

March 4, 2022

TO: City of Lincoln Personnel Board Members

SUBJECT: Personnel Board Meeting
Friday, March 11, 2022
10:00 a.m., Council Chambers
County-City Building

NOTE: Special Meeting Date & Time

AGENDA

ITEM 1: Approval of Minutes from the February 17, 2022 meeting.

ITEM 2: Request to create the following classification:

CLASS

<u>CODE</u>	<u>CLASS TITLE</u>	<u>PAY RANGE</u>
2415	Assistant Director of Aging Partners	W02 (\$74,748.96 - \$125,157.76)

ITEM 3: Request to change the pay range of the following classifications:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>	<u>CURRENT PAY RANGE</u>	<u>PROPOSED PAY RANGE</u>
1342	Police Records Manager	A13 (\$64,442.56 - \$85,956.00)	A16 (\$74,609.60 - \$99,513.44)
3143	Crime Analysis Manager	A13 (\$64,442.56 - \$85,956.00)	A15 (\$71,063.20 - \$94,781.44)

ITEM 4: Request to amend Section 2.76.145 of the Lincoln Municipal Code – Compensation Plan; Merit Pay Plan; Administration and Requirements for Advancement

ITEM 5: Request to amend Section 2.76.150 of the Lincoln Municipal Code – Compensation Plan: Merit Pay Plan; Pay Increases for Exceptional Service

ITEM 6: Request to amend Section 2.76.153 of the Lincoln Municipal Code – Compensation Plan; Merit Pay Plan; Shift Differential

ITEM 7: Request to amend Section 2.76.200 of the Lincoln Municipal Code – Compensation Plan: Temporary Assignment in a Higher Classification

ITEM 8: Request to amend Section 2.76.202 of the Lincoln Municipal Code – Wage Adjustment

ITEM 9: Miscellaneous Discussion

PC: City Clerk
Directors

ACCOMMODATION NOTICE

The City of Lincoln complies with Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973 guidelines. Ensuring the public's access to and participating in public meetings is a priority for the City of Lincoln. In the event you are in need of a reasonable accommodation in order to attend or participate in a public meeting conducted by the City of Lincoln, please contact the Director of Equity and Diversity, Lincoln Commission on Human Rights, at 402 441-7624 as soon as possible before the scheduled meeting date in order to make your request.

ASSISTANT DIRECTOR OF AGING PARTNERS

NATURE OF WORK

This is highly responsible administrative and supervisory work serving as Assistant Director of Aging Partners and assisting in the total operation of the Department.

Work involves assisting the Director of Aging partners in the administration of the programs, projects, and activities of the Department. Work includes developing and implementing program policies and procedures and reviewing and evaluating the effectiveness of the programs and services provided. An employee in this class is expected to exercise considerable initiative and independent judgment within the framework of established guidelines and departmental policies. General supervision is received from the Director of Aging Partners with work being reviewed through the effectiveness of programs and services provided, regulatory compliance with Federal and State regulation, reports and plans submitted, conferences and public comment. Supervision is exercised over professional, paraprofessional, and clerical employees.

EXAMPLES OF WORK PERFORMED

Assists the Director of Aging Partners in the overall administration of the Aging Partners Department including the development of departmental goals and objectives, program development and budget preparation.

Serves as Assistant Director of Aging Partners and acts for Director of Aging Partners in his/her absence.

Oversees the data management activities of Aging Partners, ensuring that all requirements are met.

Coordinates, supervises, and evaluates the work of professional, paraprofessional and clerical employees.

Ensures agency compliance with Federal and State regulation through a process of monitoring, audit, and regular communications with regulatory partners.

Performs administrative duties in the areas and services of financial, contracting, personnel and grant administration.

Establishes and maintains liaison with community and business groups and organizations and federal, state, and municipal officials.

Delivers presentations to interested groups, agencies and the media; works with community organizations, agencies and the media to promote program awareness of Aging Partners programs.

Performs related work as required or assigned.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the principles and methods of organization, management and public administration.

Thorough knowledge of organizational and administrative policies and procedures

Thorough knowledge of appropriate federal, state and local laws and regulations as they pertain to the programs and services provided.

Ability to plan, organize, supervise, and evaluate the work of professional, paraprofessional and clerical employees.

Ability to establish and maintain effective working relationships with community leaders, business representatives, public officials, co-workers and the general public.

Ability to analyze problems and situations and to plan and implement programs to assist in resolving problems.

Ability to prepare oral and written reports clearly and concisely.

Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in business administration, public administration, human or behavioral sciences or related field; plus four years of administrative and supervisory experience; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

3/22

PS2415

2.76.145 Compensation Plan; Merit Pay Plan; Administration and Requirements for Advancement (revised 3/22)

- a. **Advancement** by an employee through the merit pay steps in the merit pay plan shall be on the basis of performance as determined by the employee's department head. In making the decision as to whether or not an employee deserves and shall receive a merit pay step increase, the department head must find that the employee being considered has performed in a commendable or outstanding manner.

A merit step increase shall be awarded only when an employee receives the score required for an increase. In any case where a merit increase has been denied, the next eligibility date for receipt of a merit step increase will be one year from the current eligibility date, at which time the employee must receive the score required for an increase. Supplemental ratings may be done throughout a rating period, but merit step increases may not be granted other than on the employee's eligibility date.

Merit increases shall be awarded on the basis of performance only, and under no circumstances shall any department head award or deny any employee a merit step increase on the basis of personal or political favoritism or discrimination.

- b. A probationary employee shall become eligible for a one-step merit pay increase in accordance with the standards specified in subparagraph (a) above after completion of the probationary period of employment. Except as otherwise provided in subparagraph (c) below and Section 2.76.150, a one-step merit pay increase, subsequent to the first such increase after completion of the probationary period of employment, may be granted no more often than one year of service from the date the last merit step increase became effective. Merit step increases shall take effect at the beginning of the pay period in which the pay eligibility date occurs for pay ranges prefixed by "P" or "F". Merit step increases shall take effect at the beginning of the first full pay period following the established eligibility date for pay ranges prefixed by "N", "X", "E", "A", "C", or "M". Salary increases or decreases resulting from the amendment of the compensation plan in accordance with Sections 2.76.125 and 2.76.130 shall have no effect on the within-range merit step increases authorized by this section unless otherwise specified in Section 2.76.130.
- c. Upon a showing by an employee of exceptional and unusual circumstances in connection with his classification and with the recommendation of the appointing authority, the Mayor may grant

permanent one- or two-step merit increases which are consistent with the spirit and purpose of the merit system provisions of the city charter. The effective date of the merit step increase(s), granted in accordance with this subparagraph (c), shall be used to establish a new eligibility date, which shall be one year from the effective date of the merit step increase(s). This subsection applies only to ranges prefixed by ~~"N"~~, "X", "F", "P", "E", "A", or "C".

2.76.150 Compensation Plan; Merit Pay Plan; Pay Increases for Exceptional Service.

- a. Increases for exceptional service shall be paid only on recommendation of the department head supported by a convincing showing in writing of exceptional service as related to specific criteria to be recommended by each department applicable to its own work and approved by the Human Resources Director. Increases for exceptional service will automatically terminate at the expiration of the authorized time and may only be granted once per calendar year. ~~unless renewed by the same procedure as is required for original approval.~~ This section applies only to ranges prefixed by "N", "X", ~~"F", "P",~~ "E", "A", or "C".
- ~~b. Additional pay increases to recognize exceptional service may also be granted by awarding a one- or two-step increase which may be authorized for periods of six, twelve, eighteen, or twenty-four pay periods. This section applies only to ranges prefixed by "N", "X", "F", "P", or "E".~~
- c. For an employee being paid at the maximum rate of his pay range, a temporary exceptional service increase may be granted. Such pay increase shall not exceed three and one-half percent of the employee's current annualized salary, or \$300.00, whichever is greater, to be paid in two, four, or six pay periods. This section applies only to ranges prefixed by "N", "X", ~~"F", "P",~~ "E", "A", or "C".
- ~~b.d.~~ For an employee who is not at the maximum of his pay range, a one- or two-step increase may be authorized for periods of two, four, or six pay periods for employees in pay ranges prefixed by ~~"A"~~ or "C". "N", "X", "E", "A", or "C".
- ~~e. The Human Resources Director shall annually send a written report to the Mayor listing employees approved for exceptional service pay increases.~~

2.76.153 Compensation Plan; Merit Pay Plan; Shift Differential.

Probationary and regular employees in pay ranges prefixed by “N” or “X” who are regularly assigned to second and third shifts shall be paid an additional ~~fifty-two~~sixty cents per hour for second shift and ~~seventy-two~~ cents per hour for third shift. The differential pay per hour shall be included as an addition to their current hourly rate. To be entitled to second shift differential pay, an employee must work a majority of his regularly scheduled shift hours between 5:00 p.m. and 11:59 p.m. To be entitled to third shift differential pay, an employee must work a majority of his regularly scheduled shift hours between 11:59 p.m. and 9:00 a.m. Current hourly rate shall mean the hourly rate of pay which is applicable to the employee’s regularly assigned job classification; provided, however, that if an employee is entitled to out-of-class pay, the employee’s current hourly rate shall be the applicable out-of-class hourly rate of pay.

Probationary and regular employees in pay ranges prefixed by “C” who are regularly assigned to second and third shifts shall be paid an additional seventy cents per hour. The differential pay per hour shall be included as an addition to their current hourly rate. To be entitled to second shift differential pay, an employee must work a majority of his regularly scheduled shift hours between 5:00 p.m. and 11:59 p.m. To be entitled to third shift differential pay, an employee must work a majority of his regularly scheduled shift hours between 11:59 p.m. and 9:00 a.m.

Employees who are entitled to shift differential pay shall also receive the shift differential pay in addition to their current hourly rate for paid leaves of absence such as vacation, sick leave, holiday pay, and funeral leave. For the purpose of computing overtime pay, an employee’s “regular hourly rate”, as defined by the Fair Labor Standards Act, shall include the additional ~~fifty-two or~~ sixty, seventy, or seventy-two cents per hour shift differential.

2.76.200 Compensation Plan; Temporary Assignment in a Higher Classification.

- a. Any regular employee in a pay range prefixed by “C” who is temporarily assigned to work in a budgeted position in a class with a higher maximum salary than the maximum salary of such employee’s regularly assigned class and who actually works at least eight or more consecutive hours in the higher classification shall be compensated at the minimum rate established for the higher class, or at the next higher step in the higher class above the employee’s current rate of pay which results in at least a 2.75% increase, whichever is greater. The employee who is temporarily assigned to serve, and does serve in a higher level position, must be fully qualified to perform the full range of duties of the higher level position, even though he/she may not actually perform the full range of duties during the time he/she is temporarily assigned to the higher classification. In the event an employee is temporarily assigned to a higher classification and requests and receives approval for paid leave, such paid leave shall be compensated at the employee's rate of pay prior to being temporarily assigned to the higher classification.
- b. Any regular employee, in a pay range prefixed by “N” or “X” who is temporarily assigned to work in a permanent position in a class with a higher maximum salary than the maximum salary of such employee’s regularly assigned class and who actually works a minimum of eight or more consecutive hours in the higher classification shall receive at least a step increase or if the employee is at the maximum of the pay range, he/she shall receive a 3.5% increase in pay for the original eight consecutive hours worked plus any additional consecutive hours worked in the higher classification. The employee who is temporarily assigned to serve, and does serve in a higher level position, must be fully qualified to perform the full range of duties of the higher level position, even though he/she may not actually perform the full range of duties during the time he/she is temporarily assigned to the higher classification. In the event an employee is temporarily assigned to a higher classification and requests and receives approval for paid leave, such paid leave shall be compensated at the employee’s rate of pay prior to being temporarily assigned to the higher classification.
- c. Any regular employee, in a pay range prefixed by “E” who is temporarily assigned to work in a permanent position in a class with a higher maximum salary than the maximum salary of such employee’s regularly assigned class and who actually works a minimum of eight or more consecutive hours in the higher classification shall receive at least a step increase or if the employee is at the maximum of the pay range, the employee shall receive a 2.75% increase in pay for the original eight consecutive hours worked plus any additional consecutive hours worked in

the higher classification. The employee who is temporarily assigned to serve, and does serve in a higher level position, must be fully qualified to perform the full range of duties of the higher level position, even though he or she may not actually perform the full range of duties during the time he or she is temporarily assigned to the higher classification. In the event an employee is temporarily assigned to a higher classification and requests and receives approval for paid leave, such paid leave shall be compensated at the employee's rate of pay prior to being temporarily assigned to the higher classification.

- d. Project Leader. When an employee is required to perform duties outside of his or her normal job duties due to special or unusual circumstances, a department head or his or her designated representative may appoint such employee to serve as a project leader. The appointment shall last no longer than the length of the project, or for one year, whichever is less. If an employee with a pay range prefixed by "W" is appointed as a project leader they shall receive an increase in compensation of up to ten percent while in the status of project leader. If an employee with a pay range prefixed by "A", "C", "E", or "M" is appointed as a project leader, he shall receive an increase in compensation of two steps above his current rate of pay while in the status of project leader. The appointment must be approved by the Director in whatever form he may require.
- ~~e. Crew Leader. A department head or his designated representative may appoint any employee to serve as crew leader. The appointment shall be for the purpose of performing duties outside of his/her normal job duties as they relate to a special project assignment or performing duties outside of his/her normal job duties for the purpose of performing work that needs to be done to accomplish the daily work of the department or division. The appointment may last up to one year and may be extended, with review by the Director, due to special circumstances. If an employee with a pay range prefixed by an "X" or "N" is appointed as a new crew leader, the employee shall receive an increase in compensation of one step above his/her current rate of pay, or three and one-half percent if at the maximum of the pay range. The appointment must be approved by the Director in whatever form that may be required.~~

2.76.202 Wage Adjustment.

When the Human Resources Director determines that pay for out-of-class pay, temporary promotions, project or crew leader assignments, or the reallocation of an employee to a higher pay range is or has been delayed or is otherwise not in accordance with contract or code provisions, the Director may authorize that the employee be compensated retroactively for up to six months to correct the difference in pay the employee should have received.