

July 27, 2023

TO: County Personnel Policy Board Members

SUBJECT: Personnel Policy Board Meeting
Thursday, August 3, 2023
12:30 p.m., Commissioners Hearing Room
County-City Building, Room 112

NOTE: Special Meeting Time

A G E N D A

ITEM 1: Approval of Minutes from the June 1, 2023 and July 13, 2023 meetings.

ITEM 2: Request to create the following classifications:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>	<u>PAY GRADE</u>
0329	Marketing and Outreach Coordinator	E16 (\$63,180.00 - \$80,930.72)
2839	Payroll Administrator	C21 (\$75,397.92 - \$96,582.72)

ITEM 3: Request to revise the following classifications:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>	
2837	Payroll Specialist	(C11)
2838	Payroll Coordinator	(C13)
4707	Building Cleaner	(A12)

ITEM 4: Request for appeal hearing IBEW – Frederick Laurenroth – Emergency Conditions - Engineering.

ITEM 5: Election of Chair

ITEM 6: Election of Vice-Chair

ITEM 7: Miscellaneous Discussion

pc: Matt Hansen
Kristy Bauer
David Derbin
Kerin Peterson
Brad Johnson
Barb McIntyre
John Corrigan
Pam Dingman
Ashley Bohnet
Frederick Laurenroth

LANCASTER COUNTY MARKETING AND OUTREACH COORDINATOR

NATURE OF WORK

This position is responsible for providing leadership and strategic direction to the County in the development and execution of a comprehensive marketing and outreach program that encompasses branding and marketing, community outreach and engagement, media relations, and social media.

Work involves the creative development and implementation of the County's brand and marketing strategies which will provide the framework for all communication and media production. Work also involves responsibility for developing and maintaining a comprehensive, inclusive, centralized, data-driven community engagement strategy to effectively engage the community and ensure a unified approach to addressing community needs. An employee in this class exercises considerable independent judgment, imagination, creativity, and initiative within the framework of established County policies, procedures, and governing law. Work is performed under the general supervision of the Chief and Deputy Chief Administrative Officer.

EXAMPLES OF WORK PERFORMED

Provide oversight of all aspects of marketing and outreach, including the development of engagement strategies, branding, multimedia content creation, digital and print communications, and event logistics for the County.

Coordinate all aspects of community engagement, including press releases, media relations, and community outreach; and the communication for and publicity of County events including press conferences, special events, ground breakings, major announcements and projects, and community events; under the direction of the Chief or Deputy Chief Administrative Officer.

Oversee the County's website development (design and content) and online and social media initiatives under the direction of the Chief or Deputy Chief Administrative Officer and in collaboration with the Administrative Secretary to the County Board.

Manage the County's brand across all internal agencies to ensure a consistent message.

Anticipate and incorporate into the County's marketing and brand strategies, new or emerging developments in media and government relations.

Manage County-wide efforts to foster collaboration, use resources effectively, plan, coordinate, and maintain consistency in all marketing and engagement efforts.

Provide direction in employing creative, high-quality, coordinated, and affordable communications approaches that are consistent with the County's Strategic Plan.

Develop and implement community surveys using objective measurements to evaluate the success of community engagement strategies.

Develop standard policies for means of community engagement including social media platforms.

Maintain an understanding of public opinion and presents information in the most effective method to accomplish the goals of the County in collaboration with the Chief or Deputy Chief Administrative Officer.

Provide direction and assistance to other County agencies as it relates to marketing and outreach, including social media messaging, media relations, and website content.

Develop and maintain relationships with all County officials and agencies, governmental entities, businesses, and the community through personal contacts, social media, and networking.

Assist the Chief and Deputy Chief Administrative Officer with other activities as requested.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Some knowledge of the operations, functions, policies, and procedures of government and how these interact to produce effective county administrative and operational structures.

Knowledge of marketing concepts associated with website development, branding, and social media.

Knowledge of the fundamental principles and practices of marketing, communications, public information, public relations, and media relations.

Ability to analyze statistical and technical data as it relates to analyzing community engagement strategies.

Ability to work on multiple projects at the same time and respond to work assignments and situations in a timely manner.

Ability to work effectively in a fast-paced environment with changing priorities and deadlines.

Ability to access, operate, and maintain various software applications.

Ability to communicate effectively both orally and in writing with elected and appointed officials, coworkers, community representatives, the media, and the general public.

Ability to perform in an independent manner under the direction of a superior.

Considerable skill in graphic design including the ability to produce innovative, creative, and original material and content.

Considerable skill in writing, editing, and designing content on all social media platforms.

0329 LANCASTER COUNTY
MARKETING AND OUTREACH COORDINATOR

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MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in marketing, graphic design, communications, public relations, or a related field and two years of work experience in marketing, graphic design, communications, or public relations; or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.

8/23

PS0329

LANCASTER COUNTY PAYROLL ADMINISTRATOR

NATURE OF WORK

This is highly responsible and professional administrative work administering centralized payroll functions within the Lancaster County Clerk's Office.

Work involves administration of the centralized payroll functions necessary to ensure accurate and timely payment of wages to Lancaster County (County) employees, and maintenance of payroll records. Work also involves the supervision and training of other payroll employees. This position ensures that the County payroll process is adhering to Federal and State regulations as well as labor contracts and County Personnel Rules. Work requires using independent judgment to resolve complex payroll issues and is performed under the general supervision of the County Clerk.

EXAMPLES OF WORK PERFORMED

Supervise and administer the County's payroll functions, including biweekly payroll processing, payroll accruals, tax payments, and reporting.

Plan, assign, supervise and evaluate the work performed by subordinate payroll personnel; provide education, training and reinforcement in the support of employees' work performance; coordinate office workflow and process improvements; monitor daily payroll operations; review system reports and automation processes for quality, completeness and efficiency.

Develop objectives, procedures, and policies governing payroll in accordance with general payroll standards, and relevant State and Federal regulations and statutes; monitor changes to and interpret appropriate Federal and State laws, rules, regulations, and standards to ensure County compliance and efficient work operations.

Oversee the maintenance and upkeep of county payroll data.

Ensure the accuracy of payroll by designing and implementing audit processes.

Develop and maintain processes and procedures related to payroll activities, as well as recommend and evaluate improvement to payroll processes as needed.

Collaborate with Information Services, Human Resources, vendors, and others to maintain and update the payroll system; and resolve payroll system issues.

Ensure that payroll problems for individual employees are corrected by payroll staff; establish processes and procedures to eliminate recurring issues.

Ensure all payroll tax payments and reports, including the quarterly Federal and State tax withholding reports, are completed accurately, and comply with applicable Federal and State tax law.

Supervise the approval of payroll related vouchers, and preparation of payroll claims report for County Board approval.

Administer the electronic records management of pertinent payroll records to ensure accurate and efficient storage, retrieval, retention, and disposition of these records, in accordance with State retention schedules and County records management policies.

Act as County liaison to assist with implementing payroll, including time and absence; advise County personnel concerning system inquiries and provide professional guidance in the resolution of referred problems.

Respond to public records requests and develop and implement other methods for contributing to transparency, including creating reports and graphics to share with the public and other departments.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of payroll and accounting principles and practices.

Considerable knowledge of automated financial and payroll systems and their application to public accounting.

Considerable knowledge of government regulations regarding payroll taxes.

Considerable knowledge of computer and data processing software programs.

Considerable knowledge of County policies and agreements related to payroll as well as labor contracts, insurance plans, pension plans, various other deductions and earnings, and established policies as they relate to payroll and benefits.

Knowledge of auditing techniques and concepts.

Ability to compile and interpret statistical data.

Ability to organize and analyze varied financial and statistical detail with speed and accuracy.

Ability to organize and maintain a variety of payroll records and reports.

Ability to communicate effectively both verbally and in writing.

Ability to establish and maintain effective working relationships with elected officials, department heads, employees, and co-workers.

Ability to make professional and administrative decisions within the framework of County Personnel Rules, policies, and labor contracts.

Ability to maintain and protect confidential and sensitive information.

Ability to work under pressure and/or with frequent interruptions.

Ability to problem solve.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in accounting, finance, business administration, or public administration or related field and four years of experience working with automated financial payroll systems; or any equivalent combination of training and experience that provides the knowledge, abilities, and skills.

8/23

PS2839

LANCASTER COUNTY PAYROLL SPECIALIST

NATURE OF WORK

This is highly responsible administrative work performing advanced centralized payroll functions within the Lancaster County Clerk's Office.

Work involves performing centralized payroll functions for Lancaster County (County) employees including processing and reviewing time and absence entries, deductions, and transaction validation reports to verify the accuracy of employee pay. Work also involves acting as a liaison to County employees and departments regarding the processing and execution of payroll and report generation. Work also involves assuring compliance with local, State and Federal regulations. Work is performed with established guidelines and procedures and under the general supervision of the ~~Accounting Operations Manager~~Payroll Administrator or their designee.

EXAMPLES OF WORK PERFORMED

Perform a variety of advanced functions related to the processing of biweekly payroll, accruals, and reporting to ensure timely and accurate completion.

Accurately process time entries and absence requests; verify that changes to payroll, benefits, and Human Resources (HR) records are processed; review reports to verify employee deductions; verify, calculate, and process employee paychecks.

Review biweekly payroll utilizing various control reports, error reports, and payroll activities reports and correct errors as necessary.

Utilize analytical tools to identify potential errors related to payroll.

Act as a point of contact for employees and County departments concerning the processing and execution of employee payroll including responding to payroll related questions from employees.

Review new hire information submitted by departments; assist other departments with entries in Oracle as necessary; follow-up on errors and/or omissions.

Prepare monthly billings for health, dental, vision and life insurance; identify and correct billing discrepancies.

Process garnishments, child support orders and tax liens against employee wages.

Evaluate retroactive transactions generated by the payroll system and make corrections as necessary.

Assist with set up and testing of new earnings and deduction codes.

Prepare vouchers for payroll payments and enter in the general ledger; prepare, reconcile and post biweekly payroll journal entry into the general ledger.

Maintain all payroll records in accordance with established policies and procedures; assist with compiling payroll related data for special projects as assigned; perform data entry and verify accuracy of information recorded.

Performs other payroll or accounting related duties as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of payroll and accounting principles and practices.

Considerable knowledge of government regulations regarding payroll taxes.

Considerable knowledge of computer and data processing software programs.

Considerable knowledge of automated financial and payroll systems and their application to public accounting.

Knowledge of auditing techniques and concepts.

Ability to establish and maintain effective working relationships with elected officials, department heads, employees, and co-workers.

Ability to organize and analyze various financial and statistical detail with speed and accuracy.

Ability to make various mathematical computations and tabulations rapidly and accurately.

Ability to organize and maintain a variety of payroll records and reports.

Ability to maintain and protect confidential and sensitive information.

Ability to understand and carry out complex verbal and written instructions.

Ability to communicate effectively both verbally and in writing.

Ability to work under pressure and/or with frequent interruptions.

MINIMUM QUALIFICATIONS

Completion of an Associate's Degree or equivalent supplemented by coursework in accounting, finance, business administration, or public administration or related field and two years of experience working with automated financial or payroll systems or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

5/218/23

PS2837

LANCASTER COUNTY
PAYROLL COORDINATOR

NATURE OF WORK

This is highly responsible and professional administrative work coordinating centralized payroll functions within the Lancaster County Clerk's Office.

Work involves oversight of various centralized payroll functions necessary to ensure accurate and timely payment of wages to Lancaster County (County) employees, maintenance of payroll records, and compliance with Federal and State regulations. Work also involves training of other payroll employees as needed. In addition, this position will perform internal audits related to payroll to ensure that the County is adhering to Federal and State regulations as well as labor contracts and County Personnel Rules. Work requires using independent judgment to resolve complex payroll issues and is performed under the general supervision of the ~~Accounting Operations Manager~~ Payroll Administrator. Supervision may be exercised over subordinate employees.

EXAMPLES OF WORK PERFORMED

Oversee the County's payroll functions, including biweekly payroll processing, payroll accruals, and reporting.

Maintain tables on the County's payroll system; establishes new earnings and deductions.

Ensure accuracy, timeliness, and delivery of the biweekly direct deposit report to the bank.

Create and utilize audit reports to verify the accuracy of payroll.

Develop and maintain processes and procedures related to payroll activities, as well as recommend and evaluate improvement to payroll processes as needed.

Work with software vendors, consultants and/or Information Services to address and resolve payroll system issues, modifications, and enhancements.

Correct payroll problems for employees; determine the reason and establish processes and procedures to ensure the issue does not reoccur.

Act as liaison to County departments concerning the processing and execution of employee payroll.

Ensure that questions from employees related to timekeeping and payroll are responded to in a timely and accurate manner.

Assist the ~~Accounting Operations Manager~~ Payroll Administrator with implementing changes to payroll procedures that are required by law, action of the County Board and/or state and federal agencies.

Ensure ADP payroll tax payments and reports, including the quarterly Federal and State tax withholding reports, comply with applicable federal and state tax law.

Review and approve payroll related vouchers including monthly billings for health, dental, vision and life insurance.

Prepare payroll claims report for County Board approval.

Assist with the electronic records management of pertinent payroll records to ensure accurate and efficient storage, retrieval, retention, and disposition of these records, in accordance with State retention schedules and County records management policies.

Assist the ~~Accounting Operations Manager~~Payroll Administrator with the compilation of payroll data in response to audits, public records requests, or special projects.

Serve as the Human Resources (HR) Clerk for the County Clerk and County Board offices.

Serve as backup to the ~~Accounting Operations Manager in the area of payroll~~Payroll Administrator.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of payroll and accounting principles and practices.

Considerable knowledge of automated financial and payroll systems and their application to public accounting.

Considerable knowledge of government regulations regarding payroll taxes.

Considerable knowledge of computer and data processing software programs.

Considerable knowledge of County policies and agreements related to payroll as well as labor contracts, insurance plans, pension plans, various other deductions and earnings, and established policies as they relate to payroll and benefits.

Knowledge of auditing techniques and concepts.

Ability to compile and interpret statistical data.

Ability to organize and analyze varied financial and statistical detail with speed and accuracy.

Ability to organize and maintain a variety of payroll records and reports.

Ability to communicate effectively both verbally and in writing.

Ability to establish and maintain effective working relationships with elected officials, department heads, employees, and co-workers.

Ability to make professional and administrative decisions within the framework of County Personnel Rules, policies, and labor contracts.

Ability to maintain and protect confidential and sensitive information.

Ability to work under pressure and/or with frequent interruptions.

Ability to problem solve.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in accounting, finance, business administration, or public administration or related field and three years of experience working with automated financial payroll systems or any equivalent combination of training and experience that provides the knowledge, abilities, and skills.

5/218/23

PS2838

LANCASTER COUNTY BUILDING CLEANER

NATURE OF WORK

This is routine custodial work involving the cleaning and the maintenance of sanitary conditions in and around large office or other institutional buildings and related County facilities.

Work involves the performance of a variety of custodial tasks within an assigned area or building including sweeping, dusting, vacuuming and mopping; emptying waste receptacles and ashtrays; and cleaning bathroom areas. Work is generally performed in accordance with established procedures and sanitary standards, which may vary depending upon location, with specific instructions provided on unusual problems. General supervision is received from a Cleaning Supervisor, with work subject to inspection for compliance with standards of cleanliness and instructions provided.

EXAMPLES OF WORK PERFORMED

Sweep, edge, dust and mop floors; remove gum and tar from floors as necessary.

Wash walls, woodwork, baseboards, windows, and furniture, using a germicidal detergent solution when required.

Clean sinks, basins, toilets and urinals using proper cleaners, chemicals and methods; replenishes supplies such as hand soap, paper towels, toilet paper and room deodorizers.

Empty and clean waste receptacles and ashtrays; replace plastic liners in waste receptacles as needed.

Dust, polish and wipe furniture, woodwork, baseboards, doors, light fixtures, etc.; exclusive of desk or table tops where personal or employee owned articles may be placed.

Clean and perform routine maintenance of general cleaning equipment and materials; replenish and distribute cleaning supplies as required.

Maintain security by keeping doors and windows locked; permit entry only by individuals authorized by supervisor.

Assist Cleaning Equipment Operator in the sanitizing of beds and mattresses.

Operate a vacuum or other mechanical or power cleaners.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Some knowledge of proper cleaning methods, procedures, products and materials.

Ability to climb ladders and scaffolds and work at heights of up to 6 feet in washing windows and dusting high places.

Ability to understand and effectively carry out routine oral and written instructions.

Ability to operate a vacuum or other mechanical or power cleaner, and such other custodial equipment routinely required in the performance of cleaning tasks.

Ability to perform heavy lifting.

Ability to establish and maintain effective working relationships with co-workers.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

~~NECESSARY SPECIAL REQUIREMENTS~~

~~Dependent upon work assignment, travel to other building sites may be necessary. Possessions of a valid driver's license when operating a County vehicle is required.~~

~~11/1208/23~~

PS4707



OFFICIAL APPEAL

NAME OF EMPLOYEE: Frederick Lauenroth

DEPARTMENT: Engineering

CLASSIFICATION: Equipment Operator

WORK LOCATION: Sprague

STATEMENT OF APPEAL:

List applicable appeal: Article 22 section 5

On or about February 22, 2023 Fred along with others were called to treat roads that had become slick from the freezing drizzle that had fallen. They were also called in early the next morning February 23, 2023 to check for slick conditions that may have occurred overnight. When Fred along with the others tried to put their time under "Emergency Conditions" it was denied by County Engineer Pam Dingman, because she did not "declare" the County to be in "Emergency Conditions".

Article 22 Section 5 of the CBA states:

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 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 12 hours; •
- Day 3 of the Emergency Condition: Employees may be flexed after working at least 12 hours;

- Day 4 or more of the Emergency Condition: Employees may be flexed after working at least 10 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.

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.

It is the Omaha/Valley, Ne. Forecast Office of the National Weather Service that determines when an "Emergency Condition" goes into effect, not the County Engineer.

On March 14, 2023 A grievance was filled by Mr. Lauenroth and IBEW 1536 regarding this matter.

On April 4, 2023 Mr. Lauenroth received a letter of denial from Ms. Dingman for the grievance filed on March 14, 2023.

Adjustment required: Local 1536 demands that all employees be made whole for compensation based on overtime and comp time for hours worked as a result of the emergency conditions implicated by the weather event which occurred which was forecasted on all February 21, 2023 and occurred on February 22, 2023 in the 72 hours thereafter as provided by the CBA in Article 22 Section 5

_____ **IBEW Local 1536 is the representative to act in the disposition of this appeal.**

Date: April 11, 2023

Signature of Union Representative: Rick DeBoer

THIS STATEMENT OF GRIEVANCE IS TO BE MADE OUT IN DUPLICATE.

ORIGINAL TO: Human Resource
COPY: LOCAL UNION GRIEVANCE FILE

GRIEVANCE UNDER THE AGREEMENT BETWEEN
IBEW LOCAL 1536 AND LANCASTER COUNTY

The name of the Grievant:

Fredrick Lauenroth and all other Truck Drivers in the bargaining unit similarly situated and IBEW Local 1536.

The act or acts of commission or omission:

As of February 21, 2023 the Lancaster County Engineer and its employees were placed in "emergency conditions" pursuant to Article 22 Section 5 of the Collective Bargaining Agreement which provides that For purposes of this article, "emergency conditions" shall mean (1) an actual or forecasted weather event of freezing rain or fog and/or at least two inches of snow in any part of Lancaster County, Nebraska, as forecasted by the Omaha/Valley, NE forecasted 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." As evidenced by the attached document marked as Attachment "A" on Tuesday, February 22 at 5:24 PM Central standard Time the National Weather Service in Omaha/Valley Nebraska forecasted freezing drizzle with accumulation of ice and a winter weather rate advisory was declared beginning noon on February 22. Thereafter an actual weather event did occur involving freezing rain in Lancaster County on February 22 which required crews including bargaining unit members to apply salt to frozen road surfaces in Lancaster County.

Employees within the bargaining unit, including Fredrick Lauenroth, submitted payroll records to receive compensation in line with their entitlements to compensation under "emergency conditions" which were denied because the County Engineer contended that the County Engineer did not "declare" the County to be in an emergency condition. This is inconsistent with the collective-bargaining language which allows for the automatic status of emergency conditions when there is a weather event falling within the guidelines of the contract and this actually did happen beginning on February 21, 2023 and February 22, 2023.

The Identity of The Party or Parties Alleged To have Caused The Grievance:

County Engineer, Pam Dingman and others unknown at this time.

Specific provisions of the agreement that are alleged to have been violated:

Article 22, Section 5, and all other applicable articles.

Remedy which is sought:

Local 1536 demands that all employees be made whole for compensation based on overtime and comp time for hours worked as a result of the emergency conditions implicated by the weather event which occurred which was forecasted on all February 21, 2023 and occurred on February 22, 2023 in the 72 hours thereafter as provided by the collective bargaining agreement in Article 22, Section 5.

DATED this 14 March 2023.

A handwritten signature in black ink, appearing to read 'Rick DeBoer', with a long horizontal line extending to the right.

Rick DeBoer ,On Behalf of Grievant and IBEW Local 1536



Pamela L. Dingman, P.E.
County Engineer

444 Cherry Creek Road, Bldg. C
Lincoln, Nebraska 68528
Phone: 402-441-7681 Fax: 402-441-8692
Email: coeng@lancaster.ne.gov

April 4, 2023

Fredrick Lauenroth
18725 Buell St
Sprague, NE 68438

RE: Grievance received March 14, 2023

Dear Mr. Lauenroth and IBEW Local 1536,

This letter will serve as a response to the grievance received March 14, 2023 via email, regarding an alleged violation of Article 22, Section 5 of the Collective Bargaining Agreement by denying Emergency Condition pay.

The grievance provides the facts as follows: On or about February 22, 2023 at 5:24 p.m., the National Weather Service in Omaha/Valley Nebraska forecasted freezing drizzle with accumulation of ice and a winter weather rate advisory was declared beginning noon on February 22, 2023. Employees within the bargaining unit, including Fredrick Lauenroth, submitted payroll records to receive compensation in line with their entitlements to compensation under "emergency conditions" which were denied because the County Engineer contended that the County Engineer did not "declare" the County to be in an emergency condition.

On or about February 22, 2023, the National Weather Service forecasted For a Winter Weather Advisory, mixed precipitation expected. Total snow accumulations of up to two inches and ice accumulations of a light glaze. Winds gusting as high as 45 mph. For the Wind Chill Advisory, very cold wind chills expected. Wind chills as low as 25 below zero. At no time did the County Engineer declare an Emergency Condition.

Article 22 Section 5 of the Collective Bargaining Agreement states that "emergency conditions" shall mean (1) an actual or forecasted weather event of freezing rain or fog and/or at least two inches of snow in any part of Lancaster County, Nebraska, as forecasted by the Omaha/Valley, NE forecasted 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."

Furthermore, under Article 22, during emergency conditions, "management may utilize flex time by agreement with employee."



Pamela L. Dingman, P.E.
County Engineer

444 Cherry Creek Road, Bldg. C
Lincoln, Nebraska 68528
Phone: 402-441-7681 Fax: 402-441-8692
Email: coeng@lancaster.ne.gov

During the timeframe stated in this grievance, as the County Engineer, I did not declare an emergency condition, because I made the determination that a declaration was not needed in order to maintain safe road conditions. Since there was not a declaration, employees were not permitted to use the emergency condition pay. For these reasons, the grievance is denied.

Sincerely,

A handwritten signature in black ink, appearing to read 'Pamela L. Dingman', written over a horizontal line.

Pamela L. Dingman
Lancaster County Engineer

cc: Barb McIntyre, Human Resources Director
Ashley J. Bohnet, Deputy County Attorney