

PERSONNEL BOARD

July 17, 2014

MEETING

Meeting was held Thursday, July 17, 2014, City Council Chambers, County-City Building, Lincoln, Nebraska.

Members present: Pat Borer, Maggie Stine, Pat Kahm, Kent Mattson. Member absent: Joe Rupp. Human Resources Department resource staff attending: Karen Eurich.

The meeting was opened at 1:30 p.m. by Chair Pat Borer.

It was moved by Pat Kahm and seconded by Kent Mattson to approve the minutes of the February 20, 2014 meeting as presented. Voting Yes: Pat Kahm, Pat Borer, Kent Mattson. Abstaining: Maggie Stine.

Agenda Item 1 was the request to change the pay range of the classification 3608–Information & Fiscal Services Manager from M01 to M02. Doug McDaniel of the Human Resources department explained this request is for the Health Department. Human Resources and the Health Department are requesting this move in pay range due to the range of duties the position covers and internal equity. This position is responsible for all budget and fiscal issues and IT services for the Health Department. The position also serves as the City’s HIPAA compliance officer. Judy Halstead, Health Department Director, gave some background on the position to the Board. Following discussion, it was moved by Maggie Stine, and seconded by Kent Mattson to approve the pay range change as proposed. Motion unanimously carried by roll call vote.

Agenda Item 2 was the request for a 2.25% increase for pay ranges prefixed by ‘E’. Doug McDaniel of the Human Resources department explained this request was for the excluded ‘E’ group that are not represented by a labor contract. This increase reflects the same increase that was negotiated for the LCEA employees. Agenda Item 3 was the request for a 2.25% increase for pay ranges prefixed by ‘X’. Doug McDaniel explained this request was for the excluded ‘X’ group that are not represented by a labor contract. This increase reflects the same increase that was negotiated for the PAGE employees. Following discussion, it was moved by Kent Mattson and seconded by Maggie Stine to approve Items 2 and 3 as presented. Motion unanimously carried by roll call vote.

Agenda Item 4 was the request for a one time lump sum payment in the amount of 1.25% for employees in pay ranges prefixed by ‘M’. Doug McDaniel of the Human Resources department explained this request is for the upper level management classifications in the City. The excluded ‘M’ employees follow what is negotiated by the LMCEA union. The minimum and maximum pay rates for the ‘M’ ranges will be frozen, and it was agreed to give each employee a lump sum payment instead. Following discussion, it was moved by Maggie Stine and seconded by Pat Kahm to approve the lump sum increase as presented. Motion unanimously carried by roll call vote.

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Agenda Item 5 was the request to amend Section 2.76.155 of the Lincoln Municipal Code - Compensation Plan; Longevity Pay. Doug McDaniel of the Human Resources department explained the amendments to this section were for the unrepresented 'M' employees in order to coincide with the changes negotiated in the LMCEA labor contract. These changes will provide for an increase in longevity pay. Following discussion, it was moved by Maggie Stine and seconded by Kent Mattson to approve the amendment as presented. Voting Yes: Maggie Stine, Pat Borer, Kent Mattson. Voting No: Pat Kahm.

Agenda Item 6 was the request to amend Section 2.76.160 of the Lincoln Municipal Code - Compensation Plan & Variable Merit Pay Plan - M Pay Ranges. Doug McDaniel of the Human Resources department explained the amendments to this section were for the unrepresented 'M' employees in order to coincide with the changes negotiated in the LMCEA labor contract. These changes will reduce the amount of pay increase received upon completion of an employee's probationary period. Following discussion, it was moved by Kent Mattson and seconded by Pat Kahm to approve the amendment as presented. Motion unanimously carried by roll call vote.

Agenda Item 7 was the request to amend Section 2.76.370 of the Lincoln Municipal Code - Authorized Holidays. Doug McDaniel of the Human Resources department explained the amendments to this section were for unrepresented 'N' and 'X' employees in order to coincide with the changes negotiated in the PAGE labor contract. These changes amend the number of personal holiday hours received and allow for usage of the personal holidays in one hour increments. Following discussion, it was moved by Pat Kahm and seconded by Maggie Stine to approve the amendment as presented. Motion unanimously carried by roll call vote.

Agenda Item 8 was the request to amend Section 2.76.385 of the Lincoln Municipal Code - Funeral Leave. Doug McDaniel of the Human Resources department explained the amendments to this section included clean up language to delete all references to 'M' range employees that work a fifty six hour work week. There are no longer any 'M' classifications that work a fifty six hour work week, therefore the language is no longer needed. Additional language is being added for unrepresented 'N' and 'X' employees in order to coincide with the changes negotiated in the PAGE labor contract. These changes allow for employees in 'N' or 'X' ranges to use funeral leave to attend the funeral or bereave the death of specified relatives. It will also allow for the leave to be taken non-consecutively. Following discussion, it was moved by Maggie Stine and seconded by Kent Mattson to approve the amendment as presented. Motion unanimously carried by roll call vote.

Agenda Item 9 was the request to amend Section 2.76.395 of the Lincoln Municipal Code - Vacation Leave with Pay. Doug McDaniel of the Human Resources department explained the amendments to this section will add vacation accruals at the twelve year level for unrepresented employees in the 'A', 'C', and 'E' ranges in order to coincide with the changes negotiated in the LCEA labor contract. Following discussion, it was moved by Kent Mattson and seconded by Pat Kahm to approve the amendment as presented. Motion unanimously carried by roll call vote.

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Agenda Item 10 was Miscellaneous Discussion. Doug McDaniel of the Human Resources department announced the end of Pat Borer's term on the Personnel Board. He will be replaced by Ryan Dale of the Police Department. Doug thanked Pat for all his years of service to the Board.

There being no further business, the meeting adjourned at 2:20 p.m.

The next scheduled meeting is tentatively set for Thursday, August 21, 2014.

Karen Eurich
Personnel Operations Specialist

PC: Teresa Meier, City Clerk
Directors

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