



LINCOLN-LANCASTER COUNTY
 HUMAN RESOURCES DEPARTMENT
 555 South 10th Street Room 302 Lincoln, NE 68508
 402-441-7597 fax: 402-441-8748 lincoln.ne.gov



WELCOME TO EMPLOYMENT WITH LANCASTER COUNTY!

We are confident that you will find your work here both challenging and rewarding. The **Human Resources Department** is here to assist you in any and all matters concerning your employment.

Rules that are to be followed by Lancaster County in administration of its personnel program are set forth in the Lancaster County Personnel Rules. Labor union contracts also speak to some of these same matters.

It is the employee's responsibility to become familiar with the general provisions of the Rules and the contract. Your department's hiring official can access the Lancaster County Rules and provide union representative information. Union representatives have a copy of the labor contract available for your review. **Information can be accessed by logging on to the County's website at:** www.lancaster.ne.gov - key word search: Human Resources/Personnel Policy. This site is designed to give you current information on *all* policies. This includes policies such as Overtime Pay and Commercial Driver's License policies.

Learn more about your insurance benefits

Eligible employees may enroll in the following: (First of month after sixty (60) days of employment)

- | | |
|-----------------------------|-----------------|
| ➤ Health | Aetna |
| ➤ Dental | Ameritas |
| ➤ Vision | EyeMed/Ameritas |
| ➤ Flexible Spending Account | Navia |
| ➤ Voluntary Insurance | Allstate |

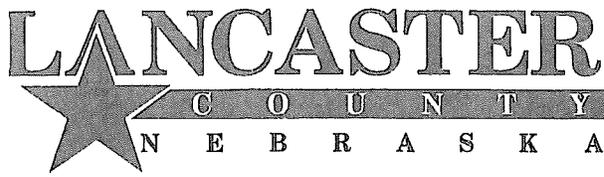
Eligible employees may enroll in the following: (First of month after six (6) months of employment)

- | | |
|---|------------------------------------|
| ➤ 401A Retirement Plan | Prudential |
| ➤ Life Insurance and Long Term Disability | Hartford |
| ➤ Post Employment Health Plan (PEHP) | Nationwide/ICMA RC (per agreement) |
| ➤ 457 Deferred Compensation Plan | Prudential |

For further employment or benefits information, contact the Human Resources Department at 555 South 10th Street, Room 302, or call (402) 441-7597.

We wish you every success in your new career!

Douglas J. McDaniel, MBA, SPHR
 Human Resources Director



Welcome to Lancaster County

Sue Eckley Risk Manager 402-441-6510

seckley@lancaster.ne.gov

Kari Wiegert Risk Management Specialist 402-441-6593

kwiegert@lancaster.ne.gov

As a new employee of Lancaster County, we would like to welcome you.

The Lancaster County Risk Management Department is responsible for payment of all expenses that relate to workers' compensation injuries and claims. You should familiarize yourself with the proper procedure in your department on how to report accidents and injuries.

The Risk Management Department also administers the long-term disability plan through Hartford Insurance.

The Risk Management Department can be accessed through the County website. You may get any information through the website of www.lancaster.ne.gov, click on County Agencies and then click on Risk Management.

There is an internal website for County employees known as the intralinc. You may access the intralinc from the same website www.lancaster.ne.gov and at the bottom of the page on the right-hand side, you will see IntraLinc. Click on that link and you will be directed to a page where you can sign on. You can also click on 'sign on automatically' and that will take you to a page with a drop-down menu. Click on Risk Management and you will be taken to an internal web page. You can download forms and read instructions on that page.

If you have questions relating to Risk Management, you can contact:

Sue Eckley

Risk Manager – 441-6510

Kari Wiegert

Risk Management Specialist – 441-6593

Again, welcome to Lancaster County.