

January 29, 2015

TO: County Personnel Policy Board Members

SUBJECT: Personnel Policy Board Meeting
Thursday, February 5, 2015
1:30 p.m., Commissioners Hearing Room
County–City Building, Room 112

AGENDA

ITEM 1: Request to change the title and revise the following classification:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>	<u>PROPOSED CLASS TITLE</u>	
7706	Registered Nurse II	Registered Nurse	(C15)

ITEM 2: Request to delete the following classification:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>	
7705	Registered Nurse I	(C11)

ITEM 3: Request to change the pay grade of the following classification:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>	<u>CURRENT PAY GRADE</u>	<u>PROPOSED PAY GRADE</u>
2305	Court Services Supervisor	C05 (\$34,713.12 - \$44,468.32)	C06 (\$35,967.36 – \$46,067.84)

ITEM 4: Request to revise and change the pay grade of the following classifications:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>	<u>CURRENT PAY GRADE</u>	<u>PROPOSED PAY GRADE</u>
2920	Motor Vehicle Manager	C13 (\$46,067.84 – \$59,011.68)	C18 (\$54,978.56 - 70,424.64)
2930	Real Estate Manager	C13 (\$46,067.84 – \$59,011.68)	C18 (\$54,978.56 - 70,424.64)

ITEM 5: Request to amend Rule 8.3 of the Personnel Rules – Separation During the Probationary Period

ITEM 6: Revise Overtime Pay Policy Bulletin

ITEM 7: Miscellaneous Discussion

pc: Department Heads

LANCASTER COUNTY REGISTERED NURSE II

NATURE OF WORK

This is specialized nursing work involving the ~~supervision and~~ delivery of nursing services within a ~~nursing facility, a correctional facility, or a mental health facility.~~

Work involves ~~supervising and~~ coordinating the overall activities of ~~subordinate nursing staff members~~ care of patients; utilizing advanced nursing skills to assess health/psychiatric care needs of a complex nature; conferring with physicians ~~and/or family members~~ staff and/or other professionals regarding patients health/mental health status; ~~supervising and assisting with the preparation of a variety of forms and reports in order to record history of patients stay in the facility and to ensure compliance with certification requirements~~ maintain documentation with a variety of forms and reports detailing a record of a patient's stay in the facility and insuring compliance with facility certification requirements; performing and documenting nursing assessments and making nursing decisions relative to patient care; ~~supervising and assisting in the~~ administration of oxygen, medications, injections, and skin treatments, medical interventions; ~~initiating intravenous therapy and inserting nasogastric tubes~~; and executing other technical and medical procedures as required. General supervision is received from ~~an administrative superior~~ the nursing supervisor and/or medical doctor with work being reviewed in the form of overall effectiveness of nursing services provided. Supervision may be exercised over subordinate ~~nurses~~ staff. Supervision is hereby defined as ~~effectively~~ recommending discipline, assigning work, and conducting performance evaluations.

EXAMPLES OF WORK PERFORMED

~~Supervises subordinate nursing staff engaged in providing health care to residents of a nursing facility.~~

~~Supervises subordinate nursing staff engaged in providing health care services to inmates within a correctional facility.~~

~~Initiates intravenous therapy, inserts nasogastric tubes, and executes other technical procedures as required.~~

~~Supervises and assists with the administration of oxygen, medications, injections, and skin treatments.~~

Administers and documents medications, injections and skin treatments as prescribed by physician.

Performs admission and daily assessment documentation on mental health facility clients.

Performs medical tests such as ~~phlebotomies~~ point of care for patients and urine collections as necessary, documents and informs physician of test results.

Provides health maintenance care for patients based upon physician's orders and general medical direction; obtains special diets as needed.

Initiates medical interventions and executes other technical procedures as required.

Assists physician in examinations; makes referrals according to physician's request; may obtains medical records from other facilities or agencies as requested.

Orders medical and pharmaceutical supplies in consultation with physician; secures controlled substances and medications.

~~Completes a variety of reports such as an eight hour nursing report, staff scheduling, and patient status records.~~

~~Supervises and assists with the preparation of a variety of forms and reports documenting patient's stay in the facility from admission to discharge.~~

~~Maintains appropriate patient records reflecting treatment provided and patient status.~~

Maintains documentation to insure it is complete and meets certification requirements.

Performs evaluations of health care services provided.

Confers with physicians and ~~family members~~ other necessary parties regarding health status of patients.

~~Arranges transportation and in~~ Makes appointments as needed for hospital, clinic or physician's office, in coordination with administration.

Attends agency and departmental meetings as required.

Establishes goals and objectives for assigned areas of responsibility.

Conducts rounds ~~of assigned areas~~ with physician daily; receives and gives report at shift change.

Maintains open communication lines with administration ~~and subordinates~~, and is responsible for communication flow between same.

Assists RN staffing needs as directed.

Provides medication/illness education to patients, individually and in a group setting.

Supervises subordinate staff as needed.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the nursing principles, practices, and techniques as they pertain to the delivery of ~~geriatric nursing services, nursing services in a correctional or mental health facility.~~

~~Knowledge of the aging process and problems associated with nursing home confinement.~~

~~Knowledge of the problems associated with the delivery of nursing services in a correctional facility.~~

Knowledge of the problems associated with the delivery of nursing services in a mental health facility.

Knowledge of disease prevention and control.

Knowledge of community human service agencies as well as services provided by those agencies.

Knowledge of the various types of equipment utilized in the delivery of nursing services.

Knowledge of state and federal regulations and facility accreditation requirements related to nursing services.

Ability to understand and follow complex oral and written medical instructions.

Ability to make ~~skilled~~ nursing decisions within the framework of established policies and perform nursing procedures.

Ability to maintain accurate records reflecting health care services provided and patient status.

~~Ability to perform skilled nursing procedures.~~

Ability to plan, assign and evaluate the work of subordinate nursing staff, if needed.

Ability to communicate effectively both orally and in writing.

~~Ability to work in a stress situation.~~

Ability to establish and maintain effective working relationships ~~with public officials, physicians, nursing staff and the general public.~~

Ability to perform heavy lifting.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a school of nursing accredited by the National League of Nursing with a valid Diploma of Nursing plus considerable experience in the supervision coordination and delivery of health and psychiatric nursing services within a ~~nursing facility, a correctional facility or a mental health facility.~~

MINIMUM QUALIFICATIONS

Graduation from a school of nursing accredited by the National League of Nursing with a valid Diploma of Nursing plus experience in the ~~supervision~~ coordination and delivery of nursing services or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills and meets licensure requirements.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid license to practice as a registered nurse in the State of Nebraska.

~~Employees in this class working in the Corrections Department must meet such physical, age and health requirements necessary for employment in a correctional facility as required by the State of Nebraska.~~

~~Employees in this class working at Lancaster Manor must meet such physical and health requirements necessary for employment in a licensed, nursing facility as required by the State of Nebraska.~~

Employees in this class must meet such physical and health requirements necessary for employment as required by the State of Nebraska.

PS7706

LANCASTER COUNTY MOTOR VEHICLE MANAGER

NATURE OF WORK

This is responsible managerial work coordinating, directing and supervising the activities of the Motor Vehicle division including registration, titling, assessment and driver's licensing.

Work involves planning, organizing and evaluating the work performed by subordinate personnel, coordinating work flow and reporting structures, and developing and administering the operating policies and procedures for the motor vehicle division. Work also involves responsibility for ensuring the operational status of the computer network, facilitating building security and authorizing building maintenance. An employee within this classification is responsible for ordering and maintaining the division's supply inventory, preparing budget reports and monitoring budget compliance, and providing technical guidance in resolving complex or irregular customer problems or demands.

The individual is expected to demonstrate independent judgment and autonomy in managing day-to-day work operations. Supervision is exercised over the Motor Vehicle Coordinators, Motor Vehicle Clerks, ~~Motor Vehicle Specialists, Driver's License Clerks and maintenance and accounting staff~~ other volunteer or designate staff assigned to the division. General supervision is received from the Treasurer and Chief Deputy County Treasurer.

EXAMPLES OF WORK PERFORMED

Coordinate the service provision and work flow activities encompassing Motor Vehicle registration, titling, assessment and driver's licensing; plan, organize and evaluate the work performed by subordinate personnel; interview, hire and assign work to subordinate staff; assist in the interpretation of Federal, State and local laws and regulations and ensure personnel compliance through communicated operational policies and procedures.

Ensure ongoing operational status of division's computer network; guarantee building security including opening and closing the primary motor vehicle facility, ensuring safe access into the building and authorizing necessary building maintenance and repairs; order and sustain necessary motor vehicle supplies and inventory; facilitate and maintain vendor agreements.

Prepare budget reports and monitor budget compliance; facilitate and confirm daily receipt balances; ~~collaborate~~ reconcile time sheets and leave requests and complete biweekly payroll report; participate in special projects as assigned.

Provide technical guidance in resolving complex or irregular customer problems or demands; act as liaison with other County Departments concerning motor vehicle activities and programs; address and enhance customer service; improve or modify the facilities to support efficient customer service; provide motor vehicle personnel support as needed.

Compose correspondence based on knowledge of office practices, policies and departmental procedure to resolve problems, address customer concerns or questions.

Provide training to enhance employee knowledge and performance; plan, organize and evaluate the

work performed by subordinate personnel; provide in-service, cross training and operation updates.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of office practices, procedures and equipment.

Thorough knowledge of motor vehicle laws, regulations and requirements.

Considerable knowledge of vehicle types, models and assessment methodologies.

Knowledge of computer hardware and operating systems.

Knowledge of accounting principles and methods.

Ability to plan, organize, supervise and evaluate the work of subordinate staff.

Ability to make operational and management decisions in response to various work situations and in emergencies.

Ability to establish and maintain effective working relationships with coworkers, government officials, vendors and the general public.

Ability to communicate effectively both orally and in writing.

Ability to read and interpret federal, state and local statutes and standards pertaining to motor vehicle purchase, use, sale and collateral.

DESIRABLE TRAINING AND EXPERIENCE

Bachelor's degree from an accredited college or university in business administration, public administration, accounting, or related field with thorough experience in managing a clerical environment involving considerable public contact including considerable supervisory experience.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university in business administration, public administration, accounting, or related field with considerable experience in managing a clerical work environment involving considerable public contact including supervisory experience or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

LANCASTER COUNTY REAL ESTATE MANAGER

NATURE OF WORK

This is responsible managerial work coordinating, directing and supervising the activities of the Real Estate division.

Work involves planning, organizing and evaluating the work performed by subordinate personnel, coordinating office work flow and assisting in the development and administrating the operating policies and procedures for the ~~Real Estate division~~ Treasurer's Office. Work also involves ~~synthesizing information into a daily and monthly balanced financial statement, calculating and generating payment vouchers for the County~~ managing the Real Estate accounting functions to ensure proper accountability and reporting of financial transactions processed through the Treasurer's Office and processing payroll for all Real Estate, Driver's Licensing and Motor Vehicle personnel. The individual within this classification is responsible for ~~the Real Estate's division~~ personnel activities including processing payroll, requisitioning and arranging interviews, planning new employee training and maintaining office supply inventory.

This individual is expected to demonstrate independent judgment and autonomy in managing day-to-day work operations. Supervision is exercised over all subordinate accounting staff. General supervision is received from the ~~Chief~~ Deputy County Treasurer.

EXAMPLES OF WORK PERFORMED

Coordinate the service provision and work flow activities of the ~~Real Estate main~~ office; plan, organize and evaluate the work performed by subordinate personnel; develop work schedule to meet required deadlines; requisition and arrange interviews for vacant positions; plan expedites workflow and arrange new employee training; assist in developing and administering the operating policies and procedures for the Real Estate division.

~~Obtain, synthesize and reconcile collection and distribution monies into daily and monthly financial statements; identify and assign collected fees/taxes to appropriate funds/taxing districts; verify information in the form of printouts and reports; calculate and generate payment vouchers for State of Nebraska or legislated entities;~~ Oversee the collection of taxes, fees as well as the distribution of funds to state agencies, other county agencies and political subdivisions; determine the need for investment action and transfer monies as needed; organize and maintain the division's computerized and written financial statements and documents.

Process payroll for all Real Estate, Driver's Licensing and Motor Vehicle personnel; maintain payroll and personnel records for the Real Estate division; provide technical guidance in resolving customer problems or questions.

Order and maintain office supply inventory and equipment; prepare routine financial and budget reports, as directed; participate in special projects as assigned.

Oversee the preparation for the tax sale and supervise the processing and balancing of annual tax sale financial transactions; oversee the proofing, balancing and reconciliation of the annual tax certification

process and registration process; implements office procedures for bankruptcy, foreclosure and tax deed's processing according to statutory guidelines.

Prepare audit reports and statistical work for fund balances, customer payment activity, receipts, disbursements, bank balances and online activity.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of government accounting principles and practices including their application to public budgets and accounting.

Thorough knowledge of modern office practices, procedures, equipment and clerical techniques.

Considerable knowledge of automated financial systems and their applications to public accounting.

Knowledge of applicable laws, regulations, statutes and procedures governing the receipt and expenditure of public funds.

Ability to plan, organize, supervise and evaluate the work of subordinate staff.

Ability to apply advanced accounting principles to the maintenance of fiscal and accounting records.

Ability to make complex and varied mathematical computations and tabulations with speed and accuracy.

Ability to establish and maintain effective working relationships with coworkers, County officials, banking representatives and the general public.

Ability to communicate effectively both orally and in writing.

Ability to organize and maintain computerized and written complex financial records.

DESIRABLE TRAINING AND EXPERIENCE

Bachelor's degree from an accredited college or university in business administration, accounting or finance with thorough experience in reconciling fiscal records including experience supervising clerical or accounting personnel.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university in business administration, accounting or finance with considerable experience in reconciling fiscal records including experience supervising clerical or accounting personnel or any equivalent combination of training or experience that provides the

desirable knowledge, abilities and skills.

2/15

PS2930

8.3 Separation During the Probationary Period (~~Revised 9/01~~ Revised 2/15)

Employees may be separated at any time during the probationary period if the Department Head determines that the services of the employee have been unsatisfactory. The Department Head shall notify the employee in writing of the date the separation is effective and the reason(s) for the separation. A copy of the notice of separation shall be provided to the Personnel Officer ~~within~~ at least one (1) ten (10) working days of such action prior to the expiration of the employee's probationary period. Employees who are separated while on probation have no right to a hearing or appeal.

Human Resources Policy Bulletin

Lancaster County

Number: 2014-1 2015-1

Date: April, 2014
February 2015

Reference:	Title:
Personnel Rule 17 Supercedes Personnel Policy Bulletin 2013-3 <u>2014-1</u>	OVERTIME PAY POLICY

OVERTIME PAY

A Department Head may prescribe reasonable periods of overtime work to meet operating needs. Overtime pay may not be used to affect pay adjustments nor in payment for work that can be scheduled in a routine manner. Only employees allocated to non-exempt classifications are eligible to receive overtime pay. Overtime must be approved by the appropriate Department Head prior to it being worked.

Unless otherwise specifically provided for in a collective bargaining agreement or other provisions of this Human Resources Policy Bulletin, overtime shall be compensated by monetary payment and not time off, i.e. compensatory time. Any County Department wanting to authorize the use of compensatory time first must gain the written approval of the County Board and Human Resources Officer, with the exception of employees in pay grades prefixed by 'A', 'G', 'J', 'D', or 'Y'.

Overtime will be paid only if such time has been previously approved by the appropriate Department Head. No employee, by his/her own volition will work any time prior to or immediately following his/her normally scheduled working hours without the approval of his/her supervisor. No employee who is non-exempt will be permitted to conduct the County's business while on their authorized lunch break. Any employee who elects to forego his/her authorized rest breaks shall not be entitled to payment for overtime for breaks not taken. An employee who, without supervisor approval, works either before or after his/her scheduled hours or during an authorized lunch break, will be subject to progressive discipline. The employee's work week is hereby defined as Thursday at 0001 through the following Wednesday at 2359.

Employees in any of the classifications set forth in this Human Resources Policy Bulletin may work in more than one department if approval to do so is granted, in writing, by both Department Heads, provided however, that in no event shall the total time in pay status exceed forty (40) hours per week.

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The County supports the concept of a flexible working schedule where it can be implemented by Department Heads in a manner which improves the delivery of services to the public. An essential requirement is that all work positions be adequately staffed during the normal business or regular hours. Where less than full-time (i.e., less than forty (40) hours per week) employees are used, they shall be paid at the straight time hourly rate established for their classification unless they exceed forty (40) hours per week which will be compensated at one and one-half (1 ½) times regular rate. Flex time must be arranged during the work week or paid if it exceeds forty (40) hours.

The Human Resources Officer will determine overtime pay eligibility and assign classifications to either non-exempt or exempt status. The Human Resources Officer may develop a reporting system which will be used in all County Departments to report overtime usage. Department Heads will be responsible for the proper administration of the overtime provisions.

NON-EXEMPT CLASSIFICATIONS

Employees allocated to classifications identified in the pay plan index as non-exempt are eligible to receive pay for overtime work in accordance with the provisions of the Fair Labor Standards Act, this Human Resources Policy Bulletin, the applicable collective bargaining agreement, or the Lancaster County Personnel Rules.

A.F.S.C.M.E. ('A' PAY GRADES) NON-EXEMPT CLASSIFICATIONS

Work performed by employees in excess of forty (40) hours per work week shall be compensated at the rate of one and one-half (1 ½) times the regular hourly rate of the employee. No overtime work or compensation will be allowed without prior approval by the Department Head or his designee. All paid leaves of absence shall be counted as hours worked in computing overtime, with

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the exception of sick leave, which shall not count as hours worked for the purpose of computing weekly overtime.

Hours paid at a premium rate during the work week will offset other overtime hours due in accordance with the Fair Labor Standards Act. If an employee is called to duty during his off-duty time, and such time does not merge with his scheduled work week, the employee will be paid for a minimum of two (2) hours at one and one-half (1 ½) times his regular hourly pay or one and one-half (1 ½) times the actual hours worked, whichever is greater. All such call-back hours will be paid as overtime hours regardless of the number of paid leaves of absence during the employee's work week.

In lieu of payment for overtime hours worked, the employee may request to take compensatory time off. Approval shall be at the discretion of the Department Head. If the request is approved by the Department Head, one and one-half (1 ½) hours of compensatory time shall be credited for each overtime hour worked. A maximum accrual of compensatory time shall be thirty (30) hours.

A.F.S.C.M.E. ('G' PAY GRADES) NON-EXEMPT CLASSIFICATIONS

Work performed by employees in excess of forty (40) hours per work week shall be compensated at the rate of one and one-half (1 ½) times the regular hourly rate of the employee. No overtime work will be allowed without prior approval by the Department Head or his designee. All paid leaves of absence shall be counted as hours worked in computing overtime, with the exception of sick leave, which shall not count as hours worked for the purpose of computing weekly overtime.

Hours paid at a premium rate during the work week will offset other overtime hours due in accordance with the Fair Labor Standards Act. If an employee is called to duty during his off-duty time, and such time does not merge with his scheduled work week, the employee will be paid for a minimum of two (2) hours at one and one-half (1 ½) times his regular hourly pay or one and one-half (1 ½) times the actual hours worked, whichever is greater. All such call-back hours will be

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paid as overtime hours regardless of the number of paid leaves of absence during the employee's work week.

In lieu of payment for overtime hours worked, the employee may request to take compensatory time off. Approval shall be at the discretion of the Department Head. If the request is approved by the Department Head, one and one-half (1 ½) hours of compensatory time shall be credited for each overtime hour worked. A maximum accrual of compensatory time shall be twenty (20) hours.

FRATERNAL ORDER OF POLICE, LODGE 77 ('Y' PAY GRADES) NON-EXEMPT CLASSIFICATIONS

Work performed by employees in excess of forty (40) hours per work week shall be compensated at the rate of one and one-half (1 ½) times the regular hourly rate of the employee. No overtime work or compensation will be allowed without prior approval by the Department Head or his designee. All paid leaves of absence shall be counted as hours worked in computing overtime, with the exception of sick leave, which shall not count as hours worked for the purpose of computing weekly overtime.

For employees working twelve (12) hour shifts, work performed in excess of eighty (80) hours in any fourteen (14) day work cycle shall be compensated at the rate of one and one-half (1 ½) times the regular hourly rate of the employee. No overtime work or compensation will be allowed without prior approval by the Department Head or his designee. All paid leaves of absence shall be counted as hours worked in computing overtime, with the exception of sick leave, which shall not count as hours worked for the purpose of computing weekly overtime.

Hours paid at a premium rate during the work week will offset other overtime hours due in accordance with the Fair Labor Standards Act. If an employee is called to duty during his off-duty time, and such time does not merge with his scheduled work week, the employee will be paid for a

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minimum of two (2) hours at one and one-half ($1\frac{1}{2}$) times his regular hourly pay or one and one-half ($1\frac{1}{2}$) times the actual hours worked, whichever is greater. All such call-back hours will be paid as overtime hours regardless of the number of paid leaves of absence during the employee's work week.

In lieu of payment for overtime hours worked, the employee may request to take compensatory time off. Approval shall be at the discretion of the Department Head. If the request is approved by the Department Head, one and one-half ($1\frac{1}{2}$) hours of compensatory time shall be credited for each overtime hour worked. A maximum accrual of compensatory time shall be ~~twenty (20)~~forty (40) hours.

FRATERNAL ORDER OF POLICE, LODGE 32 ('J' PAY GRADES) NON-EXEMPT CLASSIFICATIONS

Work performed by employees in excess of eighty-six (86) hours in any fourteen (14) day work cycle shall be compensated at the rate of one and one-half ($1\frac{1}{2}$) times the regular hourly rate of the employee. No overtime work or compensation will be allowed without prior approval by the Department Head or his designee. The Department will develop a standard operating procedure for the granting of voluntary and mandatory overtime.

Vacation and holiday leaves shall be counted as hours worked in computing overtime with the exception of sick leave and compensatory time, which will not count as hours worked for purposes of computing overtime. If an employee is called to duty during his off-duty time, and such time does not merge with his scheduled tour of duty, the employee will be paid for a minimum of two (2) hours at a rate of one and one-half ($1\frac{1}{2}$) times his regular hourly pay or one and one-half ($1\frac{1}{2}$) times the actual hours worked, whichever is greater. In such cases, all call-back hours will be paid as overtime regardless of the number of paid leaves of absence during the employee's work week.

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In lieu of payment for overtime hours worked, the employee may notify the Department that overtime shall be converted to compensatory time. One and one half (1 ½) hours of compensatory time shall be credited for each overtime hour worked. The employee's compensatory bank may not exceed a total of seventy six (76) hours.

UNREPRESENTED ('C' PAY GRADES) AND EXCLUDED E ('E' PAY GRADES) NON-EXEMPT CLASSIFICATIONS

Work performed by employees in excess of forty (40) hours in any work week shall be compensated at the rate of one and one-half (1 ½) times the regular hourly rate of the employee. No overtime work or compensation will be allowed without prior approval by the Department Head or his designee. In accordance with 29 U.S.C. § 207 (k), work performed by Corrections-Sergeant employees in excess of eighty six (86) hours in the fourteen (14) day work cycle shall be compensated at the rate of one and one-half (1 ½) times the regular rate of the employee.

All paid leaves of absence shall be computed as hours worked in computing overtime, with the exception of sick leave, which shall not count as hours worked for the purpose of computing overtime.

If an employee is called to duty during his off-duty time, and such time does not merge with his scheduled work week, the employee will be paid for a minimum of two (2) hours at one and one-half (1 ½) times his regular hourly pay or one and one-half (1 ½) times the actual hours worked, whichever is greater. All such call-back hours will be paid as overtime hours regardless of the number of paid leaves of absence during the employee's work week.

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EXEMPT CLASSIFICATIONS

Employees who are determined to be Exempt from the requirements of the Fair Labor Standards Act and who are identified in the pay plan index as exempt are presumed to be paid for the complete job and are not eligible to receive compensation for additional hours. Employees may work more or less than forty (40) hours per week at the discretion of the Department Head. In addition, a Department Head may grant additional time off in recognition of extra work but under no circumstance will time be granted on a one-for-one basis or hours counted after forty (40) per week. Exceptions to this overtime policy may be granted by the Human Resources Officer when requested by the Department Head after demonstrating the exception to this policy is in the best interest of the County.

Employees in the unclassified service, with the exception of those represented by the Deputy Sheriff's Association, are not eligible to receive compensation for work in excess of forty (40) hours per week, and are not covered by this Human Resources Policy Bulletin.

EXEMPT AND NON-EXEMPT CLASSIFICATIONS

For a current listing of Exempt and Non-Exempt Classifications, please refer to the City-County home page at www.lincoln.ne.gov. Under Lancaster County, click on 'County Agencies'. Click on 'Human Resources Department.' Under County, click on 'Pay Plans.' Finally, click on 'Alphabetic Title Listing.' This listing will be updated as changes occur.

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Doug McDaniel
Human Resources Director

Date

Larry Hudkins, Chair
Board of County Commissioners

Date