and policies.

Section 2. The Union shall be provided with a copy of any proposed department rules and/or regulation changes five (5) working days prior to posting. The Union reserves the right to request a special Labor Management meeting to discuss the proposed changes prior to their effective date, except in emergency situations where the meeting shall take place within five (5) working days of the effective date. Employees shall have work area access to a current copy of the department rules.

ARTICLE 9 – RETENTION OF BENEFITS

Any and all current privileges and benefits enjoyed by the employees prior to the date of this Agreement will not be denied them because of the execution of this Agreement unless the parties, through collective bargaining, mutually agree to change or have specifically waived any of these privileges.

ARTICLE 10 - LABOR MANAGEMENT COMMITTEE

Section 1. To insure continued harmonious relations and to bring about a better understanding with regard to the County's policies and activities, a Labor Management Committee is hereby established. The Committee shall consist of three (3) members of the Union to be designated by the Union, and three (3) members for the County to be designated by the County. Either the County or the Union may designate or change the membership of its Committee.

Section 2. The purpose of this Committee shall be to identify and attempt to resolve through meaningful discussion, those matters of general interest to employees and management. It will not be within the province of the Committee to deal with individual grievances or with amendments to, or interpretation of, contractual provisions.

Section 3. The Committee will hold quarterly meetings, and may be convened at the request of either party. The party requesting such meeting shall submit an agenda for said meeting. The meeting shall be no longer than two (2) hours unless both parties agree otherwise.

Section 4. The meetings shall be jointly chaired by a member of management and a member of labor.

Section 5. The Committee shall keep minutes of each meeting, which shall be signed by each party involved.

ARTICLE 11 - SAFETY COMMITTEE

Section 1. In the interest of safety, departmental Safety Committees may be established. In departments forming Safety Committees, the committee shall consist of three (3) members of the bargaining unit who are employed by the Department establishing the committee and selected designees of the Department Head. Union committee members shall be selected by the Union.

Section 2. Where committees are established, the committee shall meet three (3) times per year. The Department Head will schedule and chair safety meetings within ten (10) working days of notification of a problem. An agenda for the Safety Committee meeting will be mutually prepared by the Department Head and the Union representative. The committee shall make recommendations regarding the safety of employees in writing to the County Board, Human Resources and Risk Management.

Risk Management shall be notified by the Department Head of all safety meetings. Attendance by a representative from their agency shall be at their discretion.

Section 3. The final or prime responsibility for programs relating to safety lies with the Department Head.

Section 4. This provision shall not take the place of any Safety Committee or safety program currently in force.

Section 5. Minutes of Safety Committee meetings shall be distributed to all committee members, the Department/Agency Head involved, and the Human Resources Director.

ARTICLE 12 - NON-DISCRIMINATION

Section 1. The parties hereby agree not to discriminate against any employee because of race, color, creed, sex, disability, religious or political affiliations, national origin, age, marital status or Union or non-Union membership.

Section 2. The parties hereby agree that no officers, agents, representatives, members or anyone connected with either party shall in any manner intimidate, coerce, restrain, or interfere with the rights of employees to form, join, or assist labor organizations, or to refrain from any of these activities, including the right of employees to withdraw, revoke, or cancel Union membership.

Section 3. In addition to the non-discrimination rights provided above, all employees are entitled to a workplace in which employees treat one another with courtesy, dignity and respect. The County and the Union recognize the respectful, fair treatment of others promotes a work environment and organizational structure that supports and values all members of county employment.

ARTICLE 13 - STRIKES AND OTHER DISRUPTIONS OF NORMAL WORK ROUTINE

Section 1. The protection of the public health, safety, and welfare demands that neither the Union, nor any individual County employee in the bargaining unit, or any person acting in concert with them will cause, sanction, or take part in any strike, walkout, sit-down, slowdown, stoppage of work, retarding of work, abnormal absenteeism, withholding of services, or any other interference with the normal work routine. The provisions of this Section 1 of this Article apply as long as this Agreement, or during any renewal or extension thereof, is in effect.

Section 2. Violation of any provision of this Article by the Union will be cause for the County to terminate this Agreement upon the giving of written notice to this effect to the President of Local 1536, International Brotherhood of Electrical Workers, in addition to whatever other remedies may be available to the County at law or in equity.

Section 3. Violation of any of the provisions of this Article by any individual County employee in the bargaining unit shall be just cause for the immediate discharge of that employee in addition to whatever other remedies may be available to the County at law or in equity. No County employee in the bargaining unit shall receive any portion of their salary and/or other fringe benefits while engaging in activity in violation of this Article.

Section 4. The County agrees that it shall not lock out any employee because of a labor dispute or invoke Section 2 or Section 3 of the Article without just cause.

ARTICLE 14 - CLASSIFIED SERVICE

All employees covered by this Agreement shall be in the County's Civil Service System and all of the provisions of the Rules and Regulations, orders and resolutions of Lancaster County passed pursuant thereto from time to time, not otherwise inconsistent with the terms of this Agreement, shall apply.

ARTICLE 15 - PERSONNEL FILE

An employee shall examine their own personnel file in the Human Resources Information System at any time.

ARTICLE 16 - SENIORITY

Section 1. Seniority means the total months of continuous service with the County since the last date of hire. Seniority for individuals who have been recalled from layoff in accordance with Article 18 shall be based on the continuous service date.

Section 2. New employees shall be added to the seniority list upon the successful completion of their six (6) month probationary period. The probationary period will apply toward seniority.

Section 3. An employee's continuous service record shall be broken by voluntary resignation, discharge for just cause retirement or separation. Employees who are in a leave without pay status or layoff for longer than thirty (30) consecutive calendar days will have their seniority date and performance eligibility date adjusted, unless the leave without pay is an approved Family Medical Leave, a Nebraska Fair Employment Practice Leave, Military Protected Leave or County Protected Leave event.

Section 4. Within two (2) months after the execution of this Agreement, the Department shall post on all bulletin boards a list showing the seniority of each employee in the Department or Division covered by Appendix "A" of this Agreement. A copy of the seniority list shall be furnished to the local Union when it is posted. The Union shall have fifteen (15) calendar days following such posting to challenge the list, after which the list shall stand.

Section 5. In case of layoff, if any elected Union Officers are affected by such layoff, they will be allowed to continue to function in their official Union capacity in dealing with the County for a period of ninety (90) calendar days unless other employment has been secured prior to the end of the ninety (90) calendar day period, or unless they are replaced or removed from their elected office by the local Union.

Laid off stewards shall be covered by the same provisions.

Section 6. Provided all minimum job requirements are met, seniority as defined in Section 1 of this Article shall be the primary consideration in transfers and voluntary demotions when vacancies occur.

Section 7. Provided the employee is qualified, seniority as defined in Section 1 of this Article shall be the determining factor in layoff and recall.

Section 8. In granting promotions, appropriate consideration will be given to relevant examinations, record of performance, seniority and conduct. Preference shall be given to the more senior employee when all other promotion qualifications and considerations are equal. Vacancies shall be filled by promotion whenever practical and in the best interest of the department.

ARTICLE 17 - PROMOTIONS, TRANSFERS AND DEMOTIONS

Section 1. Promotion. A promotion is the filling of a vacancy by the advancement of an employee from a position having a lower pay grade to a position having a higher pay grade.

When a promotional position is posted internally, the County Human Resources Director shall administer a competitive examination which shall be open to all employees of the County who meet the necessary requirements and who are serving in an appropriate class as determined by the Human Resources Director.

After each competitive promotional examination, the County Human Resources Director shall prepare a list of the persons meeting the minimum requirements for selection by the Department Head.

Section 2. Transfer. A transfer is the movement of an employee from a position of a class to another position of the same class from one work site to another work site within the Department. The rate of pay of an employee who transfers shall remain the same, and the employee shall retain the same eligibility date. Transfers may occur a maximum of two (2) times per calendar year.

A Department Head may transfer an employee from a position of a class to another position of the same class within the employee's organizational unit.

Section 3. Demotion. A demotion is moving a status employee to a position having a lower pay grade. A demotion may be voluntary, for lack of work or for cause. A voluntary demotion shall be made by the employee in writing to an existing vacancy. The employee who is demoted for just cause or as a result of lack of work in the employee's class may receive notice in writing at least fifteen (15) working days in advance. The employee shall make a reply in writing or request to appeal personally to the Department Head. An employee with status may appeal a demotion for just cause to the Personnel Policy Board. The appeal must be filed with the Human Resources Director no later than fifteen (15) working days after notice.

Except in the case of a reduction in force, whenever an employee is demoted to a position for which the employee is qualified, the employee shall receive the rate of pay in the lower pay grade which is at least a one (1) step decrease in pay. If for just cause, the employee may be placed on any step in the range which is requested and approved by the Human Resources Director.

Section 4. Any bargaining unit vacancies not filled by transfers or demotions shall be posted internally and externally simultaneously for a minimum of seven (7) calendar days. During the posting period, qualified internal and external candidates shall be eligible to apply for the open position. Preference shall be given to employees who meet the minimum qualifications. If no employees meet the minimum qualifications, the Department may select an external candidate for the position.

Positions filled through continuous recruitment will be posted internally and to the general public simultaneously. Any vacancy may be filled by a promotion, transfer or demotion.

ARTICLE 18 - LAYOFF AND RECALL

Section 1. When it is determined that a reduction in force is necessary, the County shall notify the Union as soon as possible. The order of layoff shall be by seniority. The employee with the least seniority shall be the first laid off.

Section 2. No full-time status employees shall be laid off as long as there are provisional, part-time, temporary, seasonal, intermittent, emergency, on-call or probationary employees working in the affected classifications. Furthermore, when an employee in a classification in a Department has been laid off, the Department shall not hire any provisional, part-time, temporary, seasonal, intermittent, emergency, on-call or probationary employees to conduct any work that was previously conducted in that classification for a one (1) year period from the date of layoff unless the County has first attempted to recall all laid off employees in such class, pursuant to this Article.

Section 3. An employee who has received notice of layoff shall have the privilege of bumping an employee in the same class in the employee's Department with less continuous County service. If there are no employees in the same class with less continuous County service, the employee may move to the next lower classification in the class family in the employee's department.

Section 4. The names of status employees who have been laid off shall be placed on a layoff list, and shall be eligible for recall for a period of one (1) year, and the County shall rehire in the reverse order of layoff. A laid off employee subject to recall who is employed elsewhere shall not be required by the County to report until after the expiration of two (2) weeks from the date of the notice. If such employee is not employed elsewhere, the employee shall be required to report to work at the beginning of the next pay period following recall. The County shall provide employees subject to recall with written certified notice of recall mailed to their last known address on record in the Human Resources Department. Employees on the layoff list shall be responsible for making their current address available to the City-County Human Resources Department. The County shall present the Union with the layoff list and any changes as soon as possible.

Section 5. An employee subject to layoff shall be provided with notice of layoff in writing at least fifteen (15) calendar days prior to the layoff.

Section 6. When an employee exercises retreat rights in lieu of layoff, the employee shall be paid at a rate which most nearly approximates the employee's rate of pay immediately prior to the layoff if available in the pay grade. If the employee's rate of pay prior to the layoff is higher than the maximum of the lower pay grade, the employee will be paid at the maximum of the lower pay grade.

Section 7. No new employees shall be hired into a classification in the Department where employees have been laid off from that classification until all employees on layoff status in that Department and classification desiring to return to work have been notified of vacancies.

Section 8. Employees displaced by the elimination of jobs through consolidation (combining of two jobs or more), the installation of new equipment or machinery, the curtailment or replacement of existing facilities or for any other reason, shall be permitted to exercise their seniority rights to bump into another position in their class family in their Department for which they are qualified.

Section 9. (a) In the event of a recall of a laid off employee within one (1) year of a layoff, the recalled employee shall have the employee's service time computed from the employee's original date of employment to the date of layoff.

(b) An employee who is laid off, and is later recalled within one (1) year, shall have available upon the employee's return such unused sick leave accrual as the employee may have earned up to the time of the employee's departure (Article 24, § 1. K). Further, accrual rates for vacation and sick leave will be established at the level based upon the revised service time set forth in subsection (a) above. An employee who is recalled, is eligible for enrollment in the health, dental and life insurance programs without waiting periods and reinstatement in the retirement plan at the percentage of vesting at the time of layoff.

ARTICLE 19 - DISCHARGE AND DISCIPLINE

Section 1. Management is encouraged to provide verbal coaching to employees prior to instituting formal discipline. Coaching is not considered discipline. However, if employee is provided written confirmation of coaching, such coaching may be cited as background information for formal pre-disciplinary meeting notices and disciplinary actions. Written confirmation can be accomplished by sending an email, or text message to the employee or by having the employee acknowledge receipt of a paper document.

Section 2. Disciplinary action shall consist of written reprimand, suspension, demotion and dismissal. The Department Head may discipline an employee for just cause and may utilize progressive discipline where appropriate, as determined by the Department Head. Just cause shall be defined as a cause which a reasonable employer, acting in good faith, would regard as good and sufficient reason for the level of discipline issued against the employee for the infraction that led to the disciplinary action, and the discipline was consistent with how other employees in similar situations were treated as distinguished from arbitrary whim or caprice. In informing an employee of proposed discipline, the County can refer to the Lancaster County Personnel Rules to set forth the basis for the proposed discipline.

Provisions for disciplinary actions should be limited to those listed above. Nothing in this Article should be construed to limit a Department Head's authority to determine the appropriate level of discipline. Other solutions may be obtained through mutual consent by management, the Union and the employee.

At a pre-disciplinary meeting, the employee has the right to have legal counsel or a Union steward present. Pre-disciplinary meetings shall be required for all proposed suspensions, demotions and dismissals. A Department Head is not required to hold a pre-disciplinary meeting prior to presenting an employee with a written reprimand.

Management reserves the right to investigate employee conduct, potential violations of rules and/or standards of employment. Whenever the Department Head becomes aware of information that may be cause for discipline the Department Head shall within fifteen (15) working days provide the employee written notice of the charges against the employee which shall identify the rule or policy violated and include an explanation of the agency's evidence against the employee. If the discipline level under consideration is suspension, demotion or dismissal, the written notice shall include at least three (3) working days notice of the date, time and place for a pre-disciplinary meeting, during which the employee will have an opportunity to respond to the charges and present mitigating evidence and/or reasons why disciplinary action should not be taken. The employee shall have the right to be represented by counsel or a union representative at the meeting.

After the pre-disciplinary meeting, if disciplinary action is deemed warranted by the Department, the employee will be presented with the disciplinary action in writing within fifteen (15) working days after said disciplinary meeting. The employee will

receipt the same without implying agreement or admitting to the infraction. The employee or the employee's representative may present a written rebuttal to the final decision which shall be attached to the disciplinary action. Time limitations may be extended by mutual consent.

Section 3. A Department Head may reprimand any employee for cause. Such reprimand shall be in writing and addressed and presented to the employee who will initial receipt. The employee may grieve the reprimand directly to the Human Resources Director. The grievance shall be presented within fifteen (15) working days of receipt of the reprimand. The response to the grievance shall be in writing and shall be issued within fifteen (15) working days of receipt of the grievance. The written decision on the grievance shall be final and binding upon the parties to the grievance. The grievance procedure shall not apply to this Section. The employee may present a written rebuttal to the final decision regarding the grievance within fifteen (15) working days of date of decision which shall be attached to and become a part of the file pertaining to the grievance. The rebuttal shall be delivered to the Human Resources Department and a copy shared by the Human Resources Department to the Department Head who issued the written reprimand.

Section 4. Any written reprimand, which is maintained in the personnel file in the Human Resources Department and any such file within the Engineering Department, shall not be used to enhance any subsequent discipline after eighteen (18) months from the date the reprimand is presented to the employee.

Section 5. A Department Head may suspend an employee without pay for cause for a period or periods not exceeding thirty (30) working days in any twelve (12) months; however, no single suspension shall be for more than fifteen (15) working days, except for the investigative suspension as defined in Section 6 of this Article. The Department Head shall notify the employee concerned and the Human Resources Director in writing no later than one (1) working day after the date of suspension is made effective. Such notice shall include the reasons for and the duration of the suspension. Any status employee who is suspended may appeal within fifteen (15) working days of notice of suspension, in accordance with Article 20 (Grievance and Appeal Procedure).

Section 6. A Department Head may dismiss any employee with status only for just cause at any time and at the time of dismissal shall furnish the employee with a written statement of other reasons for the dismissal and within one (1) working day of such action, furnish the Human Resources Director with a written statement of the reasons for the dismissal. Any employee who is dismissed may appeal within fifteen (15) working days of notice of dismissal, in accordance with Article 20 (Grievance and Appeal Procedure).

Section 7. Upon being informed that an employee has been accused of behavior which, if substantiated, could be cause for dismissal or if the employee's presence in the workplace could interfere with a workplace investigation, the Department Head shall have the option of suspending an employee without pay for a period not to exceed thirty (30) calendar days for the purpose of investigation of the accusation, provided

that if after investigation the Department Head determines to dismiss the employee, the employee shall give written notice of the dismissal in accordance with Section 6. If after investigation the Department Head determines that the accusation cannot be substantiated or does not constitute cause for dismissal, the employee be reinstated and awarded back pay for any portion of the suspension time not imposed as disciplinary action.

Section 8. An employee who receives three (3) or more reprimands within a twelve (12) consecutive month period shall be authorized to utilize the appeal procedure of this Agreement. In the event that an employee appeals the third or additional reprimand during a twelve (12) consecutive month period, documents relating to the preceding like reprimands shall be admissible in the appeal procedure.

ARTICLE 20 - GRIEVANCE AND APPEAL PROCEDURE

A grievance is hereby defined as any disagreement arising during the term of this Agreement which is expressly limited to matters of interpretation or uniform enforcement of express provisions of this Agreement, the Rules, and any and all conditions of employment. The Union may file a grievance on behalf of any represented employee(s) or the employee(s) may individually file a grievance.

Section 1. Grievances. It shall be the policy of the County to give status employees an opportunity to discuss their grievances with the County in order to find mutually satisfactory solutions as rapidly as possible. The grievance procedure set forth herein is designed to preserve harmony and friendly relations between the County and its employees. Furthermore, the grievance procedure is to provide a just and equitable method for the resolution of grievances without discrimination, coercion, restraint, or reprisal against any employee who may submit or be involved in a grievance. The grievance procedure shall not be used to change any provisions of this Agreement or the Rules, or filed for the purpose of getting an established policy, standard or procedure changed unless it is in conflict with the provisions of this Agreement.

In reducing a grievance to writing, the following information must be stated with reasonable clearness: the exact nature of the grievance, the act or acts of commission or omission, the exact date of the act or acts of commission or omission, the identity of the party or parties who claim to be aggrieved, the identity of the party or parties alleged to have caused the grievance, the specific provisions of this Agreement that are alleged to have been violated, and the remedy which is sought.

For the purposes of this Article, "working days" shall be defined as Monday through Friday, excluding Saturdays, Sundays and holidays.

Grievances shall be processed in the following manner:

Step 1. The aggrieved employee shall present in writing their grievance to their Department Head within fifteen (15) working days from the date on which the employee became aware of or should reasonably have been aware of the incident giving rise to the grievance. The Department Head shall respond in writing to the employee presenting the grievance within fifteen (15) working days.

Step 2. If satisfactory settlement is not reached under Step 1, the employee or their designated representative shall resubmit the grievance in writing within fifteen (15) working days of receipt of the response from the Department Head to the Human Resources Director for submission to the Board. The Board shall hold a hearing with the employee or the employee's designated representative within thirty (30) working days after receipt of the grievance in an attempt to settle the grievance. The hearing date may be continued if the parties mutually agree to a continuance or the Board does not have a quorum. The decision of

the Board concerning a grievance shall be made within fifteen (15) working days of the final hearing and reduced to writing, including both findings and decisions, and it shall be filed with the Human Resources Director with a copy to the Department Head, the subject employee and the Union President.

Decisions of the Board concerning a grievance are binding on all Department Heads and employees in the bargaining unit.

Time limitations as outlined in Step 1 may be extended in writing by mutual agreement between the employee or the employee's designated representative and the Department Head.

Section 2. Appeals. Any status employee may appeal directly to the Board the following actions: Receipt of three (3) written reprimands within a twelve (12) consecutive month period, suspension, demotion for cause, reduction in classification resulting in loss of pay, and dismissal.

The appeal shall be processed in the following manner:

Within fifteen (15) working days of the notice of the third written reprimand, suspension, demotion for cause, reduction in classification resulting in loss of pay, or dismissal, the employee may request to appeal the action to the Board.

Intent to appeal must be submitted in writing to the Human Resources Director for submission to the Board. The Board shall hold a hearing with the employee or the employee's designated representative within thirty (30) working days after receipt of the appeal. The hearing date may be continued if the parties mutually agree to a continuance or the Board does not have a quorum. The decision of the Board shall be made within fifteen (15) working days of the final hearing and reduced to writing, including both findings and decisions, and it shall be filed with the Human Resources Director with a copy to the Department Head, the subject employee and the Union President.

ARTICLE 21 - HOURS OF WORK

Section 1. For all employees the regular hours of work each day shall be consecutive except that they may be interrupted by a lunch hour not to exceed one (1) hour.

Section 2. Work week shall mean the number of hours regularly scheduled to be worked during any seven (7) consecutive days by an individual employee. The work week shall begin at 0001 Thursday and end the following Wednesday at 2359.

Section 3. Except during the Daylight Savings Scheduling Period outlined below, generally eight (8) hours shall constitute a work day and forty (40) hours or five (5) days shall constitute a work week for full-time employees. Effort will be made to give full-time employees a five (5) day week and an eight (8) hour day from 7:30 a.m. to 4:00 p.m. with one-half ($\frac{1}{2}$) hour for lunch. However, it sometimes may be necessary for a full-time employee to work their forty (40) hours in more or less than five (5) days by working more or less than eight (8) hours per day, or those working eight (8) hours per day may be required to start the day some other time than 7:30 a.m. and complete the day some other time than 4:00 p.m.

A Daylight Savings Scheduling Period will be in effect starting on the first full pay period after April 10 and ending on the last full pay period before October 31. During this period, full-time employees' regular work schedule shall be modified to working four 10-hour workdays, Monday through Thursday of each week. During the Daylight Savings Scheduling Period, effort will be made to give full-time employees a 10-hour day from 6:00 a.m. to 4:30 p.m., with one-half ($\frac{1}{2}$) hour lunch; however, it sometimes may be necessary for a full-time employee to start the day some time other than 6:00 a.m. and complete their workday some time other than 4:30 p.m.

Section 4. No employee's work schedule will be changed without at least two (2) weeks' notice unless an emergency exists. Temporary work schedule changes shall not be made for the purpose of avoiding overtime.

Section 5. All employees' work schedules shall provide for a fifteen (15) minute rest period during each one-half ($\frac{1}{2}$) shift. The rest period shall be scheduled at the approximate middle of each one-half ($\frac{1}{2}$) shift.

Employees who for any reason work beyond their regular quitting time into the next shift shall be granted the regular rest periods that occur during the shift.

Section 6. All employees shall be granted a lunch period during each work shift. Whenever possible, the lunch period shall be scheduled at the middle of the shift.

Section 7. If an employee is contacted by telephone, pager, or other means by any supervisory employee during their off duty time, for any reason other than scheduling, the employee shall receive one-half ($\frac{1}{2}$) hour of pay during an eight (8)

hour period or actual time spent on work in response to any telephone call or follow-up calls, whichever is greater.

ARTICLE 22 - OVERTIME

Section 1. General Employees - Work performed by employees in excess of forty (40) hours in any work week shall be compensated at the rate of one and one-half (1 ½) times the regular hourly rate of the employee.

Section 2. No overtime work will be allowed without prior approval by the Department Head.

Section 3. All paid leaves of absence shall be counted as hours worked in computing overtime with the exception of sick leave which will not count as hours worked for the purpose of computing weekly overtime.

Except under Emergency Conditions, if an employee is called to duty during the employee's off-duty time, and such time does not merge with their normally scheduled shift, such employee shall be paid for a minimum of two (2) hours at the rate of time and one-half (1 ½) or one and one-half (1 ½) times the actual number of hours worked, whichever is greater. Where hours are worked outside of the employee's normally scheduled shift under Emergency Conditions, whether they merge with the normally scheduled shift or not, the employee's pay shall be governed by Section 5.

Section 4. Comp Time. In lieu of payment for overtime hours worked, the employee may request to take compensatory time off. Approval shall be at the discretion of the Department Head. If the request is approved by the Department Head, one and one-half (1 ½) hours of compensatory time shall be credited for each overtime hour worked. A maximum accrual of compensatory time shall be seventy (70) hours.

Flex Time. The County recognizes and supports the concept of Flex time. Flex time is allowed within the work week as it is defined in Article 21, Section 2 of this contract. If an employee requests, an employee and their department head may agree to allow an employee to flex their schedule. However, in some departments and under some circumstances flex time may not be feasible and will not be permitted. Except under Emergency Conditions, no employee shall be required to take flex time off in order to avoid the payment of overtime or as a condition of continued employment.

Section 5. Emergency Conditions. Where Emergency Conditions are present, any hours worked outside the employee's normally scheduled shift will be paid at the rate of one and one-half (1½) times the regular hourly rate of the employee. Work performed during the normally scheduled shift will be paid at straight time unless the employee is in an overtime status.

During Emergency Conditions, management may utilize flex time (i.e. altering the start or end time of a regularly scheduled shift) by agreement with the employee or when the following conditions have been met:

- Day 1 of the Emergency Condition: Employees may be flexed after working at least 12 hours;
- Day 2 of the Emergency Condition: Employees may be flexed after working at least 10 hours;
- Day 3 of the Emergency Condition: Employees may be flexed after working at least 10 hours;
- Day 4 or more of the Emergency Condition: Employees may be flexed after working at least 8 hours; and/or
- If for any reason an employee has not had at least 8 hours off between the end of one shift and the start of another, management may elect to flex the employee for that day.

Where additional hours of work are required under this section (i.e., when Emergency Conditions are present), and such hours do not merge with a normally scheduled shift, nothing in this section guarantees a minimum number of hours. Outside of a normally scheduled shift, employees may be sent home, at management discretion. Where such hours merge with a normally scheduled shift, the flex rules stated above shall apply.

During Emergency Conditions, employees shall be responsible to answer telephone calls from the County during off hours, for scheduling purposes.

For the purposes of this Article, "Emergency Conditions" shall mean (1) an actual or forecasted weather event of freezing rain or fog and/or at least 2 inches of snow in any part of Lancaster County, Nebraska, as forecasted by the Omaha/Valley, NE Forecast Office of the National Weather Service, or (2) other natural disasters or public health emergencies, as declared by the County Engineer, including but not limited to flooding, tornadoes, earthquakes, or acts of terror. The County will operate under Emergency Conditions beginning 24 hours before the weather or emergency event and continuing for 72 hours past the last day of the weather or emergency event.

- HOLIDAYS AND VACATION

Section 1. Recognized Holidays. The following holidays shall be deemed recognized holidays:

New Year's Day	Labor Day
Martin Luther King Jr.'s Day	Veterans Day
Presidents' Day	Thanksgiving Day
Memorial Day	Day After Thanksgiving
Juneteenth	Christmas Day
Fourth of July	

Section 2. Compensation for Absence on Holidays. Any employee who is eligible for holiday pay and who is not required to work on any holiday that occurs outside of the Daylight Savings Scheduling Period, shall receive pay for the holiday, up to eight (8) hours.

Any employee who is eligible for holiday pay and who is not required to work on any holiday that occurs during the Daylight Savings Scheduling Period, shall receive:

- (a) Ten (10) hours of comp time (or up to the comp time accrual maximum) for days on which a holiday falls, but the employee is not scheduled, and
- (b) Holidays that fall on Saturday will be observed on a Friday, and holidays that fall on a Sunday will be observed on a Monday.
- (c) Employees whose compensatory account balance is at the maximum allowable amount are not eligible to receive additional compensatory time accruals above the maximum.

In addition, the County will provide 20 hours of non-cumulative personal holidays to all eligible employees. The personal holidays may be taken at any time during the payroll fiscal year of the following year (or be forfeited), provided the hours selected by the employee has the prior approval of the Department Head.

Section3. Compensation for Work Performed on Holidays. Any employee who is eligible for holiday pay and who shall be required to perform work or to render services on one of the holidays listed in Section 1 of this Article shall receive pay at time and one-half (1 ½) for hours worked. The employee shall have the option of requesting equivalent time off with the permission of the Department Head.

Section4. Qualification for Holiday Pay. In order to qualify for holiday pay, an employee must be in a pay status on the regular work days immediately before and after the holiday.

Section5. Vacation Leave. Employees shall earn vacation leave with pay according to the following schedule:

- A. Less than five (5) years of service - At the factored hourly equivalent of eighty (80) hours per year.

- B. After five (5) years of service - At the factored hourly equivalent of one hundred twenty (120) hours per year.
- C. After ten (10) years of service - At the factored hourly equivalent of one hundred fifty-two (152) hours per year.
- D. After fifteen (15) years of service - At the factored hourly equivalent of one hundred sixty-four (164) hours per year.
- E. After twenty (20) years of service - At the factored hourly equivalent of one hundred ninety-eight (198) hours per year.

Vacation requests in excess of 40 hours will require at least two weeks notice. Vacation requests for a period of leave of more than 8 hours during the ordinary scheduling period or 10 hours during the Daylight Savings Scheduling Period will require at least three (3) working days notice. It shall be at the discretion of supervisory personnel to grant vacation leave without prior request/approval. The supervisors may request proof of circumstances beyond control, preventing the employee from providing the required notice. Without adequate proof of circumstances, employee may be put on leave without pay. Such vacation leave shall not be unreasonably denied.

Accumulation of vacation leave credit shall be on a continuous basis not to exceed two hundred forty (240) hours. Unused vacation accumulation shall be paid upon termination of employment.

Each Department Head shall schedule vacation leaves to accord with operating requirements and, insofar as possible, to coincide with the request of the employee. The County shall answer an employee's request for vacation within five (5) working days of the date the employee submits such request.

Vacation leave shall not accrue during any period of absence without pay or without leave, unless required by law.

ARTICLE 24 - SICK LEAVE AND INJURY LEAVE

Section 1. Sick Leave.

- A. Sick Leave shall be earned at the factored hourly equivalent of one hundred and four (104) hours per year. Accumulation of sick leave credit shall not exceed two thousand eighty (2080) hours at any one time. No refund of vacation shall be allowed due to illness incurred while on vacation leave.
- B. An employee eligible for sick leave with pay may use such sick leave for absence due to sickness, family illness, personal and family medical appointments, disability, non-work related injury, exposure to contagious disease or bereavement leave as outlined in this article and for no other purpose. An employee who uses sick leave for any other purpose may be subject to discipline.
- C. For purposes of “family illness” and “family medical appointments” in Section 1, Paragraph B of this Article, “family” is defined to be spouse, child, parent, sibling, grandparents, and any other family member residing in the employee’s household. This includes family members by blood, marriage, adoption, foster, or legal guardianship.
- D. At the employee's discretion, the employee may supplement their Worker's Compensation payment to bring the total sum of the Worker's Compensation payment and sick leave to a figure equivalent to a full pay check.
- E. An employee who is absent because of sickness or family illness shall first attempt to inform their immediate supervisor, if on duty, or any supervisor on duty at the employee’s usual work location of the fact and the reason therefore as soon as possible; failure to do so within a reasonable time may be cause for denial of pay for the period of absence. The Department Head may require a doctor's certificate or other evidence of illness before approving sick leave with pay.
- F. Sick leave may be denied when the County has facts showing that an employee is abusing sick leave.
- G. Once an employee has exhausted Sick Leave the County shall automatically deduct as necessary from any available paid leaves.
- H. Disability retirement shall not be effective until accumulated sick leave has been used. Upon retirement or death the employee shall receive forty-five percent (45%) of accumulated sick leave into the employee’s existing PEHP account. The payment will be at the regular hourly rate of the employee at the time of retirement or death. If the employee does not have an existing PEHP account, the payment shall be made in cash.

- I. The County agrees to pay an employee who voluntarily separates from employment after fifteen (15) consecutive years of service with Lancaster County forty-five percent (45%) of their sick leave balance which is greater than 1000 hours. The hours will be based on their current hourly rate of pay. This pay out shall be distributed as one hundred percent (100%) cash.
- J. Any employee who is laid off, and is later recalled within one (1) year, shall have available upon their return such unused sick leave accrual as the employee may have earned up to the time of their departure.
- K. The Union and County agree to comply with the rules and regulations of the Family and Medical Leave Act of 1993 and the County's policy governing the application of the Act.

Section 2. Injury Leave. Any employee who is injured in the performance of their duties shall receive the difference between their regular pay and the Worker's Compensation payment for a period not to exceed ten (10) working days. Failure to immediately report an accident which may result in injury may cause forfeiture of the additional benefit.

Such injury leave shall not be deducted from vacation or sick leave credits.

ARTICLE 25 - BEREAVEMENT LEAVE

- A. Bereavement Leave. In the case of the death of the employee's spouse, child, parent, sibling, grandparent, or grandchild, the full-time employee shall be allowed twenty-four (24) hours bereavement leave with regular pay to grieve their family member without deduction from their pay or accumulated sick leave. This includes family members by blood, marriage, adoption, foster, or legal guardianship.
- B. In the case of the death of the employee's aunt, uncle, nephew, niece, great grandparent, or great grandchild, the full-time employee shall be allowed sixteen (16) hours bereavement leave with regular pay to grieve their family member without deduction from their pay or accumulated sick leave. This includes family members by blood, marriage, adoption, foster, or legal guardianship.
- C. Further, the full-time employee may also be allowed to use up to twenty-four (24) hours of their accumulated sick leave in the case of death of any of the above designated persons.
- D. Upon the request, through normal administrative procedure, up to four (4) hours paid leave may be granted if a full-time employee attends the funeral of a co-worker from the department in which the requesting employee is employed.

ARTICLE 26 - OTHER LEAVES

Section 1. Leave for Jury Duty. Any employee called to serve jury duty shall receive their regular pay in addition to the compensation received for ten (10) working days of jury service. For jury service exceeding ten (10) work days during one (1) jury term, the employee shall receive the difference between their regular pay and the compensation received for such jury service.

Section 2. Military Leave. All employees who shall be members of the National Guard, Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve, and Coast Guard Reserve, shall be entitled to leave of absence from their respective duties, without loss of pay, on all days during which they are employed with or without pay under the orders or authorization of competent authority in the active service of the State of Nebraska or of the United States, but not to exceed fifteen (15) work days in any one (1) calendar year. Such leave of absence shall be in addition to the regular annual leave of the persons named herein. When the Governor of the State of Nebraska shall declare that a state of emergency exists, and any of the persons named in this section are ordered to active service of the State of Nebraska, an additional leave of absence will be granted until such member is released from active service by competent authority. During the additional leave of absence because of the call of the Governor, any official or employee subject to the provisions of this section shall receive such portion of their salary or compensation as will equal the loss the employee may suffer while in active service of the State. Governmental officers serving a term of office shall receive their compensation as provided by law. No employee shall be treated any differently than as outlined in Federal statutes addressing military leave.

Section 3. Special Leave. In addition to leaves authorized above, a Department Head may authorize an employee to be absent without pay for personal reasons for a period or periods not to exceed thirty (30) working days in any calendar year, provided the employee has used all accumulated vacation leave. The Human Resources Director must approve any leaves in excess of thirty (30) calendar days. All requests for leave of absence must be made in writing.

A Department Head, with approval of the Human Resources Director, may grant such employee leave of absence without pay for a period not to exceed one (1) year for travel or study which will render the employee of greater value to the County upon their return to duty. Such leave shall be granted only when it will not result in undue prejudice to the interests of the County as an employer beyond any benefits to be realized. No leave without pay shall be granted except upon written request of the employee. No such leave shall be granted primarily in the interests of the employee except in the case of one who has shown by their record of service or by other evidence to be of more than average value to the County, and whose service it is desirable to retain even at such sacrifice. Failure on the part of an employee on leave to report promptly at its expiration, without good cause, shall be considered as a resignation.

Leave with pay for public health or safety duties of an emergency nature may be authorized by the Department Head upon approval of the Human Resources Director. Such leave will not be deducted from vacation or sick leave.

Section 4. Absence Without Leave. Any unauthorized absence of an employee from duty shall be deemed to be an absence without pay and may be made grounds for disciplinary action by the Department Head. In the absence of such disciplinary action, any employee who absents themselves for three (3) or more days without authorized leave shall be deemed to have resigned. Such absence may be excused, however, by the Department Head by a subsequent grant of leave with or without pay where extenuating circumstances are found to have existed.

Section 5. Leaves of Absence. All leaves of absence must be requested in writing to and approved by the Department Head in advance of leave being taken. Exceptions may be made in an emergency.

Section 6. Paid Parental Leave.

- A. Employees in the classified service, who are scheduled to work at least 20 hours or more, are eligible to receive up to 240 hours of paid parental leave following the birth of an employee's child/children or when a child/children is/are in the process of being adopted or placed into foster care with the employee.
- B. Approved paid parental leave may be taken at any time during the 12-month period immediately following the birth of an employee's child/children or when a child/children is/are in the process of being adopted or placed into foster care with the employee.
 - (1) Eligible employees must meet one of the following criteria:
 - (i) Have given birth to a child/children
 - (ii) Be a spouse to a person who has given birth to a child/children or be the biological parent to a child/children that has/have been born
 - (iii) Be in the process of adopting a child/children who is/are 18 years old or younger, with the exception of adoption of a spouse's child/children
 - (iv) Be in the process of a foster care placement of a child/children who is/are 18 years of age or younger
 - (2) An employee is limited to 240 hours, or a prorated number of hours for part-time employees, of paid parental leave in a rolling 12-month period, regardless of the number of births, or placements for adoption or foster care.
 - (3) An employee may take paid parental leave intermittently or on a reduced leave schedule:
 - (i.) With supporting medical documentation of a child/children's serious health condition

- (ii.) With the Department Head's approval for bonding purposes. Employees requesting intermittent/reduced schedule leave for bonding purposes must work with the employer to schedule the leave so as not to unduly disrupt operations.
- (4) Paid parental leave is compensated at the employee's regular rate of hourly pay.
- (5) Paid parental leave must be exhausted before an employee may utilize sick leave, vacation leave, or personal convenience holidays for the birth, adoption, or foster placement of a child/children with the employee.
- (6) If a Holiday as defined in this agreement occurs while the employee is on paid parental leave, the employee's absence on said holiday will be charged to holiday pay and will not count against the employee's paid parental leave entitlement.
- (7) Upon termination, retirement, resignation, or other separation from employment, employees will not be paid for any unused paid parental leave for which they were eligible.
- C. An employee requesting paid parental leave shall complete FMLA paperwork or, if not FMLA eligible, the Paid Parental Leave Form at least 30 days prior to the proposed date of leave, or if the leave was not foreseeable, as soon as possible, and provide all documentation as required by the HR department to substantiate the request.
- D. If the employee is eligible for Family and Medical Leave pursuant to the Family and Medical Leave Act (FMLA) Personnel Policy Bulletin, or becomes eligible for Family and Medical Leave at any time during paid parental leave, the paid parental leave shall run concurrently with FMLA leave and the FMLA Bulletin shall control the employee's use of leave.

ARTICLE 27 - WAGES

Reference to Rules in this Article shall mean the Rules of Lancaster County, Nebraska, as they are now in existence or as they may be changed in the future by the County Board as per the provisions of Nebraska Revised Statutes, Sections 23-2517 to 23-2533 (Reissue 2007).

Section 1. The scale of wages for job classifications covered by this Agreement shall be prescribed by a resolution adopted by the County Board which shall be in accord with Appendix "A" so far as said resolution relates to job classifications covered by this Agreement. Wages as set forth in Appendix "A" become effective August 24, 2023 and reflects a five and two-tenths percent (5.20%) increase. Said wages shall be increased by three and two-tenths percent (3.20%) effective August 22, 2024.

Additionally, the County will create a Diesel Technician set at pay grade G16 and pay grades for the following positions shall be reallocated as follows with Appendix A revised accordingly:

Class Code	Classification Title	Current Pay Grade	New Pay Grade
2437	Maintenance Stores Clerk	G11	G12
4512	Equipment Mechanic II	G14	G15
4520	Equipment Operator	G10	G11
4743	Laborer II	G09	G10

Section 2. Upon agreement between the bargaining committees of the County and the Union, the County through its Human Resources Director or other designated representative will take the necessary procedural steps mandated by statute for ratification of the Agreement and presentation of the Agreement to the County Board.

Section 3. Administration of the Compensation Plan shall be as provided in Rule 17, where such provisions do not conflict with this agreement or where this agreement is silent.

Section 4. Retirement: The County will provide a retirement plan as outlined in the following manner:

- A. Each status employee who is eligible to make contributions to the retirement plan will contribute five and two-tenths percent (5.2%) of their wages and the County will match with one hundred fifty percent of the employee's contribution.
- B. Each status employee who was hired after August 22, 2013 and is eligible to make contributions to the retirement plan will contribute eight percent (8.0%) of

their wages and the County will match with one hundred percent of the employee's contribution effective March 28, 2019.

- C. Beginning March 28, 2019, each employee receiving a one hundred fifty percent contribution under this section may irrevocably elect to switch to a one hundred percent contribution for all future contributions as outlined in subsection B herein.

The Union accepts fee leveling with a flat fee per participant for both the 401(a) Lancaster County Employees Retirement Plan and the 457(b) Deferred Compensation Program.

Section 5. An employee will be paid at their regular rate of pay to take the initial Commercial Drivers License examination one time (each of the three phases). Time off with pay for repeat examination will be at the Department Head's discretion. The County will reimburse an employee the difference in cost between a regular drivers license and a Commercial Drivers License, when the employee's position requires a Commercial Drivers License, and only when that license is renewed.

Section 6. Post Employment Health Plan (PEHP). The County administers a Post Employment Health Plan ("PEHP"), which is governed by applicable plan documents, which may be amended by the County from time to time, so long as the terms set forth herein remain unchanged. Beginning with the first pay period after execution of this Agreement, the County will contribute for each eligible employee the amount of \$25 per pay period. All employees who are scheduled to work twenty (20) hours or more per week and have successfully completed their original probationary period shall be eligible to receive the PEHP contribution. All contributions to the PEHP, as provided herein, shall be considered by both parties as part of the total compensation for computation of wages and benefits.

ARTICLE 28 - TEMPORARY ASSIGNMENT TO A HIGHER CLASSIFICATION

Temporary assignment out of class shall mean assignment to an out of class position which is temporarily vacant for any reason. In the event an employee, other than the Labor Supervisor or Senior Equipment Operator, is directed by management personnel to operate a track hoe, backhoe, or motor grader, except no out of class pay would apply to an Equipment Operator II operating a motor grader, that employee shall receive at least a step increase in pay during the period the employee is so engaged in that activity, provided the following is accomplished:

- A. The employee is authorized to perform the full range of duties of the out of class work, even though the employee may not actually perform the full range of duties during the term of that activity; and
- B. The employee must perform the out of class work eight (8) or more consecutive hours before being eligible for out of class pay. The employee shall then be compensated for all consecutive hours worked in the higher class, only after the original eight (8) consecutive hours worked in the higher class.

In the event an employee is performing out of class work and requests and receives approval for paid leave, such paid leave shall be compensated at the employee's rate of pay prior to the assignment of the out of class work.

Examples of out of class pay are for demonstrative purposes, and are not inclusive of all instances when out of class pay may be paid to an employee.

Examples of out of class pay might include :

- a) an employee working four (4) hours out of class at the end of a shift, returning to work the next day and working an additional eight (8) hours out of class. In this example, the employee would be paid out of class pay for four (4) hours of work.
- b) an employee may be assigned to perform out of class work for an eight (8) hour work day. The beginning of the following work day the employee is assigned and performs two (2) hours of out of class work resulting in ten (10) consecutive hours of out of class work. The employee would be paid out of class pay for two (2) hours of work.

Exceptions to this Article for receipt of out of class pay may be made or approved by the Human Resources Director.

ARTICLE 29 - INSURANCE

Section 1. Health Insurance. The County shall maintain a group health insurance policy. The County shall have the sole discretion to contract annually with one or more carriers on any terms of this coverage.

The County shall contribute ninety-five percent (95%) of the carrier single premium cost, eighty-five percent (85%) of the carrier employee plus spouse or employee plus child(ren) premium cost, and eighty-five percent (85%) of the carrier family premium cost.

Section 2. Dental Insurance. The County agrees to provide a comprehensive dental program. The County will pay eighty-five percent (85%) of the monthly premium for Dental Insurance for single coverage. The employee will pay the remaining fifteen percent (15%) of the premium. The County will pay seventy-five percent (75%) of the monthly premium for Dental Insurance for employee plus spouse, employee plus child(ren) and family coverages. The employee will pay the remaining twenty-five percent (25%) of the premium.

Section 3. Life Insurance. The County will pay the full premium on \$30,000 group term life insurance coverage for the employee upon adoption of the addendum to the present Guaranteed Mutual Life Insurance contract. Additional coverage and dependent coverage may be purchased and the employee will pay one hundred percent (100%) of the monthly premium.

Section 4. Long Term Disability. The County will provide a long term disability policy in order to provide some relief from lost wages due to sickness, injury or disability.

ARTICLE 30 - EYEGLASS REPLACEMENT

An employee whose eyeglasses are broken or lost in the performance of duty shall submit a written report before the end of their duty shift explaining what caused said glasses to break. The County shall provide safety lens, scratch resistance and tinting as requested by the employee as replacement lens. Replacement frame cost shall not exceed two hundred seventy-five (\$275) dollars.

ARTICLE 31 - SAVINGS CLAUSE

Section 1. If any provision of this Agreement is subsequently declared by the proper legislative or judicial authority to be unlawful, unenforceable, or not in accordance with applicable statutes or ordinances, all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement.

Section 2. Should any Article, Section or portion thereof, of this Agreement be held unlawful and unenforceable by any court of competent jurisdiction, such decision of the court shall apply only to the specific Article, Section, or portion thereof directly specified in the decision; upon the issuance of such a decision, the parties agree to negotiate a substitute for the invalidated Article, Section, or portion thereof.

ARTICLE 32 - UNION BARGAINING COMMITTEE

Section 1. The Union bargaining committee will include not more than five (5) employees of the County. It may also include two (2) non-employee representatives of IBEW Local 1536. The Union will provide Human Resources with the names of its employee representatives on the bargaining committee in writing.

Section 2. There will be no discrimination against any employee because of their duties as a Union Official, Steward, or Committee Member.

Section 3. Employee members of the bargaining committee will be paid by the employer for time spent in negotiations with management and travel to and from the work site, a cumulative total of fifty-five (55) straight time hours that they would otherwise have worked their regular schedule. None of the time spent in negotiations shall be used to compute hours worked for overtime compensation. Transportation to and from negotiations shall be the responsibility of the individual employee(s). Said transportation shall not include use of any county vehicles nor shall the employee be eligible for mileage reimbursement.

ARTICLE 33 - INFECTIOUS DISEASE

The County recognizes the risk of exposure to contagious diseases of employees. Therefore, the County will annually provide voluntary influenza vaccinations for all employees. It shall be the responsibility of the County to develop, implement and manage this program.

ARTICLE 34 - LICENSES AND CREDENTIALS

In the event that an employee is required to maintain a license or other credential pursuant to the qualification requirements in their job description, each Department Head shall maintain a record of the status of the license or credential, and the dates for required renewals. The status of an employee's license or credential shall also be reviewed with the employee during the employee's annual evaluation.

ARTICLE 35 – SAFETY BOOTS

Section 1. The County shall provide a method by which employees in designated classifications can obtain approved safety footwear (safety boots) that is either ANSI or ASTM approved. Only ANSI Z41 PT-1999; ANSI Z41-1991 or ASTM F2412-05 (compliant with 29 CFR 1910.136) are required. The County will provide \$150.00 per designated employee per calendar year, starting January 1, 2024.

Section 2. Replacement footwear will be at the discretion of the Department Head after reviewing the condition of the employee's footwear including cases in which an employee's safety boots are damaged on the job either in a single event or over time such that the boots are rendered inadequate for proper protection. When required by the Department Head, employees who have received such boots or allowance shall wear such safety boots while engaged in work. Not wearing required safety boots may be the basis for disciplinary action.

ARTICLE 36 - DURATION

Section 1. This Agreement shall be effective as of the 24th day of August, 2023, and shall remain in full force and effect until August 31, 2025.

This Agreement shall be approved by the International President of the International Brotherhood of Electrical Workers.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement
this 23 day of January, 2024.

LANCASTER COUNTY, NEBRASKA



PAUL MOODY
PRESIDENT & BUSINESS MANAGER
LOCAL NO. 1536 IBEW

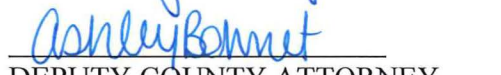


COUNTY COMMISSIONERS



COUNTY CLERK

APPROVED AS TO FORM THIS 18th
DAY OF January, 2024.



DEPUTY COUNTY ATTORNEY
FOR PATRICK CONDON
LANCASTER COUNTY ATTORNEY

IBEW COUNTY ENGINEER PAY PLAN

Reflects a 5.2% increase

Effective August 24, 2023

3.6% between steps

CLASS		PAY								
CODE	CLASSIFICATION TITLE	GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
2437	MAINTENANCE STORES CLERK	G12	23.292	24.130	24.998	25.896	26.827	27.793	28.795	29.831
4511	EQUIPMENT MECHANIC I	G10	21.702	22.478	23.292	24.130	24.998	25.896	26.827	27.793
4512	EQUIPMENT MECHANIC II	G15	25.896	26.827	27.793	28.795	29.831	30.907	32.018	33.171
4520	EQUIPMENT OPERATOR	G11	22.478	23.292	24.130	24.998	25.896	26.827	27.793	28.795
4522	EQUIPMENT OPERATOR II	G13	24.130	24.998	25.896	26.827	27.793	28.795	29.831	30.907
4523	SENIOR EQUIPMENT OPERATOR	G14	24.998	25.896	26.827	27.793	28.795	29.831	30.907	32.018
4524	TRAFFIC SIGN WORKER	G11	22.478	23.292	24.130	24.998	25.896	26.827	27.793	28.795
4740	ROAD CONSTRUCTION & MAINTENANCE HELPER	G01	15.782	16.352	16.941	17.548	18.184	18.839	19.515	20.216
4742	LABORER	G08	20.216	20.945	21.702	22.478	23.292	24.130	24.998	25.896
4743	LABORER II	G10	21.702	22.478	23.292	24.130	24.998	25.896	26.827	27.793
4745	LABOR SUPERVISOR	G15	25.896	26.827	27.793	28.795	29.831	30.907	32.018	33.171

IBEW COUNTY ENGINEER PAY GRADES

Reflects a 5.2% increase
Effective August 24, 2023
3.6% between steps

PAY GRADE		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
G01	ANNUAL	32,826.56	34,012.16	35,237.28	36,499.84	37,822.72	39,185.12	40,591.20	42,049.28
	MONTHLY	2,735.55	2,834.35	2,936.44	3,041.65	3,151.89	3,265.43	3,382.60	3,504.11
	BIWEEKLY	1,262.56	1,308.16	1,355.28	1,403.84	1,454.72	1,507.12	1,561.20	1,617.28
	HOURLY	15.782	16.352	16.941	17.548	18.184	18.839	19.515	20.216
G02	ANNUAL	34,012.16	35,237.28	36,499.84	37,822.72	39,185.12	40,591.20	42,049.28	43,565.60
	MONTHLY	2,834.35	2,936.44	3,041.65	3,151.89	3,265.43	3,382.60	3,504.11	3,630.47
	BIWEEKLY	1,308.16	1,355.28	1,403.84	1,454.72	1,507.12	1,561.20	1,617.28	1,675.60
	HOURLY	16.352	16.941	17.548	18.184	18.839	19.515	20.216	20.945
G03	ANNUAL	35,237.28	36,499.84	37,822.72	39,185.12	40,591.20	42,049.28	43,565.60	45,140.16
	MONTHLY	2,936.44	3,041.65	3,151.89	3,265.43	3,382.60	3,504.11	3,630.47	3,761.68
	BIWEEKLY	1,355.28	1,403.84	1,454.72	1,507.12	1,561.20	1,617.28	1,675.60	1,736.16
	HOURLY	16.941	17.548	18.184	18.839	19.515	20.216	20.945	21.702
G04	ANNUAL	36,499.84	37,822.72	39,185.12	40,591.20	42,049.28	43,565.60	45,140.16	46,754.24
	MONTHLY	3,041.65	3,151.89	3,265.43	3,382.60	3,504.11	3,630.47	3,761.68	3,896.19
	BIWEEKLY	1,403.84	1,454.72	1,507.12	1,561.20	1,617.28	1,675.60	1,736.16	1,798.24
	HOURLY	17.548	18.184	18.839	19.515	20.216	20.945	21.702	22.478
G05	ANNUAL	37,822.72	39,185.12	40,591.20	42,049.28	43,565.60	45,140.16	46,754.24	48,447.36
	MONTHLY	3,151.89	3,265.43	3,382.60	3,504.11	3,630.47	3,761.68	3,896.19	4,037.28
	BIWEEKLY	1,454.72	1,507.12	1,561.20	1,617.28	1,675.60	1,736.16	1,798.24	1,863.36
	HOURLY	18.184	18.839	19.515	20.216	20.945	21.702	22.478	23.292

IBEW COUNTY ENGINEER PAY GRADES

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Effective August 24, 2023
3.6% between steps

PAY GRADE		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
G06	ANNUAL	39,185.12	40,591.20	42,049.28	43,565.60	45,140.16	46,754.24	48,447.36	50,190.40
	MONTHLY	3,265.43	3,382.60	3,504.11	3,630.47	3,761.68	3,896.19	4,037.28	4,182.53
	BIWEEKLY	1,507.12	1,561.20	1,617.28	1,675.60	1,736.16	1,798.24	1,863.36	1,930.40
	HOURLY	18.839	19.515	20.216	20.945	21.702	22.478	23.292	24.130
G07	ANNUAL	40,591.20	42,049.28	43,565.60	45,140.16	46,754.24	48,447.36	50,190.40	51,995.84
	MONTHLY	3,382.60	3,504.11	3,630.47	3,761.68	3,896.19	4,037.28	4,182.53	4,332.99
	BIWEEKLY	1,561.20	1,617.28	1,675.60	1,736.16	1,798.24	1,863.36	1,930.40	1,999.84
	HOURLY	19.515	20.216	20.945	21.702	22.478	23.292	24.130	24.998
G08	ANNUAL	42,049.28	43,565.60	45,140.16	46,754.24	48,447.36	50,190.40	51,995.84	53,863.68
	MONTHLY	3,504.11	3,630.47	3,761.68	3,896.19	4,037.28	4,182.53	4,332.99	4,488.64
	BIWEEKLY	1,617.28	1,675.60	1,736.16	1,798.24	1,863.36	1,930.40	1,999.84	2,071.68
	HOURLY	20.216	20.945	21.702	22.478	23.292	24.130	24.998	25.896
G09	ANNUAL	43,565.60	45,140.16	46,754.24	48,447.36	50,190.40	51,995.84	53,863.68	55,800.16
	MONTHLY	3,630.47	3,761.68	3,896.19	4,037.28	4,182.53	4,332.99	4,488.64	4,650.01
	BIWEEKLY	1,675.60	1,736.16	1,798.24	1,863.36	1,930.40	1,999.84	2,071.68	2,146.16
	HOURLY	20.945	21.702	22.478	23.292	24.130	24.998	25.896	26.827
G10	ANNUAL	45,140.16	46,754.24	48,447.36	50,190.40	51,995.84	53,863.68	55,800.16	57,809.44
	MONTHLY	3,761.68	3,896.19	4,037.28	4,182.53	4,332.99	4,488.64	4,650.01	4,817.45
	BIWEEKLY	1,736.16	1,798.24	1,863.36	1,930.40	1,999.84	2,071.68	2,146.16	2,223.44
	HOURLY	21.702	22.478	23.292	24.130	24.998	25.896	26.827	27.793

IBEW COUNTY ENGINEER PAY GRADES

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PAY GRADE		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
G11	ANNUAL	46,754.24	48,447.36	50,190.40	51,995.84	53,863.68	55,800.16	57,809.44	59,893.60
	MONTHLY	3,896.19	4,037.28	4,182.53	4,332.99	4,488.64	4,650.01	4,817.45	4,991.13
	BIWEEKLY	1,798.24	1,863.36	1,930.40	1,999.84	2,071.68	2,146.16	2,223.44	2,303.60
	HOURLY	22.478	23.292	24.130	24.998	25.896	26.827	27.793	28.795
G12	ANNUAL	48,447.36	50,190.40	51,995.84	53,863.68	55,800.16	57,809.44	59,893.60	62,048.48
	MONTHLY	4,037.28	4,182.53	4,332.99	4,488.64	4,650.01	4,817.45	4,991.13	5,170.71
	BIWEEKLY	1,863.36	1,930.40	1,999.84	2,071.68	2,146.16	2,223.44	2,303.60	2,386.48
	HOURLY	23.292	24.130	24.998	25.896	26.827	27.793	28.795	29.831
G13	ANNUAL	50,190.40	51,995.84	53,863.68	55,800.16	57,809.44	59,893.60	62,048.48	64,286.56
	MONTHLY	4,182.53	4,332.99	4,488.64	4,650.01	4,817.45	4,991.13	5,170.71	5,357.21
	BIWEEKLY	1,930.40	1,999.84	2,071.68	2,146.16	2,223.44	2,303.60	2,386.48	2,472.56
	HOURLY	24.130	24.998	25.896	26.827	27.793	28.795	29.831	30.907
G14	ANNUAL	51,995.84	53,863.68	55,800.16	57,809.44	59,893.60	62,048.48	64,286.56	66,597.44
	MONTHLY	4,332.99	4,488.64	4,650.01	4,817.45	4,991.13	5,170.71	5,357.21	5,549.79
	BIWEEKLY	1,999.84	2,071.68	2,146.16	2,223.44	2,303.60	2,386.48	2,472.56	2,561.44
	HOURLY	24.998	25.896	26.827	27.793	28.795	29.831	30.907	32.018
G15	ANNUAL	53,863.68	55,800.16	57,809.44	59,893.60	62,048.48	64,286.56	66,597.44	68,995.68
	MONTHLY	4,488.64	4,650.01	4,817.45	4,991.13	5,170.71	5,357.21	5,549.79	5,749.64
	BIWEEKLY	2,071.68	2,146.16	2,223.44	2,303.60	2,386.48	2,472.56	2,561.44	2,653.68
	HOURLY	25.896	26.827	27.793	28.795	29.831	30.907	32.018	33.171

IBEW
COUNTY ENGINEER PAY GRADES

Reflects a 5.2% increase
Effective August 24, 2023
3.6% between steps

PAY GRADE		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
G16	ANNUAL	55,800.16	57,809.44	59,893.60	62,048.48	64,286.56	66,597.44	68,995.68	71,477.12
	MONTHLY	4,650.01	4,817.45	4,991.13	5,170.71	5,357.21	5,549.79	5,749.64	5,956.43
	BIWEEKLY	2,146.16	2,223.44	2,303.60	2,386.48	2,472.56	2,561.44	2,653.68	2,749.12
	HOURLY	26.827	27.793	28.795	29.831	30.907	32.018	33.171	34.364