

COUNTY PERSONNEL POLICY BOARD

March 19, 2024

MEETING

Meeting was held Tuesday, March 19, 2024, Commissioners Hearing Room, County-City Building, Lincoln, Nebraska.

Members present: Jeanne Sayers, Sherri Wimes, and Hannah Schmidt. Members absent: Jaydon Pence and Eric Brown. Human Resources Department resource staff attending: Malerie McNair.

The meeting was opened at 1:30 p.m. by Vice-Chair, Hannah Schmidt.

Agenda Item 1 was the approval of the minutes from the January 4, 2024 meeting. It was moved by Jeanne Sayers and seconded by Hannah Schmidt to approve the minutes as presented. Voting YES: Jeanne Sayers and Hannah Schmidt. Abstaining: Sherri Wimes. The minutes will show as approved.

Agenda Item 2 was the request to amend County Rule 4.8 – Hearings. Barb McIntyre of the Human Resources Department explained that the current procedures for the personnel policy board are from 1984. Barb McIntyre explained the amendment is combining the information from the current 1984 procedures for conduct and the subpoenas document from 2019, and merging them into County Rule 4.8. Barb McIntyre indicated that feedback from Ashley Bohnet in the County Attorneys office and Tom McCarty from Keating O’ Gara were taken and put into the proposed rule amendments. Hannah Schmidt suggested going through the rule section by section and tackling the changes as they arise. The first section mentioned was 4.8 (b). Barb McIntyre stated that Human Resources has always been the point of contact and for operating purposes. Hannah Schmidt suggests adding language stating that if a dispute arises relating to hearing timing or location, the Chair or Vice-Chair will resolve the dispute. Barb McIntyre said that she would take the notes of the suggested language and take them to County Board. The next section mentioned for edits was 4.8 (e). Hannah Schmidt suggested adding “At least” to start the sentence. The next section mentioned was 4.8 (f). Hannah Schmidt again suggested adding “At least” to start the sentence. The next section mentioned was 4.8 (g). Following discussion with Tom McCarty, Ashley Bohnet, Barb McIntyre, and the Board, Hannah Schmidt suggested removing (1), (2), and (3) completely to just leave (g.). Tom McCarty and Barb McIntyre agreed. Ashley Bohnet suggested to take the first sentence in (3) and move it to the end of (g.). All parties agreed. The next section mentioned was 4.8 (l). Ashley Bohnet explained the choice for language in (2). Tom McCarty explained his reasoning for his proposed language. Hannah Schmidt suggested adding language to the first sentence to include “with the party that bares the burden of proof going first”. The next section mentioned was 4.8 (o). Hannah Schmidt asked what “appointing authority” means. Ashley Bohnet stated that it was language she got from Tom McCarty. Tom McCarty suggested it might have come from the Statue, but that it means “The County”. Barb McIntyre suggested to changing it to “The County” instead. The next section mentioned was 4.8 (q). Ashley Bohnet shared her thoughts on why the language “failure to sustain” was chosen. Tom McCarty wanted to clarify what a 2-2 vote would mean that the grievance loses, Hannah Schmidt clarified that is a vote is 2-2, that results in a denial and the grievance or appeal is “reversed”. Hannah Schmidt suggested changing the language in the second sentence to read, “A failure to reach a majority of affirmative votes would either result in a denial of the grievance or a failure to sustain the disciplinary action”. All parties agreed. Following discussion, it was moved by Hannah Schmidt and seconded by Sherri Wimes to approve the amendment with the proposed language changes. Motion unanimously approved by roll call vote.

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Agenda Item 3 was the request to create the classifications 4513 – Diesel Technician. Barb McIntyre of the Human Resources department explained that this was negotiated for to add into the County Engineering labor contract. This is a skilled diesel technician position, which is different than an automotive technician. Following discussion, it was moved by Hannah Schmidt and seconded by Jeanne Sayers to approve the amendment as presented. Motion unanimously approved by roll call vote.

Agenda Item 4 was the request to revise and change the title of the following classifications 4512 – Equipment Mechanic II to Automotive Mechanic and 4985 – Road Maintenance Superintendent to Road Superintendent and was taken in two parts. First, Barb McIntyre of the Human Resources Department explained that they are separating the Equipment Mechanic II and Automotive Mechanic out, because each is a different skill set. Following discussion, it was moved by Hannah Schmidt and seconded by Sherri Wimes to approve the amendment as presented. Motion unanimously approved by roll call vote. Secondly, Barb McIntyre explained that the request to revise Road Maintenance Superintendent to Road Superintendent was from the County Engineering Department. The update includes administrative and supervisory work directing all road construction functions, just not the maintenance functions, which broadens the class. Barb McIntyre stated there is one employee currently doing this work, so they would be reallocated to this position. Following discussion, it was moved by Hannah Schmidt and seconded by Jeanne Sayers to approve the amendment as presented. Motion unanimously approved by roll call vote.

Agenda Item 5 was the request to revise, change the title and pay range of the classification 0914 – Social Worker (E16) to 0914 – Mitigation Specialist (E17). Barb McIntyre of the Human Resources department explained that this was a request of the Public Defender’s Office and welcomed up Kristi Egger of the Public Defenders Office. Kristi Egger explained the reasoning of the requested revisions to this classification and the title are to better reflect the duties and responsibilities being performed. Kristi Egger stated that a market review was also conducted and supports increasing the pay grade. Jeanne Sayers asked if they are eliminating social workers. Kristi Egger explained that the Public Defender’s Office will no longer was employees with the title Social Worker, but that they aren’t eliminating the work. The new classification with the change to title will better reflect job duties. Following discussion, it was moved by Hannah Schmidt and seconded by Sherri Wimes to approve the amendment as presented. Motion unanimously approved by roll call vote.

Agenda Item 6 was the request to change the pay grade of the classification 0913 – Investigator from (E14) to (E15). Kristi Egger of the Public Defender’s Office explained that Human Resources conducted a market review and supports increasing the pay grade. Following discussion, it was moved by Hannah Schmidt and seconded by Sherri Wimes to approve the amendment as presented. Motion unanimously approved by roll call vote.

Agenda Item 7 was the request to revise the classifications 4522 – Equipment Operator II (G13) and 7860 – Juvenile Detention Officer (Y01). Jeanne Sayers asked why the word “backhoe” was removed. Barb McIntyre of the Human Resources Department welcomed up Pam Dingman from the County Engineering Department to explain. Pam Dingman shared that during labor negotiations, out of class pay was revised to include Equipment Operator II operating a backhoe. Therefore, the Equipment Operator II classification is being revised to remove “backhoe” from

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the list of equipment used. This will resolve the discrepancy between the IBEW G contract and classification. Barb McIntyre then explained the revision to the Juvenile Detention Officer classification. Barb McIntyre stated that this was a request from the Youth Services Department. Youth Services requested to revise the driver's license requirement to create a larger applicant pool. Any employee providing transport would be required to have a driver's license, but removing the requirement from those who don't. Following discussion, it was moved by Hannah Schmidt and seconded by Sherri Wimes to approve the amendment as presented. Motion unanimously approved by roll call vote.

Agenda Item 8 and Item 9 were taken together. Agenda Item 8 was the request to change the title of the classification 4704 – Casual Work II to Casual Worker. Agenda Item 9 was the request to delete classifications 4703 – Casual Worker I (A02) and 4511- Equipment Mechanic I (G10). Barb McIntyre of the Human Resources Department explained that Human Resources is requesting the edits as clean up due to minimum wage increasing. Barb McIntyre stated they are elimination 4703 – Casual Worker I, because that position is now below what the minimum wage is. Barb McIntyre explained they are revising the title of 4704 - Casual Worker II to Casual Worker and the classification will be used broadly for all Casual Workers who will be hired. Following discussion, it was moved by Hannah Schmidt and seconded by Sherri Wimes to approve the amendment as presented. Motion unanimously approved by roll call vote.

Agenda Item 10 was the request to delete the pay grades (A01), (A02), (A03), and (A04). Barb McIntyre of the Human Resources department explained that the minimums for these pay grades are all start before minimum wage, so therefore deleting for clean-up. Barb McIntyre stated that there were no positions assigned to the pay grades. Following discussion, it was moved by Hannah Schmidt and seconded by Sherri Wimes to approve the amendment as presented. Motion unanimously approved by roll call vote.

Agenda Item 11 was the request to amend County Rule 4.3 – Power & Duties. Barb McIntyre of the Human Resources Department explained that the board must act on the agenda items that are taken to County Personnel Policy Board. Barb McIntyre stated that this does not pertain to grievances and/or appeals. Hannah Schmidt proposed adding language that reiterates the proposed edits does not pertain to grievances and/or appeals. Barb McIntyre suggested addition the language “the creation, amendments, or removal of” to the first sentence in the second paragraph. Following discussion, it was moved by Hannah Schmidt and seconded by Jeanne Sayers to approve the amendment as presented. Motion unanimously approved by roll call vote.

Agenda Item 12 was the request to amend County Rule 9.1 – Promotion. Barb McIntyre of the Human Resources Department explained that the edit to (f) regarding reallocation to a different pay range helps solve a pay inequity issue. If an employee gets reallocated to a different pay range within their probationary period, they will no longer get the one-step at the end of their probationary period. Following discussion, it was moved by Hannah Schmidt and seconded by Sherri Wimes to approve the amendment as presented. Motion unanimously approved by roll call vote.

Agenda Item 13 was the request to amend County Rule 17.18 – Longevity. Barb McIntyre of the Human Resources Department explained that back in 2011 they grandfathered in anyone who was in the unrepresented service into a longevity pay plan, but those employees sometimes move around. Barb McIntyre stated that this is clarifying the practice of when an employee moves out of a position that has grandfathered longevity into a Union covered position that does not have

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longevity, the employee does not get to take the longevity with them. In order to continue to receive the longevity, they must stay in the position that has the grandfathered longevity. Following discussion, it was moved by Hannah Schmidt and seconded by Sherri Wimes to approve the amendment as presented. Motion unanimously approved by roll call vote.

Agenda Item 14 was the request to amend County Rule 17.26 – Referral Bonus Pilot Program. Barb McIntyre of the Human Resources Department explained that this was a pilot and that they are making it permanent. Sherri Wimes suggested removing all “pilot” language. Following discussion, it was moved by Hannah Schmidt and seconded by Jeanne Sayers to approve the amendment as presented. Motion unanimously approved by roll call vote.

Agenda Item 15 was the request to amend County Rule 19.7 – Special Leave. Barb McIntyre of the Human Resources Department explained that today the department heads have the ability to grant leave of absence to not exceed 30 calendar days. If the employee needs anything longer than 30 calendar days, the request comes to Human Resources, not to exceed 90 calendar days. This request is updating the language to reflect the process that is happening today. Barb McIntyre also touched base on the second paragraph language that was removed. Barb McIntyre stated the language was being removed, as it was too subjective. Following discussion, it was moved by Hannah Schmidt and seconded by Sherri Wimes to approve the amendment as presented. Motion unanimously approved by roll call vote.

Agenda Item 16 was the request to amend County Rule 19.8 - Paid Parental Leave. Barb McIntyre of the Human Resources Department explained that this was tabled before and is coming back to the board to be acted upon. Barb McIntyre stated that some bargaining units have negotiated paid parental leave into their contracts, with expectation that more will also do so. The updated language includes all who are covered under the rule, which are unrepresented and some of the bargaining units that have negotiated it into their contracts. Following discussion, it was moved by Hannah Schmidt and seconded by Sherri Wimes to approve the amendment as presented. Motion unanimously approved by roll call vote.

Agenda Item 17 was the request to amend the County Human Resources Policy Bulletin – Overtime Pay Policy. Barb McIntyre of the Human Resources Department explained that when the IBEW-G contract was negotiated, they had increased the amount of comp time that they could comp when they go to 10-hour days in the spring and summer when they are working those 10-hour shifts. Barb McIntyre stated that when they opened up the policy to add the comp edits, they realized the policy needed a whole update, which regards clean-up language to reflect clarity in current practices, gender neutral language, and changing “department” to “agency”. Following discussion, it was moved by Hannah Schmidt and seconded by Sherri Wimes to approve the amendment as presented. Motion unanimously approved by roll call vote.

Agenda Item 18 was for the request for appeal hearing for IBEW – James Gibbs - Suspension - Engineering. The appeal was continued.

There being no further business, the meeting adjourned at 3:45 p.m.

The next regularly scheduled meeting is tentatively set for Thursday, April 4, 2024.

Malerie McNair
Human Resources Representative

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PC: Department Heads
Union Presidents
Rick Deboer
Josh Bassen
Ashley Bohnet
Kristy Bauer
James Gibbs