

PERSONNEL BOARD

August 19, 2010

MEETING

Meeting was held Thursday, August 19, 2010, City Council Chambers, County-City Building, Lincoln, Nebraska.

Members present: Ruth Jones, Sarah Jones, Maggie Stine, Pat Borer, Ed Wimes. Personnel Department resource staff attending: Karen Eurich.

The meeting was opened at 1:40 p.m. by Vice-Chair Ed Wimes.

Agenda Item 1 was the request to amend Section 2.76.153 of the Lincoln Municipal Code — Compensation Plan; Merit Pay Plan; Shift Differential. Mark Koller of the City-County Personnel Department explained this request to the Personnel Board was to coincide with the recently negotiated labor contract for LCEA. The increase in shift differential will effect the employees who are not represented by the union.

Agenda Item 2 was the request to amend Section 2.76.365 of the Lincoln Municipal Code — Hours of Work. Mark Koller of the Personnel Department explained this request was to add to the Lincoln Municipal Code for the unrepresented employees in an 'E' pay range that are eligible to retire, the ability to reduce their work schedule on a permanent basis and transition toward retirement. This provision is also provided for in the recently negotiated LCEA labor contract. Sarah Jones requested an additional change be made to paragraph (a) of the rule to change the word "firemen" to "firefighters" to coincide with the current class title. Personnel Director Mark Koller agreed to make that additional change to the rule.

Agenda Item 3 was the request to amend Section 2.76.380 of the Lincoln Municipal Code — Sick Leave with Pay. Mark Koller of the Personnel Department informed the Board this change allows the City to grant the new family sick leave hours the first pay period in January of each year. This language change coincides with recently negotiated labor contracts, and will affect employees who are not represented by a union.

Agenda Item 4 was the request to amend Section 2.76.385 of the Lincoln Municipal Code — Funeral Leave. Mark Koller of the Personnel Department explained this request and Agenda Item 5 request to create Section 2.76.387 of the Lincoln Municipal Code — Bereavement Leave go together due to the new LCEA labor contract. The LCEA labor contract now provides for bereavement leave for its employees and is taking away the funeral leave provisions. The amendment to the funeral leave section indicates that the funeral leave no longer applies to the LCEA employees. Both amendments are for those employees in LCEA that are not represented by the labor contract.

Following discussion, it was moved by Maggie Stine and seconded by Ed Wimes to approve agenda items 1 through 5. Motion unanimously carried by roll call vote.

Agenda Item 6 was the request for ordinance reflecting pay increase of 1.25% to be effective August 19, 2010 for pay ranges prefixed by 'E'. Mark Koller of the Personnel Department explained this request was to grant a pay increase to the employees in the 'E' pay ranges, which are not represented by a union, but are in classes that are similar to LCEA and this is the same increase the LCEA union is receiving. Following discussion, it was moved by Ed Wimes and seconded by Maggie Stine to approve the pay increase as presented. Motion unanimously carried by roll call vote.

Agenda Item 7 was the request from Personnel Board for City Attorney opinion on approvals of classification changes presented to Personnel Board. At this time, Board Members indicated some of the concerns they had voiced at the July Personnel Board meeting. Don Taute of the City Attorney's office informed the Board that he was not aware of any standing City Attorney's opinion on classification changes that must be brought or do not have to be brought to the Personnel Board for approval. Don Taute explained that he believes over time it

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has evolved to the routine that minor changes to classifications or clean up language of clerical nature did not come to the Board for approval, but all new classes and changes to duties and responsibilities that were significant in nature would come to the Board for approval. Board members requested of Personnel Director Mark Koller that future class changes are presented to the Board after being signed by the Personnel Director. Mark Koller of the Personnel Department agreed to make some changes per the Board's request.

Agenda Item 8 was the request from Personnel Board for explanation from Personnel Director on a job audit complaint. Board member Ed Wimes indicated he had received an email from a city employee that was making a complaint that they had a job audit pending in the Personnel Department for three years. Ed Wimes had forwarded the email to Chair Pat Borer, and Pat Borer had a meeting with Personnel Director Mark Koller. The Board expressed their concern with why the audit took so long to be looked at and a determination was made only after the Board brought the complaint to the Personnel Director's attention. Mark Koller of the Personnel Department addressed the Personnel Board and indicated since this situation had been brought to his attention he has drafted some procedural changes within the office for audits and he will now receive a monthly report of audits pending for his review. Mark Koller also indicated that he was working with the department director of where the employee works who had made the complaint and they are working on a reorganization of the department and the duties that are performed by the upper level managers.

Agenda Item 9 was the election of Chair. It was moved by Ed Wimes and seconded by Ruth Jones to appoint Sarah Jones as Chair. Voting yes: Ruth Jones, Maggie Stine, Pat Borer, Ed Wimes. Abstaining: Sarah Jones.

Agenda Item 10 was the election of Vice-Chair. It was moved by Ed Wimes and seconded by Sarah Jones to appoint Ruth Jones as the Vice-Chair. Voting yes: Sarah Jones, Maggie Stine, Pat Borer, Ed Wimes. Abstaining: Ruth Jones.

It was moved by Maggie Stine and seconded by Pat Borer to approve the minutes of the July 15, 2010 meeting. Motion unanimously carried by roll call vote.

Agenda Item 11 was miscellaneous discussion. Karen Eurich of the Personnel Department indicated the appeal for this month's agenda that had previously been discussed with the Board had been settled.

There being no further business, the meeting adjourned at 2:25 p.m.

The next scheduled meeting is tentatively set for Thursday, September 16, 2010.

Karen Eurich
Personnel Operations Specialist

PC: Joan Ross, City Clerk
Directors
Don Taute

2.76.365 Hours of Work.

(a) Regular working hours for all full-time employees shall be forty hours each week, which shall be the standard work week unless otherwise provided by departmental regulation approved by the Mayor and except for ~~firemen, firefighters,~~ whose hours of duty are prescribed by Neb. Rev. Stat. §35-302 (Reiss. 1988), and amendments thereto.

(b) Generally, eight hours shall constitute a regular work day for nonshift workers and forty hours or five days shall constitute a regular work week. This does not mean that all employees can be given a five-day week or an eight-hour day from 8:00 a.m. to 4:30 p.m. with one-half hour for lunch. In order to obtain the most efficient operation and give the best possible service, it may be necessary in some classifications for an employee to work forty hours in more or less than five days by working more or less than eight hours per day or those working eight hours per day may be required to start the day some time other than 8:00 a.m.

(c) Eight hours per day shall constitute a regular work day for shift workers and forty hours including Saturday, Sunday, and holidays shall constitute a regular work week. The hours worked per day and the days worked per week shall be consecutive as nearly as practicable. Shift schedules shall be posted or copies distributed to the employees as far in advance as possible.

(d) There shall be allowed one fifteen-minute rest period during each one-half shift of the work day. The rest period shall be scheduled at the approximate middle of each one-half shift. Employees who for any reason work beyond their regular quitting time into the next shift shall be granted the regular rest periods that occur during the shift.

(e) A regular employee with a pay range prefixed by "E" who is eligible to retire may elect with the Department Head's approval an alternative schedule as follows: The employee may elect to reduce, on a permanent basis, their hours from 40 to 36 per week or from 40 to 32 hours per week. Employees who request and are granted these hours will continue to earn vacation and sick leave the same as if they were full-time.