May 28, 2020

TO: County Personnel Policy Board Members

SUBJECT: Personnel Policy Board Meeting
Thursday, June 4, 2020
1:30 p.m., Commissioners Hearing Room
County-City Building, Room 112

A G E N D A

ITEM 1: Approval of Minutes from the March 5, 2020, March 23, 2020, April 6, 2020, and April 27, 2020 meetings.

ITEM 2: Request to create the following classifications:

CLASS CODE	CLASS TITLE	PROPOSED PAY GRADE
9613	Real Property Appraiser II	C14 ($53,998.88 - $69,168.32)
9619	Appraisal Operations Manager	C20 ($66,765.92 - $85,515.04)

ITEM 3: Request to revise and change the title of the following classifications:

CLASS CODE	CURRENT CLASS TITLE	PROPOSED CLASS TITLE	
9608	Appraiser Apprentice	Real Property Appraiser I	(C10)
9614	Senior Residential Property Appraiser	Real Property Appraiser III	(C17)

ITEM 4: Request to amend Rule 18.1 of the Personnel Rules – Compensation for Absence on Holidays

ITEM 5: Request to amend Rule 19.10 of the Personnel Rules – Absence Without Leave

ITEM 6: Request to amend the Election of Personnel Policy Board Members by Classified Employees Human Resources Policy Bulletin

ITEM 7: Creation of Disabilities and Accommodations in Employment Human Resources Policy Bulletin

ITEM 8: Miscellaneous Discussion

PC: Department Heads
Kristy Bauer

LANCASTER COUNTY
REAL PROPERTY APPRAISER II

NATURE OF WORK

This is responsible technical work implementing the established appraisal process for residential property in Lancaster County.

Work involves responsibility for the appraisal and assessment of real property through the application of established procedures and standards which include: physical inspection of the property; researching appropriate data; interviewing property owners; preparing field sketches; determining property classifications; and utilizing a variety of mass appraisal techniques. Work also involves testing valuation models, and collaborating with appraisal superiors. An employee in this classification uses independent judgment and personal initiative with regard to work decisions made in accordance with department policies, procedures, and state statutes. General guidance and supervision is received from an administrative or appraisal superior with work being reviewed through conferences and results achieved.

EXAMPLES OF WORK PERFORMED

Assist in the preparation of assessment information for Tax Equalization and Review Commission appeals; review and analyze computer-generated sale ratio reports, statistical reports, appraisal reports and edit reports.

Analyze sales data for qualification and consideration in market studies while applying established procedures, and identify trends and variations in the real estate market.

Assist in land valuation through the application of established procedures and standards; develop estimates of property value through the application of a variety of appraisal principles and techniques; prepare market research utilizing the cost, comparative sales, and income approach.

Read and interpret legal descriptions, plat maps, and cadastral maps to determine ownership of land or location of properties; utilize digital imagery, parcel data, property maps, legal descriptions and other sources of information to complete desktop review of properties in defined area.

Physically inspect real property parcels and structures; record a description of the type and class and quality of property including improvements, area measurements and other related information; prepare field sketches of a variety of buildings; determine property classifications of a variety of structures using electronic tablet computers, electronic measuring devices and take clear electronic photographic images of the parcel structures.

Investigate and respond to inquiries from the public regarding property assessment; meet in person with property owners during informal valuation hearings to explain assessments, gather information, schedule and conduct property inspections.

Perform related work as required.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Thorough knowledge of the principles, methods, practices and techniques of real property assessment.

Thorough knowledge of the statutes and ordinances governing real property assessment.

Thorough knowledge of surveying, mapping, zoning, and architecture as they apply to appraisals.

Considerable knowledge of the functions and capabilities of data processing related to property assessment and appraisal.

Knowledge and understanding of inferential statistical and exploratory data analysis.

Ability to establish and maintain effective working relationships with co-workers, property owners, public officials, and the general public.

Ability to write technical reports and explain technical information to lay people.

Ability to deal effectively with the general public under adverse circumstances.

Ability to gather and document physical data obtained from residential property parcels and structures.

Ability to accurately perform mathematical calculations.

Ability to use various software including Microsoft Word, Excel and Outlook with a general knowledge of personal computer file structure and functions.

Ability to establish priorities, work independently and proceed with objectives without direct supervision.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university in real estate, math, business administration, public administration or related field plus two years of experience appraising real property or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid driver's license when operating a vehicle is necessary for the satisfactory performance of assigned duties.

6/2020

PSXXXX

LANCASTER COUNTY
APPRAISAL OPERATIONS MANAGER

NATURE OF WORK

This is responsible administrative and professional work directing the mass appraisal operations for real property in Lancaster County.

Work involves responsibility for the mass appraisal operations of real property to ensure production of uniform and equitable valuations. These responsibilities include: development and oversight of appraisal data collection and quality control processes; development and oversight of performance metrics; field management of Computer Assisted Mass Appraisal program; development of strategic operational plans; alignment of staff resources toward benchmark operational needs; coordination of public relations and customer service programs. An employee in this classification is expected to use considerable independent judgment and personal initiative with regard to work decisions made. General guidance and direction is received from the Chief Field Deputy or other administrative superior with work being reviewed through conferences and results received. Supervision is exercised over subordinate appraisers and support staff.

EXAMPLES OF WORK PERFORMED

Develop operational plans to include analyses of strengths, weakness, opportunities and threats, development of short and long range operational goals, and detailed action plans toward achievement.

Develop and employ relevant statistical analysis, process benchmarking, and conduct process audits o ensure consistency and uniformity throughout appraisal operations.

Develop and implement effective training and onboarding programs for subordinate staff at various operational levels.

Direct day-to-day operations of the appraisal staff ensure individual compliance with policies and procedures, and ensure individual goals are established and objectives met.

Answer questions and investigate complaints from property owners; direct appropriate staff to ensure timely resolution, explain department policies, procedures, and state statutes.

Ensure appraisal processes consistently meet Professionally Accepted Mass Appraisal Standards, as defined by law, and implement corrective measures as necessary to ensure ongoing compliance.

Serve as a liaison to the Information Services Division; develop specific technology direction for individual appraisal processes.

Works with department leadership to conduct strategic planning, problem-solving, develop office policy, and promote a positive office culture and productive environment.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of Professionally Accepted Mass Appraisal Standards, Nebraska Revised Statutes, and Nebraska Administrative Code pertaining to real property assessment.

Considerable knowledge of the principles of management, human resources, organizational behavior, and employee training and development.

Ability to plan, supervise, and evaluate the work of subordinate employees, including the ability to recognize various employee strengths and meld into well-functioning team.

Ability to lead others by sharing expertise and knowledge for the purpose of cultivating an open teamwork environment within the office.

Ability to maintain a high level of initiative, effort, and commitment towards completing goals; is motivated to achieve; demonstrates responsible behavior.

Ability to operate with high standards of ethical conduct and understand the impact of violating these standards on an organization, self and others.

Ability to respond quickly to shifts in operational demands, including legislative changes, staffing changes, and other directed changes in operations.

Ability to establish and maintain effective working relationships with County officials, other employees, and the general public.

Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in real estate, property appraisal, human resources, public or business administration or related field and five years of experience working with a computer assisted mass appraisal system, plus two years of supervisory experience; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

LANCASTER COUNTY
REAL PROPERTY APPRAISER I~~APPRENTICE~~

NATURE OF WORK

This is apprentice level, technical work applying the appraisal process to ~~residential~~real property in Lancaster County.

Work involves following established guidelines in the appraisal and assessment of residential, commercial, or agricultural property. Work also involves ~~assisting an Appraiser in developing estimates of~~ contributing to the property assessment process~~value~~ through the application of established procedures and standards which include: physical inspection of the property, researching appropriate data, interviewing property owners, preparing field sketches, determining property classifications, and utilizing standard valuation techniques. Supervision is received from the Chief Field Deputy, ~~Senior Residential Appraiser~~ or other administrative or appraisal superior with work reviewed through reports, conferences and results achieved.

EXAMPLES OF WORK PERFORMED

Capture property data in a timely and accurate manner by conducting field visits to properties, measuring properties, noting property descriptions, counts and relevant property characteristics, while relying on established procedures and guidelines.

Accurately document property notes and field characteristics in an electronic field tablet and capture property photos necessary to record relevant features.

Assist ~~Appraiser with~~in establishing the value of real property by identifying and recording property characteristics that affect value through field review, review of records, desktop review of maps and aerial photography, and interviews with property owners, tenants and managers.

~~Record descriptions in the field including type and class of property, improvements, area measurements and related information.~~

Identify property improvements, special features, changes or additions to value by traveling to assigned areas or using the desktop review process and aerial photography.

Prepare ~~field~~ sketches of buildings during field review or from building plans and determine property classification of structures.

~~Establish and maintain computer records and reports.~~

Ensure accuracy of data and records by performing basic mathematical checks including determination of square footage, fractions or decimals using standard formulas and applying basic data logic tests.

~~Respond to personal or telephone inquiries from taxpayers regarding assessed valuations.~~

~~Adhere to established guidelines with regard to listing real property.~~

Communicate with the public, professionals, staff and management in regard to assessment policies and procedures; convey property owner concerns to appropriate supervisor and follow up through resolution.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Some knowledge of the principles, methods, practices and techniques of real property assessment.

Some knowledge of the statutes and ordinances governing real property assessment.

Some knowledge of surveying, mapping, zoning and architecture as they apply to appraisals.
Ability to interpret and maintain written and computerized property records.

Ability to organize, analyze and interpret information.

Ability to establish and maintain effective working relationships with co-workers, property owners, public officials and the general public.

Ability to communicate effectively both orally and in writing.

Ability to deal effectively with the general public under adverse circumstances.

Ability to accurately perform mathematical calculations.

Ability to gather parcel information; document physical characteristic data in the field from property inspections using electronic table computers, electronic measuring device and take clear electronic photographic images of the parcel structures.

Ability to utilize various software including Microsoft Word, Excel and Outlook, with a general knowledge of personal computer file structure and functions.

~~DESIRABLE TRAINING AND EXPERIENCE~~

~~Graduation from a senior high school or equivalent supplemented by college-level coursework in real estate, math, business administration, public administration, or related field plus experience appraising/listing real property.~~

MINIMUM QUALIFICATIONS

Graduation from a ~~senior~~ high school or equivalent supplemented by college-level coursework in real estate, math, business administration, public administration, or related field plus ~~some~~six months of

experience appraising/listing real property; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid driver's license when operating a vehicle is necessary for the satisfactory performance of assigned duties.

~~04/13~~6/2020

PS9608

LANCASTER COUNTY
~~SENIOR RESIDENTIAL~~REAL PROPERTY APPRAISER III

NATURE OF WORK

This is responsible senior level technical work coordinating the appraisal process for ~~residential~~real property in Lancaster County.

Work involves responsibility for the appraisal and assessment of ~~residential~~real property ~~and for determining property value~~ through the coordination, development and application of established procedures and standards which include: physical inspection of the property; researching appropriate data; interviewing property owners; preparing field sketches; determining property classifications; and utilizing a variety of valuation techniques. Work also involves developing mass appraisal models, preparing narrative appraisal reports, ~~participating in special appraisal projects~~conducting appraisal research and analysis, and testifying as an expert witness. An employee in this classification uses considerable independent judgment and personal initiative with regard to work decisions made in accordance with department policies, ~~and~~ procedures, and ~~in accordance with~~ state statutes. General guidance and supervision is received from the Chief Field Deputy or other administrative superior with work being reviewed through conferences and results achieved. Supervision is exercised over subordinate appraisers and support staff.

EXAMPLES OF WORK PERFORMED

Represent the County Assessor at County Board of Equalization hearings; serve as an expert witness ~~as to the residential~~ regarding property values in Lancaster County~~.~~; prepare valuation documentation, analyze information, and defend findings for appeals to the ~~Assist in the preparation of narrative appraisals of residential properties for~~ Tax Equalization and Review Commission ~~appeals~~; review and analyze computer-generated sale ratio reports, statistical reports, appraisal reports and edit reports.

Perform detailed and complex sales analyses, review sales qualification of subordinate appraisers, develop sales qualification criteria for application within defined areas.

Determine land values of property through the application of established procedures and standards; develop estimates of property value through the application of a variety of appraisal principles and valuation techniques; ~~prepare~~conduct ~~benchmark appraisals~~market research utilizing the cost, comparative sales, and income approach.

Read and interpret legal descriptions, plat maps, and cadastral maps to determine ownership of land or location of properties.

Physically inspect residential property parcels and structures; record a description of the type and class and quality of residential property including improvements, area measurements and other related information; prepare field sketches of a variety of buildings; determine property classifications of a variety of structures using electronic tablet computers, electronic measuring devices and take clear electronic photographic images of the parcel structures.

Answer questions and complaints from property owners; explain departmental policies and procedures and state statutes concerning residential property appraisal; establish and maintain computer

records and reports; meet in person with property owners during informal valuation hearings to explain assessments, gather information, schedule and periodically conduct property inspections.

Under the general supervision of the Chief Field Deputy, establish and implement uniform and proportionate market values on individual classes and subclasses of residential property.

Plan and organize work activities and schedules of assigned staff to ensure attainment of appraisal team goals, adherence to department policies and procedures; instruct, coach, train and guide assigned staff to develop their overall performance capabilities.

~~May supervise and assist in training subordinate employees.~~

Perform related work as required.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Thorough knowledge of the principles, methods, practices and techniques of residential property assessment.

Thorough knowledge of the statutes and ordinances governing residential property assessment.

Thorough knowledge of surveying, mapping, zoning, and architecture as they apply to appraisals.

Considerable knowledge and understanding of inferential statistical and exploratory data analysis.

Considerable knowledge and understanding of statistical modeling concepts and market regression analysis.

Considerable knowledge of the functions and capabilities of data processing related to property assessment and appraisal.

Ability to establish and maintain effective working relationships with co-workers, property owners, public officials, and the general public.

Ability to write technical reports and explain technical information to lay people.

Ability to deal effectively with the general public under adverse circumstances.

Ability to gather and document physical data obtained from residential property parcels and structures.

Ability to accurately perform mathematical calculations.

Ability to use various software including Microsoft Word, Excel and Outlook with a general knowledge of personal computer file structure and functions.

Ability to establish priorities, work independently, and proceed with objectives without direct supervision.

~~DESIRABLE TRAINING AND EXPERIENCE~~

~~Graduation from an accredited four-year college or university in real estate, math, business administration, public administration or related field plus considerable experience in appraising residential property. Some experience utilizing CAMA system modeling in a mass appraisal environment preferred.~~

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university in real estate, math, business administration, public administration or related field plus four years of experience appraising ~~residential~~real property or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid driver's license when operating a vehicle is necessary for the satisfactory performance of assigned duties.

~~04/13~~6/2020

PS9614

18.1 Compensation for Absence on Holidays (Revised ~~11/15~~06/2020)

(a) All full-time and part-time status and probationary employees ~~with the exception of those identified in paragraph (h) below~~ shall receive holiday pay for one-fifth (1/5) of their regularly scheduled work week not to exceed eight (8) hours for the following legal holidays or any other day proclaimed by the County Board as a holiday:

New Year's Day	Labor Day
Martin Luther King Jr.'s Day	Veteran's Day
President's Day	Thanksgiving Day
Memorial Day	Day After Thanksgiving
Fourth of July	Christmas Day

(b) In addition to the established holidays listed above, employees who are new or re-hired in pay grades prefixed by 'C' or 'E' shall receive noncumulative personal holiday hours based on the following schedule in their first year of employment:

(1) If the employee's hire date is on or after the beginning of the pay period in August which results in the first pay check in September, but before January 1st, the employee shall receive twenty-four (24) hours of noncumulative personal holiday leave hours.

(2) If the employee's hire date is on or after January 1st but prior to May 1st, the employee shall receive sixteen (16) hours of noncumulative personal holiday leave hours.

(3) If the employee's hire date is on or after May 1st, but prior to the beginning of the pay period in August which results in the first pay check in September, the employee shall receive eight (8) hours of noncumulative personal holiday leave hours.

All other employees already employed, with the exception of ~~those identified in paragraphs (f) and (h) below~~ part-time employees shall receive twenty-four (24) hours of noncumulative personal holiday leave hours each year beginning with the pay period in August that results in the first pay check in September.

Part-time employees are entitled to prorated personal holiday hours as follows: the number of hours in a regularly scheduled work week divided by forty (40) hours and then multiplied by twenty-four (24) hours.

(c) In addition to the established holidays listed above, employees who are new or re-hired in pay grades prefixed by 'J' shall receive noncumulative personal holiday hours based on the following schedule in their first year of employment:

(1) If the employee's hire date is on or after the beginning of the pay period in August which results in the first pay check in September, but before January 1st, the employee shall receive twelve (12) hours of noncumulative personal holiday leave hours.

(2) If the employee's hire date is on or after January 1st but prior to May 1st, the employee shall receive eight (8) hours of noncumulative personal holiday leave hours.

(3) If the employee's hire date is on or after May 1st, but prior to the beginning of the pay period in August which results in the first pay check in September, the employee shall receive four (4) hours of noncumulative personal holiday leave hours.

Part-time employees are entitled to prorated personal holiday hours as follows: the number of hours in a regularly scheduled work week divided by forty (40) hours and then multiplied by twelve (12) hours.

(d) In addition to the established holidays listed above, employees in pay grades prefixed by 'A' or 'G', with the exception of ~~those identified in paragraph (h) below~~part-time employees, will receive twenty (20) hours of noncumulative personal holiday time each year beginning with the pay period in August that results in the first pay check in September.

Part-time employees are entitled to prorated personal holiday hours as follows: the number of hours in a regularly scheduled work week divided by forty (40) hours and then multiplied by twenty (20) hours.

(e) In addition to the established holidays listed above, employees in pay grades prefixed by 'Y', with the exception of ~~those identified in paragraph (h) below~~part-time employees, will receive eighteen (18) hours of noncumulative personal holiday time each year beginning with the pay period in August that results in the first paycheck in September.

Part-time employees are entitled to prorated personal holiday hours as follows: the number of hours in a regularly scheduled work week divided by forty (40) hours and then multiplied by eighteen (18) hours.

~~(f) Part-time employees will receive personal holiday hours at one-fifth (1/5) of their regularly scheduled work week not to exceed eight (8) hours.~~

~~(g)~~(f) Personal holiday hours may be taken anytime during the year that begins with the pay period in August that results in the first pay check in September and ends with the pay period in August that results in the last pay check in August ("personal holiday year") ~~(or be forfeited)~~ provided the days and times selected by the employee have the prior approval of the Department Head.

Personal holidays are automatically forfeited if they are not used during the personal holiday year in which they are granted or an employee separates employment with the County, except in those cases when an employee is eligible to retire.

~~(h) Part-time status and probationary shift employees of facilities open seven (7) days a week or twenty-four (24) hours a day shall earn legal and personal holidays on a prorated schedule at the rate of 0.05 per hour worked which shall be added to the holiday bank each pay period. Accumulated holiday hours must be taken during the year that begins with the pay period in August that results in the first pay check in September (or be forfeited), provided the time selected by the employee has the prior approval of the Department Head.~~

19.10 Absence Without Leave (Revised 06/2020)

Any unauthorized absence of an employee from duty shall be deemed to be an absence without pay and may be made grounds for disciplinary action by the Department Head. ~~Any~~If an employee ~~who~~is absent~~s~~ ~~himself~~ for three (3) or more days without authorized leave, the employee shall be deemed to have ~~resigned~~abandoned his or her job. Such absence may be excused, however, by the Department Head by a subsequent grant of leave with or without pay where extenuating circumstances are found to have existed.

Human Resources Policy Bulletin

Number: ~~2005-1~~ 2020-5

Lancaster County

Date: ~~July, 2005~~ June, 2020

Reference:	**Title:**
Lancaster County Rules Appendix A, Nebraska Revised Statutes, Sec. 23-2521 (2) Personnel policy board; members; qualifications; appointment; term; removal; chairperson; meetings; quorum. Supercedes Personnel Policy Bulletin 2005-1	Election of Personnel Policy Board Members by Classified Employees

(1) Definitions:

Classified employees who comprise all positions not specifically included in the unclassified service.

Personnel Policy Board Members are persons in sympathy with the application of merit principles to public employment and who are not otherwise employed by the County. No member shall hold during his or her term, or shall have held for a period of one year prior thereto, any political office or a position as officer or employee of a political organization.

Term of appointment: Each member shall be appointed in the same manner for a term of five years, except that any person appointed to fill a vacancy occurring prior to the expiration of a term shall be appointed in the same manner for the remainder of the term. Each member of the board shall hold office until his or her successor is appointed and qualified.

(2) Nomination Procedure

Human Resources Policy Bulletin

Number: ~~2005-1~~ 2020-5

Lancaster County

Date: ~~July, 2005~~ June, 2020

Reference:	**Title:**
Lancaster County Rules Appendix A, Nebraska Revised Statutes, Sec. 23-2521 (2) Personnel policy board; members; qualifications; appointment; term; removal; chairperson; meetings; quorum. Supercedes Personnel Policy Bulletin 2005-1	Election of Personnel Policy Board Members by Classified Employees

a) The Presidents of the bargaining units for classified employees and the Chairperson of the Employee Advisory Team will be notified when a vacancy exists of a Personnel Policy Board position which would be appointed by the classified employees. For purposes of the nomination process, the Employee Advisory Team shall represent the opinions of only those employees who are unrepresented, classified employees. The opinions of classified employees represented by either of the bargaining units shall be presented by the bargaining unit's President. These individuals will meet and submit, in writing, names to the ~~Personnel~~Human Resources Director to be placed onto the official ballot by a pre-established deadline. Before a name is placed on a ballot, the individual to be nominated should be contacted by the nominator to insure they are interested and willing to accept the appointment, if elected.

b) The ~~Personnel~~Human Resources Director will establish an official ballot, placing on that ballot the names submitted by the predetermined deadline, with a brief description of the candidate's qualifications. A deadline for voting will be noted. The Lancaster County Election Commissioner or his designee will initial each official ballot. Ballots submitted which do not bear such initials, or appear to be photocopied, will not be counted.

(3) Election Procedure

a) The Lancaster County Election Commissioner will oversee the election process and certify the results of the election. A majority of votes received will constitute the winner.

b) Each classified employee will receive a ballot. The ~~Personnel~~Human Resources Department will generate labels to be used to send the ballot to employees via interoffice mail.

c) Each ballot will have a deadline date and time. All ballots received after the deadline will not be counted. The voting process will be completed within a two-week period.

d) Each ballot will be sent out with a return interoffice envelope that is addressed to the Lancaster County Election Commissioner. Where possible, the ballots will be sent and returned via interoffice mail.

e) The cost of supplies to conduct the election will be paid by the Lancaster County Board of Commissioners.

f) Upon receiving certified election results from the Lancaster County Election Commissioner, the ~~Personnel~~Human Resources Director will publish the results to the individuals on the ballot, to the President of the classified unions and the Chair of the Employee Advisory Team, the Lancaster County Board of Commissioners, and Lancaster County Department Heads. Thirty (30) days following a certified election, the ballots will be destroyed.

g) The effective date of the appointment will be the first Personnel Policy Board Meeting following the expiration of the term of office; or the first Personnel Policy Board

Meeting following the election if the term has already expired or in the event of a resignation.

h) A sample ballot is attached for reference.

_____ _____

~~Don Taute~~Doug McDaniel, ~~Personnel~~Human Resources Director Date

_____ _____

~~Larry Hudkins~~Sean Flowerday, Chair Date

Board of County Commissioners

F:\HRStaff\Private\BLTNS\COUNTY\COPPB PERSONNEL POLICY BOARD ELECTION leg 3-2020.docx

LANCASTER COUNTY
SAMPLE PERSONNEL POLICY BOARD BALLOT

The Lancaster County Personnel Policy Board is a five member board that reviews employee grievances and disciplinary appeals, and recommends personnel rule changes and amendments to the Human Resources Department and County Board. Pursuant to state law, classified employees appoint two members to the Personnel Policy Board to serve five-year terms. One of these terms has expired and the County Board has agreed to sponsor a county-wide election to give all classified employees the opportunity to vote for the appointment.

Listed below are two individuals that have been nominated by I.B.E.W. Local 1536 ('A'), I.B.E.W. local 1536 ('G'), FOP Lodge 32, FOP Lodge 77 and the Employee Advisory Team. You may vote for **one** of the individuals listed below by placing an **"X"** on the line beside the person for which you wish to vote. Please use the enclosed addressed envelope to mail your ballot to the Election Commissioner's Office. The ballot may be mailed through the County inter-office mail.

Do not copy this ballot. Only an original of this ballot will be considered valid. All ballots must be received by the Election Commissioner no later than the close of business Friday, Date

_____ Name #1 – Brief description of qualifications

_____ Name #2 – Brief description of qualifications

Election Commissioner Certification of Authenticity _____

Human Resources Policy Bulletin

Lancaster County

Number: 2020-1
Date: June, 2020

Reference:	Title:
Americans With Disabilities Act of 1990	Disabilities and Accommodations in Employment

I. PURPOSE

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that require employers with fifteen (15) or more employees to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of Lancaster County to comply with all federal and state laws concerning the employment of persons with disabilities. Furthermore, it is Lancaster County's policy not to discriminate against qualified individuals with disabilities in its application procedures, the hiring process, and with regard to the terms, conditions, and privileges of employment.

The Lincoln-Lancaster County Human Resources Department, in conjunction with Lancaster County departments and offices, is responsible for implementing this Policy Bulletin, including the resolution of reasonable accommodations, direct threat and undue hardship issues.

Human Resources Policy Bulletin

Lancaster County

Number: 2020-1
Date: June, 2020

Reference:	Title:
Americans With Disabilities Act of 1990	Disabilities and Accommodations in Employment

II. PROCEDURES FOR APPLICANTS

When an individual with a disability requests accommodation during the application or hiring process and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, he or she will be given the same consideration for employment as any other applicant. Applicants who pose a direct threat to the health, safety and well-being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation will not be hired.

III. PROCEDURES FOR EMPLOYEES

If you believe you are disabled or have been diagnosed with a disability, and you wish to request an accommodation to perform the essential functions of your job, notify your direct supervisor or the Lincoln-Lancaster County Human Resources Department. Once notified and all relevant documents are gathered, the Lincoln-Lancaster County Human Resources Department will begin what is called an interactive process to discuss your needs.

Human Resources Policy Bulletin

Lancaster County

Number: 2020-1
Date: June, 2020

Reference:	Title:
Americans With Disabilities Act of 1990	Disabilities and Accommodations in Employment

This process may include discussing your disability or impairment, limitations to your job performance that affect the essential functions of your job, and alternatives to make your workplace accessible and allow you to participate in all terms, conditions, and privileges of employment with Lancaster County. You may be asked to submit supporting documentation from your physician or medical provider to substantiate the need for a reasonable accommodation. Lancaster County is not required to provide an accommodation when such accommodation would cause an undue hardship to Lancaster County.

_____ _____

Doug McDaniel Date

Human Resources Director

_____ _____

Sean Flowerday, Chair Date

Board of County Commissioners

F:\HRStaff\Private\BLTNS\COUNTY\COPPB Disabilities & Accommodations in Employment 2020-1 leg.docx