

Scotts Bluff County Personnel Board Meeting  
Thursday, January 26, 2023  
County Commissioners Room  
4:30 p.m.

The advertised meeting of the Scotts Bluff County Personnel Board was called to order at 4:30 p.m. by Hauschild.

Reference was made to the Nebraska Open Meeting Act.

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

Pledge of Allegiance.

Emergency Items: Lisa requested the wording "consider" be added to 12,400 - 12,600.

**Approval of January, 26 2023 agenda.** Moved by Schuler to approve the agenda with the update to 12,400 - 12, 600, seconded by Merritt. YEA: White, Merritt, Hauschild, Meyer, Schuler. NAY: None. Absent: None. Motion passed.

**Approval of the November 17, 2022 minutes.** Moved by Schuler to approve the November 17, 2022 minutes, seconded by White. YEA: White, Merritt, Hauschild, Meyer, Schuler. NAY: None. Absent: None. Motion passed.

**Introduction of Employee Representative.** Tim White had previously completed Sandra Carter's term. Tim was re-elected by the employees to a 4-year term.

**Appointment of Personnel Board Chairman.** White nominated Hauschild as the Chairman, seconded by Meyer. 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, hirings and terminations, benefits options with NACO, Wellness Committee, Time Clock Implementation, Harassment Training, and the Elected/Appointed Officials Meetings. Discussion on consequences for not getting required training and NIMS training completed, at this time, no consequences. This will be added to the next agenda. Moved by Merritt to accept the Directors Report, seconded by Meyer. YEA: White, Merritt, Hauschild, Meyer, Schuler. NAY: None. Absent: None. Motion passed.

**Discussed and considered current biennial steps and 5-year step increase on pay scale.** Currently steps 1-5 are every year, steps 6-10 are biennial steps, steps 11-13 are every 5 years. Personnel manual currently does not reference steps 11, 12, and 13. Updating wording from biennial to annual for steps 6 to 10. Currently there is a 2.5% increase in between steps 1-10. Time in between steps 11 to 13 are too long; needs updated to every 3 years. Removing last paragraph under 12,600. Giving a step increase each year is an incentive to the employee, it shows you appreciate the employee. With steps 1 to 10 only a 2.5% increase, no cola and increase in insurance, employees will take less home in their paycheck. It's hard to do an evaluation and tell the employee they're doing a great job, but they don't get a pay increase. In the future, HR to do wage surveys to make sure we stay in line with our wages. Moved by Meyer to change steps 1 to 10 to yearly, steps 11 to 13 to every 3 years keeping 5% between steps 11 to 13, seconded by Hauschild. YEA: White, Merritt, Hauschild, Meyer, Schuler. NAY: None. Absent: None. Motion passed.

**Discussed and considered new Attendance Policy # 3650.** Policy was reviewed, discussed if it should specify non-exempt. Was questioned if exempt employees were using the time clock. Presented Corrective Action Form for Board to see what is currently used. Discussed needing to revise the policy that was presented and separate tardies and absences. Moved by Meyer to accept as updated, seconded by White. YEA: White, Merritt, Hauschild, Meyer, Schuler. NAY: None. Absent: None. Motion passed.

**Discussed and considered Time Clock Procedures for Supervisors.** This was previously presented to the Officials for approval. Needed to be added to the Personnel Manual. Moved by Schuler to approve the time clock procedures, seconded by Merritt. YEA: White, Merritt, Hauschild, Meyer, Schuler. NAY: None. Absent: None. Motion passed.

**Discussed and considered Use of County Owned Vehicles – 1700.** Policy needed to be updated to address when an employee is out on extended leave; the county vehicle should be parked on County property when they are absent. Moved by Merritt to approve the update, seconded by Schuler. YEA: White, Merritt, Hauschild, Meyer, Schuler. NAY: None. Absent: None. Motion passed.

**Introduced new Employee Performance Evaluation.**

**Considered Recommendations of Board of Commissioners**

Pay scale steps

Performance Pay Increase – 12,400 & 12,600

Time clock procedures for Supervisors – 13,700

Attendance policy – 3650

Use of County Owned Vehicles – 1700.00

Moved by Schuler to forward the recommends to the Commissioners, seconded by White. YEA: White, Merritt, Hauschild, Meyer, Schuler. NAY: None. Absent: Merritt. Motion passed.

Next meeting: April 27, 2023.

Meeting adjourned at 6:12 p.m. by Hauschild.

Scotts Bluff County Personnel Board Meeting  
Thursday, May 25, 2023  
County Commissioners Room  
4:30 p.m.

The advertised meeting of the Scotts Bluff County Personnel Board was called to order at 4:32 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: none

**Approval of May 25, 2023 agenda.** Moved by Meyer to approve the agenda, seconded by Schuler. YEA: White, Hauschild, Meyer, Schuler. NAY: None. Absent: Merritt. Motion passed.

**Approval of the January 26, 2023 minutes.** Moved by Meyer to approve the January 26, 2023 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, hirings and terminations, benefits options with NACO, Wellness Committee, Time Clock, Harassment Training, and the 457 Meetings.

**Discussed and considered new Mandatory Training Policy for # 1525.** Currently no policy regarding the consequences for not completing required training. Suggested that training should be completed by the employee's 6-month probation review. Supervisors need to help employees complete the required training, it's about liability and educating the employee. Department training needs to be stated in the job description, department heads are responsible for their employees and their training. Issues regarding the Bytes training, the emails go to junk email. Discussion on getting training such as Harassment and NIMS completed during the new hire process. After additional discussion, HR will include the Harassment, NIMS and any other County required training as part of the new hire process. For future training and past training that was not previously completed, they must be completed prior to the yearly evaluation. This will be considered on the evaluation if they are not completed. Moved by White to approve the Mandatory Training Policy, seconded by Meyer. YEA: White, Hauschild, Meyer, Schuler. NAY: None. Absent: Merritt. Motion passed.

**Discussed and considered Pay Days policy # 3700.** Previously employees were allowed to be paid by check or directed deposit. The policy is being updated to state all employees will be required to have direct deposit. It was questioned where we are at on going to bi-weekly/bi-monthly. Last update was that we are a year and a half to two years out before we can make that change. Moved by White approve the Pay Days #3700 as updated, seconded by Meyer. YEA: White, Hauschild, Meyer, Schuler. NAY: None. Absent: Merritt. Motion passed.

**Discussed and considered Driver's License and Commercial Driver's License Policies # 9300 and Use of County owned Vehicles # 1700.** The two policies have discrepancies. Will update both policies to state County owned vehicles can be used to obtain or renew an operating license or commercial driver's license if approved by department head. Moved by Meyer approve policy #1700 and #9300 as amended, seconded by Schuler. YEA: White, Hauschild, Meyer, Schuler. NAY: None. Absent: Merritt. Motion passed.

**Discussed and considered new Reasonable Accommodation Policy #1350.** Currently we have no policy regarding reasonable accommodation. This proposed policy comes directly from NIRMA. Discussion on by passing supervisor, if a supervisor can make the accommodation, HR shouldn't need to be involved. Accommodations are case by case and made to the best of our ability. Moved by Meyer to approve as

modified, second by White. YEA: White, Hauschild, Meyer, Schuler. NAY: None. Absent: Merritt. Motion passed.

**Discussed and considered Holiday Policy # 6000.** Discussion regarding when new employees should be eligible to use their floating holiday. Questioned if you needed to be employed as of January 1st or if you needed to pass your 6-month probation period. Per the policy you need your supervisors' approval to take the holiday. Discussion that the holidays are a hiring benefit and that new hire should be able to use it anytime with the supervisor approval. No change was made to the current policy.

**Discussed and considered Dress Code – What is expected of You # 1800.001.** Department heads are allowed to tell employees what is inappropriate and send them home. County dress code does not need to be too specific. Department heads should know what is and isn't appropriate. Moved by Schuler to approve as amended, seconded by White. YEA: White, Hauschild, Meyer, Schuler. NAY: None. Absent: Merritt. Motion passed.

**Discussed and considered biennial steps and 5-year increase on pay scale.** Currently steps 1 - 5 are every year with a 2.5 % increase, steps 6 – 10 are every other year with 2.5% increase. An incentive is needed for the 2-year waiting period. Purposing 5% increase for steps 6 – 10. It would take 29 years to cap put on step 13. Moved by Meyer to approve the 5% biennial increase, seconded by Hauschild. YEA: White, Hauschild, Meyer, Schuler. NAY: None. Absent: Merritt. Motion passed.

**Discussed and considered Sick Leave Policy # 7204.** Needing to remove “Employees shall not be entitled to utilize earned sick leave for a willful self-inflicted injury”. Updating to state a doctor's note may be required when the employee returns to work. This policy is needed due to those employees that continually call in. Moved by Meyer to approved as modified, seconded by Schuler. YEA: White, Hauschild, Meyer, Schuler. NAY: None. Absent: Merritt. Motion passed.

#### **Considered Recommendations of Board of Commissioners**

Mandatory Training Policy for # 1525

Pay Days policy # 3700

Driver's License and Commercial Driver's License Policies # 9300 & Use of County owned Vehicles # 1700

Reasonable Accommodation Policy # 1350

Dress Code – What is expected of You # 1800.001

Biennial steps and 5-year increase on pay scale

Sick Leave Policy # 7204

Moved by Schuler to adjourn, seconded by White. YEA: White, Hauschild, Meyer, Schuler. NAY: None. Absent: Merritt. Motion passed.

Next meeting: July 27, 2023@ 4:30 p.m.

Meeting adjourned at 7:29 p.m. by Hauschild.

Scotts Bluff County Personnel Board Meeting  
Thursday, July 27, 2023  
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.

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

Pledge of Allegiance.

Emergency Items: none

**Approval of July 27, 2023 agenda.** Moved by Meyer to approve the agenda, seconded by Schuler. YEA: White, Hauschild, Meyer, Schuler. NAY: None. Absent: Merritt. Motion passed.

**Approval of the May 25, 2023 minutes.** Moved by Schuler to approve the May 25, 2023 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, hirings, terminations, Wellness Committee, Time Clock, Harassment Training.

**Discussed and considered Benefits While on Leave # 7307.000.** Updated the policy to say prior to the 15<sup>th</sup> instead of the last business day. Moved by Meyer to approve the update, seconded by White. YEA: White, Hauschild, Meyer, Schuler. NAY: None. Absent: Merritt. Motion passed.

**Discussed and considered Code of Ethics for County Employees # 1800.000.** Discussed if gossip needed to be defined. The Board revised what was presented. Moved by Meyer to approve the revised policy, seconded by White. YEA: White, Hauschild, Meyer, Schuler. NAY: None. Absent: Merritt. Motion passed.

**Discussed and considered Driver's License and Commercial Driver's License Policies # 9300.000.** Past policy allowed employees 60 days to get CDL, it was removed from the Personnel Manual due to changes in getting a CDL. Need to have a time limit for obtaining the CDL. Employees will have 6 months to secure the CDL. Moved by Schuler to approve the revision, seconded by Meyer. YEA: White, Hauschild, Meyer, Schuler. NAY: None. Absent: Merritt. Motion passed.

**Discussed and considered Injury Leave # 7603.300.** Updating and correcting. Worker's Comp claims need to be completed no later than 24 hours; Worker's Comp counts the 7 days as calendar days and that Worker's comp pays 2/3 of the employee's wages. Moved by Schuler to approve the revisions, seconded by White. YEA: White, Hauschild, Meyer, Schuler. NAY: None. Absent: Merritt. Motion passed.

**Discussed and considered What is Expected of You #1800.001.** Removed the Discretion Policy and replaced it with a Confidentiality Policy. Moved by Meyer to approve the revisions, second by White. YEA: White, Hauschild, Meyer, Schuler. NAY: None. Absent: Merritt. Motion passed.

**Considered Recommendations of Board of Commissioners.** Moved by Meyer to consider recommendations to the Board of Commissioners, seconded by Schuler. YEA: White, Hauschild, Meyer, Schuler. NAY: None. Absent: Merritt. Motion passed.

Benefits While on Leave # 7307.000; Driver's License and Commercial Driver's License Policies # 9300.000; Code of Ethics for County Employees # 1800.000; Injury Leave # 7603.300; What is Expected of You #1800.001

Next meeting: October 26, 2023 @ 4:30 p.m.

Meeting adjourned at 5:27 p.m. by Hauschild.

Scotts Bluff County Personnel Board Meeting  
Thursday, October 26, 2023  
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 Hauschild.

Reference was made to the Nebraska Open Meeting Act.

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

Pledge of Allegiance.

Emergency Items: Tim White requested discussion regarding pets in the building be added after #13.

**Approval of October 26, 2023 agenda.** Moved by White to approve the agenda as amended with the addition of the emergency item, seconded by Merritt. YEA: White, Merritt, Hauschild. NAY: None. Absent: Meyer, Schuler. Motion passed.

**Approval of the July 27, 2023 minutes.** Moved by White to approve the July 27, 2023 minutes, seconded by Merritt. YEA: White, Merritt, Hauschild. NAY: None. Absent: Meyer, Schuler. Motion passed.

**Personnel Directors Report presented by Lisa Rien.** Lisa provided updates regarding EEOC claims, Worker's Comp claims, hirings, terminations, open enrollment, Wellness Committee, Time Clock, Harassment Training.

**Discussed and considered Equal Employment Opportunity # 1100.000.** Was adopted in 1997; needed updated. Updating from NIRMA guidelines. Tim mentioned employees need to contact their supervisor, not jump chain of command. Revised to include supervisor. Discussed definition of Bona Fide religion. Moved by White to approve the revised amended policy, seconded by Merritt. YEA: White, Merritt, Hauschild. NAY: None. Absent: Meyer, Schuler. Motion passed.

**Discussed and considered Anti-Drug and Alcohol Policy # 1200.000.** Needed updated to remove the dollar amount of \$10,000. Any damage requires drug and alcohol testing. Moved by White to approve as presented, seconded by Merritt. YEA: White, Merritt, Hauschild. NAY: None. Absent: Meyer, Schuler. Motion passed.

**Discussed and considered Continuing Education Policy # 8310.000.** Discussion regarding the training reimbursement agreement "maybe" required or at the discretion of the supervisor. Should there be a base dollar amount; suggestion was \$500. Most trainings are over this amount. Some employees have incurred training charges over \$600 and left the county within a year. Discussion on the cost for CDL's, Sheriff's Office Police Academy training, and Attorney's traveling out of state, these costs are over \$1,000. Discussion regarding the requirements for the employee to pass the training, and if they don't pass, how many times can they re-take the training. If certificates are earned by the employee, should they get to keep them when they leave. A blanket policy won't cover everything. Suggested that if employees must sign the form, they may not want to do the training. Moved by Hauschild to strike "Other employees may need/desire college course work to obtain a college degree or college classes specific to a work issue." And "With approval, an employee may use comp time to attend these workshops or classes or make up the time missed. If available, department funds may be used" and table the training reimbursement agreement, seconded by Merritt. YEA: White, Merritt, Hauschild. NAY: None. Absent: Meyer, Schuler. Motion passed.

**Discussed and considered Expenditure of Public Funds for Attendance at Conferences, Training and Work-Related meetings 13,100.000.** Lodging is to be tax-exempt. Employees are expected to provide the lodging facility with the information needed. Moved by Hauschild to approve as presented, seconded by White. YEA: White, Merritt, Hauschild. NAY: None. Absent: Meyer, Schuler. Motion passed.

**Discuss and consider Sick Leave Policy # 7202.000 and # 7204.000.** Worker's Comp pays the employee 2/3 (.666) of their wages; employees have been allowed to use their comp, sick and vacation to pay the remaining 1/3. NIRMA discourages this. Making these recommend changes for #7202 and # 7204 conflicts with the worker's comp policy. Tabled for review.

Tim has received many complaints regarding employees bringing their animals to work and grooming their animals at work. Bringing animals in the building is a liability due to allergies and animal bites. County needs a policy for visitors and for employees. Need to see what other counties do. It was questioned who would police this; signs would be needed to allow service dogs. Emotional support dogs were questioned. Would need to be a resolution from the County Board, this not a Personnel Manual Policy.

**Considered Recommendations of Board of Commissioners.** Moved by Merritt to consider recommendations to the Board of Commissioners, seconded by White. YEA: White, Merritt, Hauschild. NAY: None. Absent: Meyer, Schuler. Motion passed.

Equal Employment Opportunity # 1100.000

Anti-Drug and Alcohol Policy # 1200.000

Continuing Education excluding the Training Reimbursement Agreement Policy # #8310.000

Expenditure of Public Funds for Attendance at Conferences, Training and Work-Related meetings  
13,100.000

2024 meetings will be held 1/25/24, 4/25/24, 7/25/24 and 10/24/24.

Terms for Heather and Ken will expire December 2023.

Next meeting: January 25, 2024 @ 4:30 p.m.

Meeting adjourned at 6:00 p.m. by Hauschild.