

Scotts Bluff County Personnel Board Meeting
Thursday, March 31, 2022
County Commissioners Room
4:30 p.m.

The advertised meeting of the Scotts Bluff County Personnel Board was called to order at 4:34 p.m. by Lisa Rien. Roll Call: White, Merritt, Hauschild, Meyer, Schuler. Absent: none.

Reference was made to the Nebraska Open Meeting Act. A copy is posted on the east wall of the County Commissioner's Room.

Introductions.

Appointment of Chair Person. Moved by Meyer to appoint Hauschild as the Chair Person, seconded by Merritt. YEA: White, Merritt, Hauschild, Meyer, Schuler. NAY: None. Absent: None. Motion passed.

Emergency Items: None.

Approval of March 31, 2022 agenda. Meyer requested to move #14 Discuss and Consider Holiday # 6000 to after # 8. Moved by Schuler to move the discussion to after # 8, seconded by Hauschild. YEA: White, Merritt, Hauschild, Meyer, Schuler. NAY: None. Absent: None. Motion passed.

Approval of the June 17, 2021 minutes. Moved by Meyer to approve the June 17, 2021 minutes, seconded by White. YEA: White, Merritt, Hauschild, Meyer, Schuler. NAY: None. Absent: None. Motion passed.

Personnel Directors Report presented by Lisa Rien. Lisa provided updates regarding EEOC claims, Unions wage negotiations, Worker's Comp claims, job openings, hiring's and terminations, open enrollment, Wellness Committee, Time Clock Implementation, future Harassment Training and the Elected/Appointed Officials Meetings. Moved by Schuler to approve the Personnel Director's Report, seconded by White. YEA: White, Merritt, Hauschild, Meyer, Schuler. NAY: None. Absent: None. Motion passed.

Discussed and considered Internet and Network Responsibilities 1720 – L. Rien. Removed Information Systems Director and added Bytes Service Desk. Moved by Schuler to approve the recommended changes, seconded by Merritt. YEA: White, Merritt, Hauschild, Meyer, Schuler. NAY: None. Absent: None. Motion passed.

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". Moved by Merritt to approve the recommend changes, seconded by Schuler. YEA: White, Merritt, Hauschild, Meyer, Schuler. NAY: None. Absent: None. Motion passed.

Discussed and considered Demotion 12,350 – 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. Moved by Schuler to approve the recommended changes, seconded by Merritt. YEA: White, Merritt, Hauschild, Meyer, Schuler. NAY: None. Absent: None. Motion passed.

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. Moved by Schuler to approve the recommend changes, seconded by White. YEA: White, Merritt, Hauschild, Meyer, Schuler. NAY: None. Absent: None. Motion passed.

Discussed and considered Definitions 2000 - L. Rien. Added the definition of Holiday Pay. Moved by Schuler to approve the recommend changes, seconded by Merritt. YEA: White, Merritt, Hauschild, Meyer, Schuler. NAY: None. Absent: None. Motion passed.

Discussed and considered Time Clock Procedures 3450 and 13,350 – L. Rien.

Moved by Schuler to approve # 3450 as presented, seconded Merritt. YEA: White, Merritt, Hauschild, Meyer, Schuler. NAY: None. Absent: None. Motion passed.

13,350 will be reviewed by the Elected and Appointed Officials then sent back to the Personnel Board.

Discussed and considered Holidays 6000 – L. Rien.

Personnel Board was given 13 holidays and asked to pick 12 holidays. It was also proposed to give four hours holiday pay on for Christmas Eve on the days it fell on Monday, Tuesday, Wednesday or Thursday. White did a survey regarding the holidays; 87% were happy with the 12 holidays, 88% said we should follow state holidays. Other discussion on Juneteenth (LB29) will be passed as a State holiday. It was questioned why we aren't going to follow the Federal//State holidays. It was mentioned we are an Arm of the State; we fall back on state statues and our personnel manual should list the state statue 62-301. When State offices are closed, it is hard for our County offices to help customers; our offices can't do filings and it creates a date problem. Customers are mad when they can't be helped. Charlie mentioned a lot of work can still be done. It was mentioned that every holiday is important to someone. When State is closed District Court has no foot traffic and no work load, they are unable to keep staff busy for 8 hours. One employee invited the Commissioners to go to each office and see what they do. Another employee voiced that it has been 40 years since a holiday was added, why is this a big deal? Charlie stated we are here to provide a service to the tax payers; employees replied they are tax payers too. County offices follow statutes, employee fall back on statues. Heather asked the employees if they were comfortable to take out the statue, no one raised their hands. Board is requesting this change to the Personnel Manual: The following 13 holidays, and any days that may be designated by the Scotts Bluff County Commissioners, are paid holidays for eligible employees, which aligns to Nebraska State Statute, 62-301. Additional holidays (i.e. Christmas Eve) will be reviewed by the Personnel boards annually and recommended to the County Board. Additionally, Christmas Eve afternoons off with 4 hours pay when it falls on Monday, Tuesday, Wednesday, and Thursday; additional changes/updates were made to B, C, D, and E. Moved by Meyer to approve as amended, seconded by White. White, Merritt, Hauschild, Meyer, Schuler. NAY: None. Absent: None. Motion passed.

Recommendations to the Board of Commissioners:

- Internet and Network Responsibilities 1720
- Performance Pay Increase 12,400
- Demotion 12,350
- Procedure of Filling Position Vacancy 3120 and External Recruitment 3130
- Definitions 2000
- Time Clock Procedures 3450
- Holidays 6000

Next meeting: May 12, 2022 at 4:30 p.m.

Meeting adjourned at 7:24 p.m. by Heather Hauschild.

Scotts Bluff County Personnel Board Meeting
Wednesday, June 1, 2022
County Commissioners Room
4:30 p.m.

The advertised meeting of the Scotts Bluff County Personnel Board was called to order at 4:34 p.m. by Hauschild.

Reference was made to the Nebraska Open Meeting Act. A copy is posted on the east wall of the County Commissioner's Room.

Roll Call. Present: White, Merritt, Hauschild, Meyer, Schuler. Absent: None.

Pledge of Allegiance.

Emergency Items: None.

Approval of June 1, 2022 agenda. Moved by Schuler to approve the agenda, seconded by Merritt. YEA: White, Merritt, Hauschild, Meyer, Schuler. NAY: None. Absent: None. Motion passed.

Approval of the March 31, 2022. Moved by White to approve the March 31, 2022 minutes, seconded by Merritt. YEA: White, Merritt, Hauschild, Meyer, Schuler. NAY: None. Absent: None. Motion passed.

Personnel Directors Report presented by Lisa Rien. Lisa provided updates regarding EEOC claims, Worker's Comp claims, hiring's and terminations, year-end renewal with RCI, open enrollment, Wellness Committee, Time Clock Implementation, future Harassment Training, and the Elected/Appointed Officials Meetings.

Discussed and considered Blood Donations #9200 – L. Rien. Removed blood bank hours. Moved by Meyer to approve the recommended change, seconded by Schuler. YEA: White, Merritt, Hauschild, Meyer, Schuler. NAY: None. Absent: None. Motion passed.

Discussed and considered Driver's License and Commercial Driver's License Policies # 9300 – L. Rien. Rules for obtaining a CDL have changed on a Federal level. At this time individuals need to take classes to get their CDL. Removing the CDL requirements at this time. Moved by Meyer to approve the recommend change, seconded by Merritt. YEA: White, Merritt, Hauschild, Meyer, Schuler. NAY: None. Absent: None. Motion passed.

Discussed and considered Employment of Relatives # 3200 – Lisa Rien. Concerns with supervising and hiring family. Adding #4 contractual services to the employment of relatives and #5 election polling places exception. Moved by Meyer to approve the recommended changes, seconded by White. YEA: White, Merritt, Hauschild, Meyer, Schuler. NAY: None. Absent: None. Motion passed.

Discussed and considered Holiday #6000 – Personnel Board. Heather researched the state statutes. Other counties include the state statutes. State statutes provide consistency, our employees want consistency. Ken mentioned we don't have to follow the state statutes. Concerns are that Commissioners can possibly change out every 2 years; they could come in and change the holidays. Ken suggested to remove the statue but will honor the holiday now listed. Any new holiday would need to be approved by the Commissioners. Comments regarding when the state is closed is affects our offices and the customers. Need to think about the future and write this so this doesn't have to be addressed in the future. Employees want their future protected. Employee morale is at its lowest in 15 years. Tim suggested passing 12 holidays keeping the statue or 13 holidays without the statue. It was also suggested to do a floating holiday. Additional suggestions were to remove state statue, add the 13th holiday and if Federal declares Christmas a holiday, we close. Additional discussion on closing at noon on Christmas Eve. Ending discussion was to add Juneteenth as a holiday, Arbor Day will be a floating holiday to be used within the calendar year, the County will now be open on Arbor Day; if the Federal and State Government declares Christmas Eve a holiday, Scotts Bluff County will also observe the holiday. Any additional holidays

would need to be approved by the Commissioners. Moved by Ken to approve adding Juneteenth as a holiday, Arbor Day as a floating holiday to be used within the calendar year and the County will be open on Arbor Day; if the Federal and State Government declares Christmas Eve a holiday, Scotts Bluff County will also observe the holiday, seconded by Merritt. YEA: White, Merritt, Hauschild, Meyer, Schuler. NAY: None. Absent: None. Motion passed.

Recommendations to the Board of Commissioners:

Blood Donation # 9200

Driver's License and Commercial Driver's License Polices # 9300

Employment of Relatives # 3200

Holidays # 6000

Next meeting: End of August.

Meeting adjourned at 6:40 p.m. by Heather Hauschild.

Scotts Bluff County Personnel Board Meeting
Thursday, November 17, 2022
County Commissioners Room
4:30 p.m.

The advertised meeting of the Scotts Bluff County Personnel Board was called to order at 4:35 p.m. by Hauschild.

Reference was made to the Nebraska Open Meeting Act.

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

Pledge of Allegiance.

Emergency Items:

Approval of November 17, 2022 agenda. Moved by Meyer to approve the agenda with the addition of adding policy #12,400 to #13 Discussion topics presented by Tim White, seconded by Schuler. YEA: White, Hauschild, Meyer, Schuler. NAY: None. Absent: Merritt. Motion passed.

Approval of the June 1, 2022 minutes. Moved by Schuler to approve the June 1, 2022 minutes, seconded by White. YEA: White, Hauschild, Meyer, Schuler. NAY: None. Absent: Merritt. Motion passed.

Personnel Directors Report presented by Lisa Rien. Lisa provided updates regarding EEOC claims, Worker's Comp claims, hiring's and terminations, benefits options, open enrollment, Wellness Committee, Time Clock Implementation, Harassment Training, and the Elected/Appointed Officials Meetings, wage survey and Union discussions. Moved by Schuler to approve, seconded by White. YEA: White, Hauschild, Meyer, Schuler. NAY: None. Absent: Merritt. Motion passed.

Discussed and considered Performance Pay Increase #12,400 – L. Rien. Discussed issues on getting evaluations completed by Officials. Under "B" updating wording to "Without receipt of completed evaluation in the Human Resource Office, Personnel Action Form will not be approved and signed by the Human Resource Director." And under "A" remove extra wording "of one year". Tim discussed steps 6-10; it equals out to 1 ¼ % increase year. With steps 11-13, that equals a 1% increase each year. We don't always get a COLA. It would be beneficial to get the step increase every year. We need to keep our employees. Looking for an alternative to this pay scale; change steps 1-10 every year and change the 5-year step increase to every 3 years. No action can be taken at this time regarding the pay scale steps. Moved by Schuler to approve the revisions under "A" and "B" as presented, seconded by White. YEA: White, Hauschild, Meyer, Schuler. NAY: None. Absent: Merritt. Motion passed.

Pay scale step will be added to the January meeting for additional discussion.

Discussed and considered Social Networking Website Policy # 1730 – L Rien. Policy is outdated. Need to remove out dated social networking websites. Moved by White to accept as revised, seconded by Schuler. YEA: White, Hauschild, Meyer, Schuler. NAY: None. Absent: Merritt. Motion passed.

Discussed and considered Timekeeping # 3400 – L Rien. Needed updated and clarified. Moved by Schuler to approved as updated, seconded by White. YEA: White, Hauschild, Meyer, Schuler. NAY: None. Absent: Merritt. Motion passed.

Discussed and considered Active Shooter Policy # 1550 – L Rien. Training was recently provided to employees. Active Shooter policy is needed in the Personnel Manual. Suggestion was to offer online training to new hires. Need to add a Duty to Report statement. Moved by Meyer to approved as revised, seconded by White. YEA: White, Hauschild, Meyer, Schuler. NAY: None. Absent: Merritt. Motion passed.

Discussed Harassment 1600, Grievance 5300, Employees working multiple departments, Outside employment 1300, Attendance relating to COVID 1800 and setting future meeting dates for 2023 – T White. Discussed if we were following the current harassment policy, it was suggested we do Bully training and add retaliation under each policy. Discussed employees working in multiple departments. Currently we have no policy. Once employee reaches their full-time hours, the 2nd office of employment will pay the employee time and half wages. It was questioned if we need a COVID policy.

Future meetings will be the 4th Thursday of each quarter. Suggested dates 1/26, 4/27, 7/27, 10/26.

Discussed term dates and election for Employee Representative. Tim was finishing Sandra Carter's term that will end 12/31/22. The Clerk's office will do the employee election.

Moved by Schuler to recommend Timekeeping Policy 3400, Social Networking Website Policy 1730, Active Shooter Policy 1550 and Performance Pay Increase Policy 12,4000 to the Board of Commissioners, seconded by White. YEA: White, Hauschild, Meyer, Schuler. NAY: None. Absent: Merritt. Motion passed.

Next meeting: January 26, 2023.

Meeting adjourned at 6:58 p.m. by Heather Hauschild.