

Scotts Bluff County Personnel Board Meeting
Thursday, January 25, 2024
County Commissioners Room
4:30 p.m.

The advertised meeting of the Scotts Bluff County Personnel Board was called to order at 4:31 p.m. by Rien.

Reference made to the Nebraska Open Meeting Act.

Roll Call. Present: White, Hauschild, Harris, Schuler. Absent: Merritt.

Pledge of Allegiance.

Emergency Items: Tim White requested discussion regarding representation for Appointed Officials on the Board. Discussion to be added after Sexual Harassment Training.

Approval of January 25, 2024 agenda. Moved by Schuler to approve the agenda as amended with the addition of the emergency item, seconded by Hauschild. YEA: White, Hauschild, Harris, Schuler. NAY: None. Absent: Merritt. Motion passed.

Approval of the October 26, 2023 minutes. Moved by Schuler to approve the October 26, 2023 minutes, seconded by Hauschild. YEA: White, Hauschild, Harris, Schuler. NAY: None. Absent: Merritt. Motion passed.

Introduction of Commissioner Representative Mark Harris.

Considered Appointment of the Personnel Board Chairman for the Personnel Board. Moved by White to nominate Hauschild, seconded by Harris. YEA: White, Hauschild, Harris, Schuler. NAY: None. Absent: Merritt. Motion passed.

Personnel Director's Report presented by Lisa Rien. Lisa provided updates regarding EEOC claims, Worker's Comp claims, hirings, terminations, open enrollment, Clair, Wellness Committee, Time Clock, Harassment Training, Bytes Training and NIMS Training.

Discussed and considered Sick Leave – # 7202.000 Discussed at the last meeting. Updating definition for clarification. Moved by Schuler to approve as presented, seconded by White. YEA: White, Hauschild, Harris, Schuler. NAY: None. Absent: Merritt. Motion passed.

Discussed and considered Sick Leave – # 7204.000 B Discussion regarding if employees can use sick time if injured on another job or self-employed. Discussion on employees having an additional jobs outside of their county job. Sheriff's Office has several with a second job. Employees commented they earned the sick time and should be able to use it however they want. Moved by White to approve as amended and with the second sentence stricken, seconded by Hauschild. YEA: White, Hauschild, Schuler. NAY: Harris. Absent: Merritt. Motion passed.

Discussed and considered Injury Leave (Worker's Compensation) - # 7603.300. NIRMA brought up the policy. Employee's Compensation pays 2/3 of the wage, tax free. When the County allows the employee to be paid 1/3 of their wages from sick pay, compensation, or vacation, the employee is making more than their regular paycheck. It's an incentive to stay home if you are making more than your regular paycheck. Discussion stating that the employee should receive full compensation; that is what sick leave is for. Employees should not be punished by not getting full pay. The law does not state you must pay up to the full wage. Suggestions were made to allow employees to use 20 hours to pay for their insurance premium; additional suggestions, calculate exactly what they owe and allow them to use the exact amount of time needed to pay the premiums. Should employees accrue sick and vacation while on workers comp? Harris would like to know what other local big businesses do regarding the 1/3. Lisa will contact comparable counties and some local cities and bring back to the next meeting. Moved by White to table this so it can be

researched, seconded by Harris. YEA: White, Hauschild, Harris, Schuler. NAY: None. Absent: Merritt. Motion passed.

Discussed and considered FMLA – Benefit # 7304.000 A. Added an example to help clarify how the FMLA is counted in the 12-month period. Moved by White to approve as written, seconded by Harris. YEA: White, Hauschild, Harris, Schuler. NAY: None. Absent: Merritt. Motion passed.

Discussed and considered FMLA - Substitution of Leave# 7304.000 E. Removed personal leave and replaced with Compensatory time. Removed additional paragraph regarding compensatory time. Moved by Schuler to approve the revision, seconded by White. YEA: White, Hauschild, Harris, Schuler. NAY: None. Absent: Merritt. Motion passed.

Discussed and considered FMLA – Intermittent Leave # 7306.500. New policy. Increase in intermittent leave requests. Comment regarding holiday pay not being addressed in this policy. Other parts of Personnel Manual states you get holiday pay while on FMLA. Moved by White to approve as written, seconded by Schuler. YEA: White, Hauschild, Harris, Schuler. NAY: None. Absent: Merritt. Motion passed.

Discussed and considered FMLA – Recertification # 7306.750. Moved by Schuler to approve as modified, seconded by White. YEA: White, Hauschild, Harris, Schuler. NAY: None. Absent: Merritt. Motion passed.

Discussed and considered Intermittent (Temporary) Employee - # 3035.000. Per NPERS, part time employees working 20 or more hours per week need to contribute to NPERS; temporary employees do not contribute. This policy will define temporary employee. Moved by White to approve as written, seconded by Harris. YEA: White, Hauschild, Harris, Schuler. NAY: None. Absent: Merritt. Motion passed.

Discussed and considered Equal Employment Opportunity - # 1100. Placed back on the agenda by Employee Representative White. The previous policy was not passed by the Commissioners. Best to just say you won't be discriminated against, rather than listing everything out. White discussed we need to know why we are protected; Federal, State, County and City laws. This would show how employees are protected, supervisors need something to look at. Discussed this was a good resource but does not need to be in the manual, maybe on the Intranet and available for management to refer to. Suggested to table and fine tune and compare to other counties. Moved by White to table, seconded Schuler. YEA: White, Hauschild, Harris, Schuler. NAY: None. Absent: Merritt. Motion passed.

Discussed and considered Pet Policy. Kelly reached out to 93 counties, 27 replied, one had a pet policy. Pets are a big liability for the county. A policy is needed for employees, Harris mentioned a building policy would be needed for customers. Emotional support animals are not certified service animals. Jay would enforce the policy. Board would like the commissioners to discuss and bring a policy back to the Personnel Board. Commissioners will do the building policy as soon as possible; the personnel board will do the Personnel Manual policy at the next meeting. Moved by White to table this policy and have the commissioners discuss at the work session and seek legal advice, seconded by Schuler. YEA: White, Hauschild, Harris, Schuler. NAY: None. Absent: Merritt. Motion passed.

Employee representative discussed IT Curricula Training and Sexual Harassment Training progress. Not everyone is doing the required training. Concerns with insurance; would the County we be covered if employees do not do their training. Computers are county property, need to make it clear the if they do not take their training, they will lose their pc access until they go to HR and complete the training. They will know it is serious and that they need to get it done. If employees have a name change, it does not show they have completed their training; needs corrected so employees get credit for completed courses. In 2023, only 61% completed their IT Curricula training. Training starts over in 2024. Supervisors need to make the employees take the training. The problem with training, Elected and Appointed do not complete the IT training and Sexual Harassment Training and they don't enforce the employees to take the training. Needs to be enforced.

Employee Representative White questioned who represents the Appointed Officials. The Appointed Officials would like representation on the Board. Personnel Board follows state statutes. Tim will review statutes.

Considered Recommendations of Board of Commissioners.

Moved by White to take the pet policy to the Commissioners work session next week, seconded by Hauschild. YEA: White, Hauschild, Harris, Schuler. NAY: None. Absent: Merritt. Motion passed.

Pet Policy –

Moved by Schuler to recommend the policies to the Commissioners, seconded by White. YEA: White, Hauschild, Harris, Schuler. NAY: None. Absent: Merritt. Motion passed.

Sick Leave - Definition # 7202.000
Sick Leave – General Procedure # 7204.000 B
FMLA – Benefits, Eligibility # 7304.000 A
FMLA – Benefit, Substitution # 7304.000 E
FMLA – Intermittent Leave # 7306.500
FMLA – Recertification # 7306.750
Intermittent Employee # 3035.000

Next meeting: April 25th, 2024 @ 4:30 p.m. Future meetings July 25th and October 24th.

Meeting adjourned at 7:25 p.m. by Hauschild.