

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

The advertised meeting of the Scotts Bluff County Personnel Board was called to order at 4:39 p.m. by Heather Hauschild.

Reference was made to the Nebraska Open Meeting Act.

Roll Call. Present: Tim White, Heather Hauschild, Mike Blue (Alternate Commissioner for Personnel Board), Tony Schuler, Teresa Merritt. Absent: Mark Harris.

Pledge of Allegiance.

Emergency Items: none

Approval of April 25, 2024 agenda. Moved by White to approve the agenda, seconded by Merritt. YEA: White, Hauschild, Blue, Merritt. NAY: None. Absent: Schuler, Harris. Motion passed.

Approval of the January 25, 2024 minutes. Moved by White to approve the minutes, seconded by Merritt. YEA: White, Hauschild, Blue, Merritt. NAY: None. Absent: Schuler, Harris. Motion passed.

Personnel Director's Report presented by Lisa Rien. Lisa provided updates regarding EEOC claims, Worker's Comp claims, hirings, terminations, Clair, Wellness Committee, Time Clock, Harassment Training, Bytes Training and NIMS Training. Board questioned what departments were not completing their training and stated it's important the training is completed. A couple employees are having trouble accessing the Bytes training. Work orders will need to be done to Bytes.

Tony Schuler arrived @ 4:55.

Discussed and Considered Recruitment # 3130.000 (4). County Employees can receive 1 day vacation if they are referenced on the front page of application. The new hire must pass probation before the vacation day is given. Questioned if we needed a time limit to use the vacation day. Moved by Schuler to approve as revised, seconded by White. YEA: White, Hauschild, Blue, Merritt, Schuler. NAY: None. Absent: Harris. Motion passed.

Discuss and consider Overtime Pay # 3600.001. Guidelines say holidays do not count as hours worked. Board discussed how this would affect the Road Department during the holidays when they get called out. Comments were made that State and City treat vacation and holidays as hours worked. Moved by White not to amend the policy, seconded by Blue. YEA: White, Hauschild, Blue, Merritt, Schuler. NAY: None. Absent: Harris. Motion passed.

Discussed and Considered Family and Medical leave Benefit 7307.000. Clarification was added. Moved by Merritt to approve as presented, seconded by White. YEA: White, Hauschild, Blue, Merritt, Schuler. NAY: None. Absent: Harris. Motion passed.

Discussed and considered Injury Leave 7603.3 (tabled from last meeting) Lisa received feedback from several places, many allow employees to use earned sick leave and vacation. Discussion on letting the employees use only sick leave and to let them use all accrued sick and vacation; you will be paying out the vacation if they don't return. Moved by Schuler to approve as amended, seconded by Merritt. YEA: White, Hauschild, Blue, Merritt, Schuler. NAY: None. Absent: Harris. Motion passed.

Discussed and considered Probation Employee # 3010 (D) – Employee Representative Topic. Currently when you get promoted you go through a probation again; you are doing a good job so you shouldn't go through promotion again. Will discuss with Detention Center and research. Tabled for another meeting.

Discussed and considered creating a pet policy – Employee representative Topic. (tabled from last meeting). Tim discussed if we needed something in the Personnel Manual or just reference back to the resolution. Currently copies are located in the HR Office and Clerk’s Office.

Discussed how Personnel Board decisions are present to the Commissioners. – Employee representative Topic. Commissioners need to be presented the final copy without the extra verbiage.

Discuss and Consider EEO Statement #1100 - Employee representative Topic (tabled from last meeting). Tim discussed we should leave it as written just remove the ADA information. Moved by Schuler to approve removing the ADA information and no changes to the EEO Statement, seconded by White. YEA: White, Hauschild, Blue, Merritt, Schuler. NAY: None. Absent: Harris. Motion passed.

Considered Recommendations of Board of Commissioners.

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

Recruitment # 3130.000
Family and Medical leave Benefit 7307.000
Injury Leave # 7603.300
Equal Employment Opportunity # 1100.000

Next meeting: July 25th

Meeting adjourned at 6:28 p.m. by Hauschild.