

Personnel Board Meeting
Thursday, June 17, 2021
County Commissioners Room

The advertised meeting of the Scotts Bluff County Personnel Board was called to order at 4:30 p.m. by Kent Hadenfeldt. Roll Call: Carter, Hadenfeldt, Hauschild, Meyer, Groshans. Absent: none.

Emergency Items: Meyer suggested adding Juneteenth for discussion.

Moved by Meyer to amend the agenda by adding Juneteenth, move 17 to 18, Juneteenth will be 17, seconded by Hauschild. YEA: Carter, Hadenfeldt, Hauschild, Groshans, Meyer. NAY: None. Absent: None. Motion approved.

Moved by Hauschild to approve the amended agenda, seconded by Groshans. YEA: Carter, Hadenfeldt, Hauschild, Groshans, Meyer. NAY: None. Absent: None. Motion approved.

Moved by Groshans, seconded by Hauschild to approve the April 18, 2019 minutes. YEA: Carter, Hadenfeldt, Hauschild, Groshans, Meyer. NAY: None. Absent: None. Motion approved.

Personnel Directors Report presented by Lisa Rien. Lisa provided updates regarding EEOC claims, Unions, Worker's Comp claims, terminations and new hires. Due to COVID open enrollment was done virtually, Wellness Committee meetings were discontinued until last month. Time clock was implemented. Moved by Meyer to approve the Personnel Directors Report, seconded by Groshans. YEA: Carter, Hadenfeldt, Hauschild, Meyer, Groshans. NAY: None. Absent: None. Motion approved.

Discussed and considered updating smoking policy, Table of Contents, 1210, 1700, 1700.001, 5252 – L. Rien. Previous policy said no smoking, this update would add vaping. It was questioned if the no smoking signs would be to be updated to add vaping. Moved by Groshans to add vaping, seconded by Carter. YEA: Carter, Hadenfeldt, Hauschild, Meyer, Groshans. NAY: None. Absent: None. Motion approved.

Discussed and considered updating use of County Fleet Vehicle 1700 – L. Rien. Currently the HR Office is responsible for the Fleet vehicle; Jeff has been taking care of the maintenance and has agreed to take over the vehicle. Changing the Personnel Manual to say Weed Control Superintendent. Moved by Meyer to change the personnel manual, seconded by Hauschild. YEA: Carter, Hadenfeldt, Hauschild, Meyer, Groshans. NAY: None. Absent: None. Motion approved.

Discussed and considered updating Full Time Employee 3015 – Lisa Rien. This section goes with the vacation policy. Currently states vacation accumulates after one year; updating to say six months. Moved by Hauschild to change wording to six months, seconded by Meyer. YEA: Carter, Hadenfeldt, Hauschild, Meyer, Groshans. NAY: None. Absent: None. Motion approved.

Discussed and considered updating Procedures for Filling Position Vacancy 3120 – L. Rien Removing statement regarding personnel requisition form, form is not used. Moved by Groshans to remove personnel requisition form, seconded by Carter. YEA: Carter, Hadenfeldt, Hauschild, Meyer, Groshans. NAY: None. Absent: None. Motion approved.

Discussed and considered updating Recruitment 3130 - L. Rien

The personnel manual currently states job postings are posted at Detention Center, Roads, Courthouse and outside of the office with the opening. Will remove and update to "and will email all County departments notifying them of the vacancy. Will remove # 2. Under External Recruitment # 2, removing "one (1) day. Any additional days and/or"; # 4 removing "He/she also needs to send a new cover letter". Under Applicant Process # 2 removing "Applicants shall be required to furnish any information and undergo any examinations necessary (with or without reasonable accommodations) to demonstrate their qualifications for the position of application and the word "medical" and "financial". Under # 4 removing "After the application deadline, the Personnel Office will examine all applications to screen for completeness, for requested qualifications and to remove any designation of race, gender or other protected class status from

each qualified application. The remaining applicant pool will be forwarded to the Elected/Appointed Official for review. Based solely on the job related qualifications, the Elected/Appointed Official shall select applicants for personal interviews.” Replacing # 4 with “As the applications are received in the Personnel Office, they will be logged in then forwarded to the Elected/Appointed Official for review based solely on the job related qualifications, the Elected/Appointed Official shall select applicants for personal interviews” Under Interview Process, removing “Upon completion, the Elected/Appointed Official shall deliberate to determine the most qualified candidate. All completed Interview Forms and Reference Check Forms, along with the original application will be submitted to the Personnel Office once a decision has been made” and adding “Once a decision has been made the Elected/Appointed Official will notify the Personnel Office”. In the next paragraph “Human Resources Director” will be removed and replaced with “Elected/Appointed Official” and will add “that were interviewed”. Moved by Meyer to approve the modifications, seconded by Groshans. YEA: Carter, Hadenfeldt, Hauschild, Meyer, Groshans. NAY: None. Absent: None. Motion approved.

Discussed and considered updating Personnel Records 3300 – L. Rien

Clarifying what duties are done in the Personnel Office and in the Clerk’s Office. It was suggested to remove “Neb. Rev Stat. 48-612”. Discussion on having personnel records in one location and the importance of having one department handle the paperwork. Moved by Hauschild to approve the updates, seconded by Carter. YEA: Carter, Hadenfeldt, Hauschild, Groshans. NAY: Meyer. Absent: None. Motion approved.

Discussed and considered updating Resignation 5000 – L. Rien

Updating resignation procedures. Adding full time employees need to complete the Termination of Benefits form when leaving employment with Scotts Bluff County if they were full time or if they were contributing to NPERS. The employee may schedule an exit interview. Also adding the Elected/Appointed Official needs to forward the Voluntary Resignation form and Termination of Benefits form to the Personnel Office. Moved by Meyer to approve the updates, seconded by Hadenfeldt. YEA: Carter, Hadenfeldt, Hauschild, Meyer, Groshans. NAY: None. Absent: None. Motion approved.

Discussed and considered updating Vacation Leave 7100 – Lisa Rien

Previous vacation policy states no vacation for the 1st year. Updating to say 6 months. Adding “6 month Probation completed successfully – 1 week paid leave (40 hours) or (37.5 hours) 7 month – 12 month vacation accumulates monthly – 6.66/month or 6.25/month”. Also adding “Maximum vacation accrual amounts are set by years of service”. Removing “The established vacation year is the 12-month period beginning one-year after a full-time employee's employment date. The full-time employee shall start the second year of employment with ten (10) days vacation time to use within the allotted time. Vacation time starts accruing the second year as per schedule shown in I. A full-time employee may elect to carry a maximum of five (5) vacation days (40 hours) into the subsequent year, with the approval of the Elected/Appointed Official” and “In addition, employees who leave employment with the County for any reason will be paid for any earned but unused vacation.” Moved by Groshans to approve the updates, seconded by Hauschild. YEA: Carter, Hadenfeldt, Hauschild, Meyer, Groshans. NAY: None. Absent: None. Motion approved.

Discussed and considered updating Promotion 12,345 – Lisa Rien

This policy conflicted with another. Removing “At the successful conclusion of the established qualifying for status period, the Department Head will certify to the Human Resources Director that the employee’s performance has been satisfactory and the employee’s rate of pay shall advance one-step”. Updating to “At the successful conclusion of the established qualifying for status period, the Department Head will certify to the Human Resources Director that the employee’s performance has been satisfactory by completing a probationary evaluation. Employee’s anniversary date for wage step increases will now be the date employee started new position. Wage increase will be initiated at one year anniversary”. Moved by Meyer approve the update, seconded by Groshans. YEA: Carter, Hadenfeldt, Hauschild, Meyer, Groshans. NAY: None. Absent: None. Motion approved.

Discussed Juneteenth. Scotts Bluff County has previously recognized state holidays. Our policy states we follow State when Federal and State close for a Holiday. It was mentioned that County is an extension of State, we need to follow State. It was suggested we should state the statute in our Personnel Manual. Discussed that this sentence may need to be removed from the personnel manual. Moved by Meyer to have Attorneys review this, seconded by Groshans. YEA: Carter, Hadenfeldt, Hauschild, Meyer, Groshans. NAY: None. Absent: None. Motion approved.

Discussed and considered updating pay scale – Lisa Rien

Pay scale is out dated. Wages need to be competitive. Additional ranges were added for room to advance. Discussion on adding more steps or removing first 2 or 3 steps. Discussion on possibly re-revaluating County positions if employees have taken on more duties. If the employee starts on step 6, then they wait 2 years for another step increase, what is the incentive for the employees? Many people are maxed on step 10. Wages are too low to start people on step 1, 2 or 3. Maybe re-evaluate the worth of the job. Updating pay scale dies due to the lack of a motion. Pay scale will need to be reviewed.

Discussed and considered updating Terms for Personnel Board – Lisa Rien

Personnel Board needs updated, an election needs to be held to add another employee to the Board. Ken requested Lisa to conduct an election. Moved by Hadenfeldt to hold an election, seconded by Meyer. YEA: Carter, Hadenfeldt, Hauschild, Meyer, Groshans. NAY: None. Absent: None. Motion approved.

Recommendations to the Board of Commissioners:

- Update Smoking Policy - Table of Contents, 1210, 1700, 1700.001, 5252
- Update use of County Fleet Vehicles - 1700
- Update Full Time Employee - 3015
- Update procedures for Filling Position Vacancy - 3120
- Update Recruitment - 3130
- Update Personnel Records - 3300
- Update Resignation - 5000
- Update Vacation Leave - 7100
- Update Promotion -12,345
- Update Terms for Personnel Board

Moved by Meyer to approve these recommendations to the Commissioners, seconded by Groshans. YEA: Carter, Hadenfeldt, Hauschild, Groshans, Meyer. NAY: None. Absent: None. Motion approved.

Next meeting October 7, 2021.

Meeting adjourned at 6:06 p.m. by Kent Hadenfeldt.

Scotts Bluff County Personnel Board Meeting
Tuesday, October 26, 2021
County Commissioners Room

The advertised meeting of the Scotts Bluff County Personnel Board was called to order at 4:30 p.m. by Kent Hadenfeldt. Roll Call: Carter, Hadenfeldt, Hauschild, Meyer, Ouderkirk. Absent: none.

Emergency Items: none.

Moved by Hauschild to approve the October 26, 2021 agenda, seconded by Meyer. YEA: Carter, Hadenfeldt, Hauschild, Ouderkirk, Meyer. NAY: None. Absent: None. Motion approved.

Moved by Meyer to approve the June 17, 2021 minutes, seconded by Hauschild. YEA: Carter, Hadenfeldt, Hauschild, Ouderkirk, Meyer. NAY: None. Absent: None. Motion approved.

Personnel Directors Report presented by Lisa Rien. Lisa provided updates regarding EEOC claims, Unions, Worker's Comp claims, job openings and open enrollment.

Discussed and considered Internet and Network Responsibilities 1720 – L. Rien. Removed Information Systems Director and added Bytes Service Desk.

Discussed and considered Performance Pay Increase 12,400 – L. Rien.

Previously the manual stated part time did not get a pay increase, removed the wording "full time permanent".

Discussed and considered Demotion 12,345 – Lisa Rien. Clarification was needed; when an employee returns to their previous position, they would go back to the step and range where they would have previously been. It was suggested by the Board to remove "he" and to remove "he/she" from the whole manual.

Discussed and considered Procedure for Filling Position Vacancy 3120 and External Recruitment 3130 – L. Rien. Removed "newspaper ad" and clarified where job postings will be advertised.

Discussed and considered Definitions 2000 - L. Rien. Added the definition of Holiday Pay.

CommUnity with Diversity – Linda Nelson and Jurene Chief Eagle spoke on behalf of CommUnity with Diversity regarding the importance of Juneteenth being recognized as a holiday and urges the County Commissioners to show empathy and equality by putting it on the calendar as such and to replace President's Day as a paid holiday. They mentioned this is an important day to those who suffered in slavery.

Discussed and considered Holidays 6000 – L. Rien. Lisa took the verbiage from NIRMA. Patterned the holidays after Sarpy and Lancaster County. Commissioners would like to keep it at 12 holidays. Lisa presented suggested updates for Holidays. On Monday, Tuesday, Wednesday, Thursday the County would close at noon for Christmas Eve. Personnel Board would need to pick the 12 holidays. Heather does not want the statues taken out; some offices can't function when the state is closed. It was mentioned we are an arm of the State and statutes need to be listed in the Personnel Manual. It was stated by the two Attorneys we do not follow state. The cost of closing for each holiday is \$30,000 per day. Comments were made regarding holidays are a benefit, once you start taking that away, what will be taken away next. Commissioners want more control; they say we have too many holidays.

It was moved by Hauschild that the Board was not willing to choose the 12 holidays, seconded by Ouderkirk. YEA: Carter, Hauschild, Ouderkirk. NAY: Hadenfeldt, Meyer. Absent: None. Motion approved.

Recommendations to the Board of Commissioners:

Internet and Network Responsibilities 1720

Performance Pay Increase 12,400

Demotion 12,345

Procedure of Filling Position Vacancy 3120 and External Recruitment 3130

Definitions 2000

Moved by Hauschild to approve these recommendations to the Commissioners, seconded by Carter.

YEA: Carter, Hauschild, Ouderkirk, Hadenfeldt. NAY: Meyer. Absent: None. Motion approved.

Moved by Ouderkirk to adjourn, seconded by Hauschild. YEA: Carter, Hauschild, Ouderkirk, Hadenfeldt, Meyer. NAY: None. Absent: None. Motion approved

Meeting adjourned at 5:29 p.m. by Kent Hadenfeldt.