

# **CITY PERSONNEL BOARD**

## **October 20, 2022**

### **MEETING**

Meeting was held Thursday, October 20, 2022, City Council Chambers, County-City Building, Lincoln, Nebraska.

Members present: Ryan Dale, Maggie Schiefen, and Nicholette Seigfreid. Members absent: Shannon Rowen, Christy Abraham. Human Resources department resource staff attending: Shelly Madison.

The meeting was opened at 1:30 p.m. by Chair Ryan Dale.

Agenda Item 1 was to approve the minutes from the September 15, 2022 meeting. The Board was unable to approve the minutes from September 15, 2022 meeting based on the current attendance.

Agenda Item 2 was the request to create the classification 0029 – Litigation Support Paralegal – E12. Barb McIntyre of the Human Resources department explained the creation of this classification is being requested by the Law department. The classification will work on more complex litigations and E-discovery. This is not an added FTE, but would be a reallocation of two current employees that are doing this work. Following discussion, it was moved by Maggie Schiefen and seconded by Nicholette Seigfreid to approve the creation as presented. Motion unanimously carried by roll call vote.

Agenda Item 3 was the request to revise and change the pay range for the classification 0028 – Paralegal – X20 to E09. Barb McIntyre of the Human Resources department explained these changes were requested by the Law department. A compensation study was conducted and moving this classification to an E09 will help give this position growth and help with hiring employees. Following discussion, it was moved by Maggie Schiefen and seconded by Nicholette Seigfreid to approve the pay range change as presented. Motion unanimously carried by roll call vote.

Agenda Item 4 was the request to revise the classification 3672 – Public Health Laboratory Technician – C17. Barb McIntyre of the Human Resources department explained that the revisions requested by the Health department was to change minimum requirements to an associate degree and delete license requirement to help with difficulties in hiring for this position. Following discussion, it was moved by Maggie Schiefen and seconded by Ryan Dale to approve the classification change as presented. Motion unanimously carried by roll call vote.

# **CITY PERSONNEL BOARD**

## **Meeting**

**October 20, 2022**

**PAGE 2**

Agenda Item 5 was the request to amend Section 2.76.040 of the Lincoln Municipal Code – Definitions. Barb McIntyre of the Human Resources department explained every month we'll be working through updating Codes and with that will be changes to Definitions as well. We are starting a clean-up effort of the Lincoln Municipal Codes of updating language, consistency in terms, and overall updating the Codes to better match the current processes. Following discussion, it was moved by Ryan Dale and seconded by Nicholette Seigfreid to approve the amendment as presented. Motion unanimously carried by roll call vote.

Agenda Item 6 was the request to amend Section 2.76.175 of the Lincoln Municipal Code – Compensation Plan, Promotion, Transfer, Demotion or Temporary Promotion. Barb McIntyre of the Human Resources department mentioned external hires are treated better than internal hires, so this needs to be more equitable. Changes include if an employee gets reallocated while on probationary period they are to remain on that probationary period and fulfill their obligations with no pay increase at the end of this probationary period, language surrounding temporary promotions where department Heads will be responsible for determining if the employee is meeting minimum requirements rather than the Director to reflect the current practice, and consistency of repetitive language. Following discussion, it was moved by Ryan Dale and seconded by Nicholette Seigfreid to approve the amendment as presented. Motion unanimously carried by roll call vote.

Agenda Item 7 was the request to amend Section 2.76.340 of the Lincoln Municipal Code – Appointments. Barb McIntyre of the Human Resources department explained some changes include the Department Head being responsible for giving dismissal notices and no longer the HR Director per current practice, and a department can extend an employee's probationary period up to six months, for such reasons of giving the employee ample time to test or re-test to meet the position's requirements so no breaks in service. Following discussion, it was moved by Ryan Dale and seconded by Nicholette Seigfreid to approve the amendment as presented. Motion unanimously carried by roll call vote.

Agenda Item 8 was the request to amend Section 2.76.395 of the Lincoln Municipal Code – Vacation Leave with Pay. Barb McIntyre of the Human Resources department explained some of the changes include now probationary employees with the exception of pay range prefixed by "F" can use vacation leave after they start, language changes to vacation buyouts, and general language updates. Following discussion, it was moved by Ryan Dale and seconded by Nicholette Seigfreid to approve the amendment as presented. Motion unanimously carried by roll call vote.

**CITY PERSONNEL BOARD**  
**Meeting**  
**October 20, 2022**  
**PAGE 3**

Agenda Item 9 was the request to delete Section 2.76.410 of the Lincoln Municipal Code – Pregnancy Leave. Barb McIntyre of the Human Resources department explained this is a really old policy, not up-to-date with leave start dates, and we are currently using the language in the FMLA policy for pregnancy leaves. Marna Munn of the Law department added that this needed to be updated per the EEOC and NEOC rules. Following discussion, it was moved by Ryan Dale and seconded by Nicholette Seigfreid to approve the deletion as presented. Motion unanimously carried by roll call vote.

Agenda Item 10 was the request to amend Section 2.76.430 of the Lincoln Municipal Code – Leaves of Absences, Length of Service. Barb McIntyre of the Human Resources department explained some of the changes include no longer adjusting the continuous service or eligibility date if an employee is on an approved leave for more than 30 days which then affects benefits and the date of their next pay increase, yet will continue to adjust such dates per travel leaves. Ryan Dale asked if military should be mentioned and Barb McIntyre replied that it is protected under its own plan, but should be added to this code as well. Following discussion, it was moved by Ryan Dale and seconded by Nicholette Seigfreid to approve the amendment with the changes. Motion unanimously carried by roll call vote.

There being no further business, the meeting adjourned at 2:15 p.m.

The next regularly scheduled meeting is tentatively set for November 17, 2022.

Shelly Madison  
Human Resources Clerk

PC: Directors