

July 12, 2024

**TO:** County Personnel Policy Board Members

**SUBJECT:** Personnel Policy Board Meeting  
Friday, July 19, 2024  
**1:30 p.m.**, Commissioners Hearing Room  
County-City Building, Room 112

Note: Special  
Date

**A G E N D A**

ITEM 1: Approve Minutes from the June 6, 2024 meeting.

ITEM 2: Request to create the following classifications:

**CLASS**

<u>CODE</u>	<u>CLASS TITLE</u>	<u>PAY GRADE</u>
5748	Corrections Information Technology Manager	C25 (\$90,760.80 - \$116,259.52)
5749	Corrections Business Manager	C20 (\$76,055.20 – \$97,414.72)

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

<u>CLASS</u>	<u>CURRENT</u>	<u>PROPOSED</u>
<u>CODE</u>	<u>CLASS TITLE</u>	<u>PAY GRADE</u>
7530	Geospatial Administrator	C25 (\$90,760.80 - \$116,259.52)
		C28 (\$100,929.92 - \$129,276.16)

ITEM 4: Request to revise the following classification:

**CLASS**

<u>CODE</u>	<u>CLASS TITLE</u>
2845	Accountant III (C21)
5751	Correctional Officer (J01)
5762	Community Corrections Field Specialist (C05)

ITEM 5: Request to amend Lancaster County Human Resource Policy Bulletin – Natural Disaster Leave Donation

ITEM 6: Request for appeal hearing – IBEW – Veronica Johnson – Engineering - Suspension.

ITEM 7: Request for appeal hearing – IBEW – Josh Bassen & Rick DeBoer – Engineering – Union time.

ITEM 8: Request for appeal hearing – IBEW– James Gibbs – Engineering – Suspension.

ITEM 9: Miscellaneous Discussion

ITEM 10: Public Comment

pc:	County Agencies	Barb McIntyre	Kristy Bauer
	Union Presidents	John Ward	Veronica Johnson
	Rick Deboer	Josh Bassen	James Gibbs

LANCASTER COUNTY  
CORRECTIONS INFORMATION TECHNOLOGY MANAGER

NATURE OF WORK

This is advanced level, highly technical, administrative and supervisory work managing the full lifecycle of the department's technology hardware and software demands.

Work involves responsibility for full project lifecycle management of department specific applications, including Criminal Justice Information Services (CJIS) and Jail Records Management System (JMS), the department's time keeping/scheduling program and other applications. Work also includes collaborating with department leads to perform requirements analysis and developing and deploying full-stack applications to create more efficient workflows. An employee in this classification exercises considerable independent judgement in the performance of assigned duties. General supervision is received from the director with work being reviewed for conformance with established departmental policies and procedures.

EXAMPLES OF WORK PERFORMED

Manage full product lifecycle of complex department applications.

Determine the feasibility of computerizing manual systems or converting legacy systems to systems using current technology.

Perform analysis of department data, producing detailed summary reports for review by administration.

Assist computer operators with issues related to hardware, software, and department applications.

Manage and assist in the installation of new computer systems, and hardware and software upgrades to existing systems; diagnose problems in hardware and software and perform appropriate repairs or coordinates with subordinate staff and third-party vendors.

Troubleshoot Closed-Circuit Television (CCTV), intercom, and Programmable Logic Controllers (PLC) network issues and implement solutions in a timely manner.

Develop department technological objectives and budgets, manages acquisition, configuration and development of new technology.

Oversee and participate in technology asset management within the department.

Coordinate and supervise technical staff support, including service/help desk operations, department hardware and software maintenance and upgrades.

Supervise subordinate personnel; assigns, directs, coordinates and evaluates work.

Perform related work as required.

#### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Extensive knowledge and skill in the use of computer programming frameworks and languages.

Extensive knowledge and skill in the use of current HTML and CSS.

Extensive knowledge of modern design principles, methods, and techniques of computer programming.

Thorough knowledge of Microsoft Office Suite, including Microsoft (MS) Access.

Considerable knowledge in design, setup, and maintenance of relational databases.

Knowledge in the use of Representational State Transfer Application Programming Interface.

Ability to analyze complex problems and organize their parts into logical systems.

Ability to investigate data processing issues, diagnose problems promptly, and execute solutions effectively and in a timely manner.

Ability to foresee changes in the needs of the department and plan the most efficient and cost-saving conversions.

Ability to learn and adapt to advances in technology and determine how it could be used to optimize workflows for the department.

Ability to communicate effectively both orally and in writing.

Ability to effectively manage multiple responsibilities concurrently.

Ability to establish and maintain effective working relationships with co-workers, subordinates and vendors.

Ability to maintain the confidentiality of information.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in systems analysis and programming, software design, software engineering or related field plus six years of experience managing a complex computer system and two years of experience in a responsible administrative or supervisory capacity; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

LANCASTER COUNTY  
CORRECTIONS BUSINESS MANAGER

NATURE OF WORK

This is responsible administrative work overseeing and directing the business operations of the Corrections Department.

Work involves responsibility for ensuring the efficient financial management and operational integrity of the Correctional facility. Work includes a diverse array of responsibilities, ranging from budget development and management to overseeing communication channels and ensuring compliance with legal and safety standards. Work also includes administering various Human Resource functions, encompassing the preparation, routing, and record-keeping of critical tasks. This includes managing payroll processing, documenting Family and Medical Leave Act (FMLA) requests, coordinating training and travel logistics, and providing valuable support in contract administration. Work is performed independently with work being reviewed by the Director in the form of written reports, direct reporting and results achieved. Supervision is exercised over employees.

EXAMPLES OF WORK PERFORMED

Oversee, guide and assess designated personnel, encompassing tasks such as establishing workloads, prioritizing assignments, conducting performance assessments, interpreting and enforcing policies and protocols, as well as resolving personnel concerns.

Review and approve public and inmate messages transmitted through the electronic communication system, ensuring compliance with facility regulations and security protocols.

Coordinate accounting payments, conducting audits, generating financial reports, and ensuring accurate payroll processing while effectively communicating with Finance staff.

Review and monitor Workers' Compensation and Family and Medical Leave Act (FMLA) cases, ensuring adherence to legal requirements and facilitating appropriate accommodations for staff as needed.

Develop, prepare, and administer the Corrections department budget to align with organizational goals and objectives.

Collaborate with the Director and leadership team to establish budgetary objectives and priorities.

Coordinate expenditures, monitor financial performance, and initiate budget adjustments as necessary to optimize resource allocation.

Assist in the preparation and delivery of budget presentations to stakeholders, providing comprehensive insights and justifications for proposed allocations.

Serve as a liaison with the public on behalf of the Director and administration team, addressing inquiries, disseminating information, and fostering positive leadership within the community.

Oversee the Department mail and package search procedures, implementing measures to maintain facility security.

Process payments from inmates, verify the legitimacy of senders, and ensure the legal and secure delivery of confidential mail, upholding the safety and integrity of the correctional facility.

Maintain accurate records, conduct audits, and collaborate with relevant stakeholders to mitigate risks and uphold regulatory compliance.

Perform related work as required.

#### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of understanding and interpreting Corrections department policies and procedures, federal and state enforcement policies and procedures, County Personnel Rules and union contracts.

Considerable knowledge in understanding and interpreting organizational policies and protocols within a diverse range of industries or sectors.

Considerable knowledge of federal and state regulatory frameworks beyond corrections, demonstrating adaptability in navigating different regulatory environments.

Considerable knowledge in financial management concepts extending beyond county finance, illustrating adaptability in budgeting and accounting practices across different sectors.

Knowledge of personnel management principles beyond county-specific rules and union contracts, showcasing a broader understanding of HR practices.

Knowledge of management theories and organizational behavior, indicating versatility in applying principles to various contexts.

Knowledge in conducting research using diverse methodologies beyond conventional techniques, showcasing innovation and resourcefulness.

Ability to synthesize and analyze complex data sets to inform decision-making and operational strategies, displaying a capacity for strategic thinking and problem-solving.

Ability to communicate findings and recommendations effectively, demonstrating clarity and persuasiveness in both written and verbal communication.

Ability to foster collaboration and build partnerships across diverse stakeholders and departments, facilitating collective achievement of organizational goals.

Ability to communicate effectively to convey complex ideas to diverse audiences, both orally and in writing.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in public or business administration, accounting or related field plus four years of experience in a responsible administrative or supervisory capacity; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

7/24  
PS5749

## LANCASTER COUNTY ACCOUNTANT III

### NATURE OF WORK

This is highly responsible professional accounting work in the maintenance, review, and analysis of fiscal records.

Work involves responsibility for independently maintaining a complete set of accounting records, collecting and recording detailed fiscal records, preparing and analyzing fiscal reports including financial statements; and reviewing and reporting on internal controls. An employee in this class will assist higher level employees with more complex accounting and/or auditing functions. Work requires independent judgment on technical accounting and/or auditing problems, but classifications and procedures are determined by departmental regulations or legal requirements. Work is reviewed by an administrative superior for adherence to overall standards of performance, and is subject to periodic audit. Supervision may be exercised over subordinate employees.

### EXAMPLES OF WORK PERFORMED

Develop objectives, procedures and policies governing the management of revenues and expenditures in accordance with the principles of governmental accounting, and relevant state and federal regulations and statutes; explore and plan financial and accounting information system improvements; monitor changes to and obtain interpretations of appropriate federal and state laws, rules, regulations, and standards to ensure County compliance and efficient work operations.

Prepare adjusting year end journal entries along with financial statements and footnotes for the Lancaster County, Crisis Center and Lancaster County Correctional Facility Joint Public Agency audits.

~~Serve as project manager for information flow from county departments during external audit process to ensure timely issuance of statements.~~

Monitor financial activity in the accounting system, ensure accounting system is utilized at highest capacity as possible by county departments and act as liaison with software vendor and Information Services.

Develop and distribute budget information to county departments throughout the budget process.

Prepare adjusting year end journal entries along with financial statements and footnotes for the audit of the Public Building Commission and provide accounting assistance throughout the fiscal year.

Prepare financial reports and provide accounting support for the Railroad Transportation Safety District and other areas as assigned.

Prepare annual Statement of Revenues and Expenditures for the Lincoln Sports Foundation Motocross.

## DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of professional accounting principles and auditing procedures.

~~Considerable knowledge of professional auditing principles and procedures.~~

Knowledge of governmental accounting procedures.

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

~~Ability to perform audits in an independent manner under the direction of an administrative superior.~~

~~Ability to prepare reports containing audit results and recommendations on improvements to internal control procedures.~~

Knowledge of the Office and Management and Budget (OMB) Compliance Supplement.

Knowledge of the fundamental principles and practices of grant acquisition and management including direct and indirect cost accounting and matching funds accounting.

Ability to maintain a variety of accounting records and reports.

Ability to compile, calculate, and analyze data necessary for the completion of fiscal reports including financial statements.

~~Ability to develop modifications and improvements in existing account maintenance procedures.~~

Ability to perform in an independent manner under the direction of a supervisor.

## MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with coursework in accounting or public or business administration and ~~and four~~ three years of experience working with governmental accounting and/or auditing procedures or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

4/22/24

PS2845



LANCASTER COUNTY  
CORRECTIONAL OFFICER

NATURE OF WORK

This is a direct contact entry-level position in a correctional facility.

Work involves responsibility for providing security and care to incarcerated individuals, for ensuring inmate safety, enforcing rules and regulations, maintaining order, escorting inmates, and supervising various inmate activities and programs. Work also involves providing input into the treatment of individual inmates and the correctional facility population in general through reporting observations to counseling, medical, and supervisory staff. Work is performed under the general supervision of a superior with work reviewed in the form of reports, conferences and observation.

EXAMPLES OF WORK PERFORMED

Process newly incarcerated inmates; supervise inmate activities including recreation, personal visits, and telephone calls; provide inmates with necessary housing articles such as bedding, toilet items, and linen.

Prevent and control volatile situations among inmates; conduct inmate searches and shakedowns for control of contraband; escort inmates to scheduled medical or legal appointments.

Supervise inmate activity outside of cell areas, including educational or recreational activities, meals, trustee duties, and related activities of daily living.

Listen to inmate questions and/or grievances and resolve or refer problems/issues to appropriate staff.

Dispense medications at the direction of medical staff as necessary.

Document inmate activities and relevant incident; complete oral and written reports as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Some knowledge of the criminal justice system.

Some knowledge of correctional facility operations.

Some knowledge of minority cultures and religions.

Ability to effectively manage inmate behavior in various custody environments.

Ability to communicate effectively both orally and in writing.

Ability to observe and assess inmate behavior for signs of potential suicide, riot, and/or other violent behavior.

Ability to respond to medical and life threatening emergencies.

Ability to work with outside agencies, inmates, attorneys, co-workers, and the public in a cooperative and professional manner.

Ability to perform computer data entry and word processing.

#### MINIMUM QUALIFICATIONS

Graduation from high school or equivalent; or any equivalent combination of experience and training that provides the desirable knowledge, abilities and skills.

#### NECESSARY SPECIAL REQUIREMENTS

Must be a citizen of the United States and be at least nineteen (19) years of age or older.

At the time of employment, must be fingerprinted and the fingerprint cards promptly submitted to the Nebraska State Patrol for a criminal history search; must be free of any convictions of crimes punishable by imprisonment in a state or federal penitentiary for a term of one (1) year or more, from which a pardon has not been received.

Must submit to and successfully pass a substance abuse test.

Must be examined by a licensed physician and meet the medical requirements of the Corrections Department.

Possession of a valid driver's license ~~when operating a vehicle is required in the performance of assigned duties~~ and the ability to be insured by the County's insurance carrier.

~~11/127/24~~

PS5751

LANCASTER COUNTY  
COMMUNITY CORRECTIONS FIELD SPECIALIST

5762

NATURE OF WORK

This is ~~specialized professional~~ work ~~involving program enforcement responsible~~ providing administrative and operational support for the supervision of ~~offenders justice involved individuals~~ who are participating in an alternative to incarceration program.

Work involves monitoring clients in the community while engaged in their daily activities to ensure compliance with personal program agreements. Work also involves documentation and development of reports; presenting findings for staff review; and maintaining appropriate client records. Supervision is received from an administrative superior with work being reviewed in the form of conferences to determine the effectiveness of services provided.

EXAMPLES OF WORK PREFORMED

Monitors and reports on client activities in the community to program staff and other criminal justice agencies; contacts employers, instructors and others; conducts residence checks.

Builds, cleans and maintains monitoring equipment; picks up lost and damaged equipment; provides assistance to staff in managing the monitoring equipment.

Participates as a team member in program meetings to enhance provision of services.

Participates in client program orientation; coordinates client program activities, assists with skills training of clientele; transports clients.

Responds to reports of non-compliance; investigates reports of non-compliance through by various means, of surveillance, including but not limited to interviews and electronic monitoring.

Prepares reports and maintains records of services provided and client progress.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of sociological, behavioral and cultural factors influencing the behavior and attitudes of offenders in the criminal justice system.

Knowledge of the functions and services of community organizations, related human services, mental health and substance abuse resources.

Knowledge of appropriate procedures to follow or actions to take in various monitoring situations.

Ability to develop and maintain effective working relationships with clients, co-workers, law enforcement, attorneys, the judiciary, and the ~~general~~ public.

Ability to communicate effectively both orally and in writing.

5762 LANCASTER COUNTY COMMUNITY CORRECTIONS  
FIELD SPECIALIST

Page 2

Ability to maintain records of services provided, client progress and required documentation.

MINIMUM QUALIFICATIONS

Graduation from ~~high school~~ four-year accredited college or university or equivalent plus six years of experience working with clients in a correctional or mental health program; or an associate degree (or 60 college credits) and at least one year of full-time or two years of part-time criminal justice experience; or a high school diploma and four years of full-time experience in criminal justice; or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills to meet the National Association of Pretrial Services Agencies (NAPSA) Accreditation Standards.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid driver's license when operating a vehicle is required in the performance of assigned duties.

9/17/24

PS5762

# Personnel Policy Bulletin

Lancaster County

Number: 20204-31

Date: July, 2004 July, 2024

Reference:	Title:
<u>This supersedes</u> Lancaster County Personnel Policy Bulletin 2003-2	Natural Disaster Leave Donation Policy

## NATURAL DISASTER LEAVE DONATION PLAN POLICY

### Introduction:

The County of Lancaster recognizes that there are instances in which an employee may personally suffer significant losses of property from a natural disaster requiring an employee to be absent from work. The County also recognizes that when these instances occur, co-workers of the employee who personally experienced a significant property loss as the result of a natural disaster desire to assist the employee until the employee can return to work. This policy bulletin is intended to establish guidelines for employees of Lancaster County to donate accrued vacation time and personal convenience holidays to another employee who personally suffered a significant property loss as a result of a natural disaster to be used as paid leave by the employee who personally suffered the significant property loss. Lancaster County recognizes that employees may face property losses from natural disasters, necessitating time off work. Co-workers often want to support affected colleagues during these times. This policy sets guidelines for donating accrued vacation time and personal holidays to affected employees, allowing them to take paid leave.

### I. POLICY

In the event the Governor of the State of Nebraska declares a state of emergency as the result of a natural disaster, it shall be the policy of the County of Lancaster County to allow provide approved employees the with an opportunity to donate accrued vacation leave and personal convenience holidays to Lancaster the benefit of another County's Natural Disaster Leave plan. Lancaster County shall also provide approved affected employees the use of donated leave. ehours

employee who personally suffered a significant property loss as the result of the natural disaster.

### II. PROCEDURE

#### A. Employees Covered

All classified and unclassified employees who earn leave and have been employed a minimum of twelve consecutive months successfully completed probation are shall be eligible to participate in Lancaster County's he Natural Disaster Leave Donation Programplan.

#### B. Recipient Employee-User Eligibility

To be eligible to receiveIn order to utilize leave donated pursuant to this policy, an

# Personnel Policy Bulletin

Lancaster County  
2024

Number: 20204-31

Date: July, 2004, July

Reference:	Title:
Lancaster County Personnel Policy Bulletin 2003-2	Natural Disaster Leave Donation Policy

employee must meet the following conditions:

1. The employee must have personally suffered a significant loss of property, as the result of a natural disaster, including but not limited to, the physical destruction of or a significant damage to the employee's personal residence.
2. The employee must provide ~~a satisfactory~~ verification of the significant property loss or damage ~~satisfactory~~ to the County.
3. ~~The employee must have a minimum of one year of service with the County.~~
- 4.3. The employee must not have offered anything of value to another employee in exchange for the leave donation.
5. ~~No more than 80 hours of natural disaster leave may be received by the employee for any given state of emergency. The employee may receive a maximum of 80 hours of natural disaster leave for any single state of emergency. Eligible employees may be granted up to a maximum of 80 Natural Disaster Leave plan hours within a twelve-month period, subject to received donations. This period begins with the first use of donated leave.~~
- 6.4. \_\_\_\_\_
5. The employee must complete the Natural Disaster Donation Request Form and submit the form to ~~the employee's~~their department agency head, and ~~the Personnel Human Resources Director, who will certify that the employee is eligible to participate in the leave donation program for certification of eligibility.~~
6. In no event shall the employee be allowed to utilize time donated pursuant to this policy as an addition to non-disaster related leave. Use of donated time is subject to the same restrictions as use of regular leave time and is subject to approval by the agency department head.
7. An employee who is receiving natural disaster leave will be considered in payment status and be eligible to accrue vacation and sick leave.
8. Human Resources reserves the right to allocate and/or deny requests based on donations and will make every effort to be equitable with these distributions.

7. \_\_\_\_\_

# Personnel Policy Bulletin

Lancaster County  
2024

Number: 20204-3-1

Date: July, 2004 July,

Reference:	Title:
Lancaster County Personnel Policy Bulletin 2003-2	Natural Disaster Leave Donation Policy

## C. Donor Donation Employee Eligibility

1. The donating employee must have an accrued vacation leave balance of at least forty hours subsequent to~~after~~ making a leave donation.
2. The donating employee must~~may~~ donate Personal Convenience Holidays in only eight-hour increments. and ~~and~~ vacation leave may be donated in four-hour or eight-hour increments.
- ~~3. The donating employee must not have solicited nor accepted anything of value in exchange for the donation.~~
- 4.3. The donating employee must complete and have witnessed the Natural Disaster Donation Form and submit it to Human Resources.~~witnessed.~~

## D. How to Applying For or Donating Leave

- ~~1. An eligible employee who qualifies for natural disaster leave shall complete the Natural Disaster Leave Donation Request Form and submit it to their department agency head who shall, in conjunction will review it with the Personnel Human Resources Director, review it for approval or denial.~~
- ~~2. Upon approval, donor employees shall complete the Natural Disaster Donation Form indicating a willingness to donate vacation or Personal Convenience Holiday time and the amount of said time to be donated the type and amount of leave to be donated. This form shall also be signed by a witness to the donor's signature and. The completed form should then be forwarded to the payroll person in the requesting employee's agency department of the requesting employee.~~
- ~~3. Employees donating their time are doing so strictly on a voluntarily basis and will have their vacation leave or Personal Convenience Holiday leave balances will be irrevocably debited for the amount of time transferred time to the recipient employee. The transferred time will be placed in the recipient employee's vacation leave account.~~
- ~~4. The Personnel Human Resources Department and County Payroll Departments will monitor hours donated. The time donated will be on an "hour for hour" basis to the~~

# Personnel Policy Bulletin

Lancaster County  
2024

Number: 20204-31

Date: July, 2004, July

Reference:	Title:
Lancaster County Personnel Policy Bulletin 2003-2	Natural Disaster Leave Donation Policy

~~recipient employee. donated hours on an "hour for hour" basis for the recipient employee.~~

5. ~~Vacation leave hours are transferred are done so in four hour or eight hour increments., while Personal Convenience Holiday hours are transferred are done so in eight hour increments. All donated time donated must be used by the recipient for recovery from the property loss associated with the natural disaster disaster and cannot be added to the recipient's approved vacation leave balance. In no event shall the employee be allowed to utilized time donated pursuant to this policy as an addition to the employee's approved vacation balance.~~

6. ~~Subsequent to the receipt of After receiving the leave donation forms, the Personnel Human Resources Department shall credit the recipient employee's vacation leave balance. An employee who is receiving natural disaster leave donated by other While receiving natural disaster leave, the employees shall be allowed to accrue vacation leave and sick leave, while in that status, however, but all donated leave shall first be must be used prior to the use of the employee's before accrued vacation leave time.~~

### III. ~~RETROACTIVE~~

~~The Natural Disaster Leave Donation Policy shall be retroactive to May 24, 2004.~~

~~Don Taute, Personnel Barb McIntyre, Human Resources~~ Director

Date

~~Ray Stevens Sean Flowerday, Chair~~  
Board of Commissioners

Date





LINCOLN



## ~~CITY OF LINCOLN — LANCASTER COUNTY~~ Natural Disaster Leave Donation Request Form

*(To be completed by Requesting Employee)*

\_\_\_\_\_, an employee in \_\_\_\_\_,  
(Name - Please Print Legibly) (Agency/Department)

has requested vacation leave/Personal Convenience Holiday donations under Lancaster County's Natural Disaster Leave Donation plan and meets the conditions per the attached verifying documentation. The signature acknowledges that the requestor agrees to release, indemnify, and hold harmless, Lancaster County from any claim relating to the release of only their name to County Agencies indicating their eligibility for Natural Disaster Leave Donations.

~~Has requested vacation leave/Personal Convenience Holiday donations under our Natural Disaster Leave Donation Program and meets the conditions of our Natural Disaster Leave Program per the attached verifying documentation. My signature hereto acknowledges that I agree to release, indemnify, and hold harmless, the City of Lincoln and Lancaster County from any claim I might have relating to the release of only my name to City or County Departments Agencies advising them that I am eligible indicating my eligibility for Natural Disaster Leave Donations.~~

\_\_\_\_\_  
Employee Signature \_\_\_\_\_-Date

Oracle Person Number: \_\_\_\_\_

APPROVED: \_\_\_\_\_  
\_\_\_\_\_Department/Agency Head Date

# Personnel Policy Bulletin

Lancaster County  
[July 2024](#)

Number: 20204-31

Date: July, 2004,

Reference:	Title:
Lancaster County Personnel Policy Bulletin 2003-2	Natural Disaster Leave Donation Policy

APPROVED: \_\_\_\_\_  
Human Resources Director Date \_\_\_\_\_

~~Employee: Forward this request form *and* verifying documentation to your department agency head.~~

~~F:\HRStaff\Private\Admin\FORMS\Intranet\Both\natural-disaster-donation-request-form-city-county.docx-revised 07/2016, 07/2021~~

~~[HRIS/BLTNS/COUNTY/Natural Disaster leg 2024.docx](#)~~

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10/25/2023 10:50:50



# OFFICIAL APPEAL

**NAME OF EMPLOYEE:** Veronica Johnson

**DEPARTMENT:** Engineering

**CLASSIFICATION:** Engineering Tech 1

**WORK LOCATION:** Main Office

**STATEMENT OF APPEAL:**

**List applicable appeal:** On November 3, 2023 Veronica was leaving the parking lot of the City County building when she hit a concrete pole causing \$1181.50 in damages to the truck she was driving. She immediately informed her supervisor about it and she was sorry that it happened. On December 7, 2023 a pre disciplinary meeting was held regarding the incident. In that meeting Josh Bassen pointed out that this was Veronica's first offense and there was nothing prior in her file. Therefore, progressive discipline was not being used in Veronica's case like it had been for others in similar situations.

Article 18 section 1 of the CBA states that "The Department Head may discipline an employee for just cause . Just cause shall be defined as a cause which a reasonable employer, acting in good faith, would regard as good and sufficient reason for the level of discipline issued against the employee for the infraction that led to the disciplinary action, and the discipline was consistent on how other employees, in the same department and in similar situations, were treated as distinguished from arbitrary whim or caprice.

**Adjustment Required:** Change Veronica's from a one day suspension to a written reprimand, and make Veronica whole again.

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**IBEW Local 1536 is the representative to act in the disposition of this appeal.**

**Date:** December 28, 2023

**Signature of Union Representative:** Rick DeBoer

**THIS STATEMENT OF GRIEVANCE IS TO BE MADE OUT IN DUPLICATE.**

ORIGINAL TO: Human Resource

COPY: LOCAL UNION GRIEVANCE FILE



Veronica Johnson 300274 12/18/2023  
Name (Please Print) Oracle Person Number Date

Engineering Tech 1 Lancaster County Engineering  
Classification Department

This is to officially notify you that you are suspended from your position for a period of 1 working days in accordance with Lancaster County Personnel Rule 11.2(d) or in accordance with a Labor Agreement, if applicable.

Period of Suspension: To Begin: Date 12/28/2023 Time Start of Day  
To End: Date 12/28/2023 Time End of Day  
You are to return to work: Date 12/28/2023 Time Start of Day

VIOLATION

What action or inaction on the part of the employee has given cause for the suspension? (Give complete details, including dates, witnesses, if applicable. Use additional pages, if necessary.)

On November 28, 2023, you received a letter proposing to suspend you without pay for one working day pursuant to Lancaster County Personnel Rule 11.2(d) and Article 18 of the 2023-2025 Bargaining Agreement between IBEW and the County. This proposed suspension is based upon violations of the Lancaster County Personnel Rules. A pre-disciplinary meeting was held on December 7, 2023. You attended this meeting with Josh Bassen, Doug Sindelar, Larry Legg, and Jon Thober.

I have determined the following rules were violated:

- 1. Lancaster County Personnel Rule 11.2(h)(9), "The employee has been careless or negligent with the monies or other property of the County."

I have made my decision of the facts set fourth below:

On November 3, 2023, following a meeting with GIS when you were leaving the City/County Parking lot on 10th Street between K and L Street, you turned right into the exit for 10th St in county truck # 0026. When you turned right in # 0026, you hit a concrete pole at the exit which creased the rear passenger door. When you realized you creased the door you immediately went to the County Shop and reported the incident to Ron Bohaty, Shawn Pospisil, Kris Mayer, Doug Sindelar, and Pam Dingman. You stated that you regret your error with this incident. Hitting the concrete pole at the exit caused \$1,181.50 in damages to # 0026.

Was employee given a written reprimand for a similar violation prior to this suspension? Written reprimand is not necessary if violation is of such severity as to by-pass written reprimand. [X] NO [ ] YES DATE

Corrective action to be taken by employee to avoid more severe disciplinary action:

With any piece of equipment, you are expected to be aware and familiar with surroundings, hazards, and conditions when operating equipment. You are expected to safely and properly operate equipment and you are expected to keep assigned County vehicles, tools, and equipment in a clean and safe operating condition. Safety and awareness of your surroundings should always be a priority.

YOU ARE ADVISED THAT A SIMILAR OR RELATED VIOLATION CAN RESULT IN MORE SEVERE DISCIPLINARY ACTION OR DISCHARGE OF YOUR EMPLOYMENT BY THE CITY AS APPLICABLE. REFER TO THE APPROPRIATE UNION CONTRACT OR LINCOLN MUNICIPAL CODE FOR GUIDELINES IF YOU FEEL YOU HAVE BEEN SUSPENDED UNJUSTLY.

SIGNATURES:

Supervisor(s): [Signature] Date: 12-19-23  
Department Head: [Signature] Date: 12/19/23  
Employee: Veronica Johnson Date: 12/20/23

Forward a copy of this form to Human Resources



**Pamela L. Dingman, P.E.**  
County Engineer

**John V. Berry, P.L.S.**  
Deputy County Surveyor

444 Cherry Creek Road, Bldg. C  
Lincoln, Nebraska 68528  
Phone: 402-441-7681 Fax: 402-441-8692

November 28, 2023

Veronica Johnson  
3401 South 42nd Street  
Lincoln NE 68506

Dear Veronica:

The purpose of this letter is to inform you that I am proposing to suspend you without pay for one (1) working day pursuant to Lancaster County Personnel Rule 11.2(d), and Article 18 of the 2023-2025 Bargaining Agreement between IBEW and the County. This proposed suspension is based upon violations of the Lancaster County Personnel Rules. It appears that the following rules, policies, and provisions were violated:

1. Lancaster County Personnel Rule 11.2(h)(9), "The employee has been careless or negligent with the monies or other property of the County."

On November 3, 2023, the facts were reported to me as follows:

On November 3, 2023, following a meeting with GIS when you were leaving the City/County Parking lot on 10th Street between K and L Street, you turned right into the exit for 10<sup>th</sup> St in county truck # 0026. When you turned right in # 0026, you hit a concrete pole at the exit which creased the rear passenger door. When you realized you creased the door you immediately went to the County Shop and reported the incident to Ron Bohaty, Shawn Pospisil, Kris Mayer, Doug Sindelar, and Pam Dingman. You stated that you regret your error with this incident. Hitting the concrete pole at the exit caused \$1,181.50 in damages to # 0026.

Pursuant to Article 18, Section 1 of the IBEW Agreement, a pre-disciplinary meeting has been set for December 07, 2023, at 3:00 p.m., at the Lancaster County Engineering Office. You may bring a representative to this meeting. At the meeting, you may present any evidence, arguments, or mitigating factors regarding these charges. If you do not wish to meet to discuss these charges, please let me know in writing, and I will proceed with the appropriate discipline based upon the information before me at this time.

Sincerely,

Pamela L. Dingman, P.E.  
Lancaster County Engineer

cc: Barb McIntyre, Human Resources Director  
Kari Hockemeier, Human Resources Business Partner  
Ashley Bohnet, County Attorney





# OFFICIAL APPEAL

0100HR EPT  
02R50/24AM10:29

**NAME OF EMPLOYEE:** Josh Bassen, Rick DeBoer

**DEPARTMENT:** Engineering

**CLASSIFICATION:** Equipment Operator II, Senior Equipment Operator

**WORK LOCATION:** Malcolm shop, Firth Shop

## STATEMENT OF APPEAL:

### List applicable appeal:

Article 3 of the CBA Section 2. When requested by an employee, either a steward, chief steward, or the president may investigate any alleged or actual grievance in their assigned work area and assist in its presentation. The employee shall be allowed time during working hours in accordance with Section 4 of this Article upon notification and approval of the Department Head; provided however, the Department Head shall not unreasonably withhold approval. It is understood that the chief steward or the Union President may substitute for the shop steward at any hearing in the grievance procedure.

Section 4. Stewards who use time during their regular shift hours for investigating grievances or attending grievance meetings will be paid their regular hourly rate for such time used, up to a maximum of three (3) hours per grievance but not to exceed a total of six (6) hours per week. The total time spent by stewards under this Article shall not exceed forty(40) hours per contract year.

**Disposition of Grievance:** On Monday March 11, 2024, at 5:04 pm. Rick DeBoer sent Department Head Pam Dingman an email asking permission for Union Time for Rick and Josh Bassen to investigate for an upcoming appeal before the Personnel Policy Board scheduled for March 19, 2024. Both Mr. Bassen's and Mr. DeBoer's supervisors were cc'd in the email to be kept in the loop.

At 5:30 pm on Monday March 11, 2024 Ms. Dingman answered back informing Mr. DeBoer that supervisors were not allowed to grant Union Time, and that she was waiting for a legal opinion on the request for two Union representatives to be present and billing to Union time.

At 7:50 pm. On Monday March 11, 2024 Mr. DeBoer replied back to Ms. Dingman explaining that he knew that supervisors could not grant Union Time. As far as the two Union Reps being

present, it was Mr. DeBoer's understanding that the Co- Council had already been approved from an email that he had received earlier from Deputy County Attorney Ashley Bohnet.

At 5:43 pm. On Wednesday March 13, 2024 Mr. DeBoer sent an email to Ms. Bohnet letting her know that he still hadn't heard anything from Ms. Dingman on granting permission for Union Time to investigate for the upcoming appeal.

At 9:46 am. On Thursday March 14, 2024 Mr. DeBoer received an email from Ms. Bohnet letting him know that she did call Ms. Dingman and that Ms. Dingman should respond that day.

At 6:36 pm. On Thursday March 14, 2024 Mr. DeBoer sent an email back to Deputy County Attorney Ashley Bohnet and cc'd HR Director Barb McIntyre letting them know that Ms. Dingman had never gotten back to them granting the permission that was asked for, and now time had run out for any investigation needed for the appeal. So IBEW was requesting that the Tuesday March 19 appeal before the Personnel Policy Board be rescheduled for another time.

At 2:09 pm On Friday March 15, 2024 Mr DeBoer and Mr. Bassen received an email from County Engineer Dingman granting permission to attend the Personnel Policy Board meeting on Tuesday March 19.

Ms. Dingman never did grant permission of Union Time to Mr. Bassen and Mr. DeBoer for the investigation that was needed for the upcoming appeal. This is a clear violation of Article 3 of the CBA.

IBEW 1536 is also aware that Ms. Dingman did meet with supervisors during work hours to prepare for the upcoming appeal.

It is the opinion of IBEW that Ms. Dingman purposely denied the Union time for investigating in accordance with CBA while at the same time she was able to prepare during work hours.

**Adjustment Required:** Allow Union Stewards to investigate grievances during work hours according to the CBA guidelines. In addition IBEW is asking that the Board uphold the appeal and give James Gibbs his one day suspension and make him whole again.

---

**IBEW Local 1536 is the representative to act in the disposition of this appeal.**

**Date:** March 18, 2024

**Signature of Union Representative:** Rick DeBoer



**THIS STATEMENT OF GRIEVANCE IS TO BE MADE OUT IN DUPLICATE.**

ORIGINAL TO: Human Resource  
COPY: LOCAL UNION GRIEVANCE FILE



**Pamela L. Dingman, P.E.**  
County Engineer

**John V. Berry, P.L.S.**  
Deputy County Surveyor

444 Cherry Creek Road, Bldg. C  
Lincoln, Nebraska 68528  
Phone: 402-441-7681 Fax: 402-441-8692

April 23, 2024

Rick DeBoer  
7225 Firth Road  
Firth, NE 68358

RE: Grievance received April 3, 2024

Dear Mr. DeBoer,

This letter will serve as a response to the grievance received on April 3, 2024, via email, regarding an alleged violation of Article 3, Section 2, and Section 4 of the Collective Bargaining Agreement.

The grievance provides the facts as follows:

On March 11, 2024, Rick DeBoer sent an email to Pam Dingman, the Lancaster County Engineer, requesting permission for Mr. DeBoer and Josh Bassen to investigate an upcoming appeal before the Personnel Policy Board scheduled for March 19, 2024. Ms. Dingman responded stating that she was waiting for a legal opinion on the request for two Union representatives to be present. Mr. DeBoer responded and stated that it was his understanding that the co-council had already been approved from an email that he had received earlier from Deputy County Attorney Ashley Bohnet. On Friday, March 15, 2024, Ms. Dingman responded granting permission for Mr. DeBoer and Mr. Bassen to attend the Personnel Policy Board meeting.

Although this was an unfortunate miscommunication, it was not a deliberate attempt to prevent Union representatives from preparing for a grievance hearing or attending the meeting and did not amount to an unreasonable withholding of approval to use union time to prepare for the grievance as required by Article 3, Section 2 of the Collective Bargaining Agreement. I have allowed Union stewards to investigate grievances during work hours and to attend grievance hearings in the past using union time and will continue to do so.

Regarding the requested remedies, I have allowed Union stewards to investigate grievances during work hours and to attend grievance hearings using union time. That has been my practice and will continue to be the practice of Lancaster County.

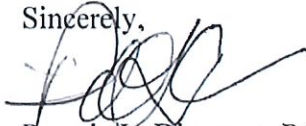
Although there was an issue with communication between the Union steward and me, the requested remedy of dismissing the Gibbs appeal is not appropriate and is not granted. The grievance incorrectly states that "a violation of Article 3 Section 2 and 4 of not allowing the

RE: Grievance received April 3, 2024

Union Steward to investigate grievances shall result in a dismissal in favor of the employee.” There is nothing in the Personnel Rules or the Collective Bargaining Agreement that allows for that proposed remedy. Rather, the appropriate remedy is to continue the grievance hearing to give the Union stewards sufficient time to prepare for the hearing. That remedy has already been provided to the Union.

I would acknowledge that there wasn't proper communication and will continue to try and work with the Union going forward on these issues. But, for the reasons previously given, the grievance and the requested remedy are denied.

Sincerely,



Pamela L. Dingman, P.E.  
Lancaster County Engineer

cc: Barb McIntyre, Human Resources Director  
Ashley J. Bohnet, Deputy County Attorney

# OFFICIAL GRIEVANCE

**NAME OF EMPLOYEE:** Rick DeBoer, and Josh Bassen

**CLASSIFICATION:** Senior Equipment Operator, Equipment Operator II

**WORK LOCATION:** Firth Shop, Malcolm Shop

**STATEMENT OF GRIEVANCE:**

**List applicable violation:** ARTICLE 3 Section 2 and 4 of the CBA

Section 2. When requested by an employee, either a steward, chief steward, or the president may investigate any alleged or actual grievance in their assigned work area and assist in its presentation. The employee shall be allowed time during working hours in accordance with Section 4 of this Article upon notification and approval of the Department Head; provided however, the Department Head shall not unreasonably withhold approval. It is understood that the chief steward or the Union President may substitute for the shop steward at any hearing in the grievance procedure.

Section 4. Stewards who use time during their regular shift hours for investigating grievances or attending grievance meetings will be paid their regular hourly rate for such time used, up to a maximum of three (3) hours per grievance but not to exceed a total of six (6) hours per week. The total time spent by stewards under this Article shall not exceed forty(40) hours per contract year. All stewards will be considered on a regular eight (8) hour shift as far as grievance pay is concerned. A steward who spends time representing an employee at a Board hearing shall be paid for time spent during the steward's regular shift at the steward's regular rate. The Union president or the Union president's designated representative shall be allowed to attend meetings as requested by department heads. These meetings may be for the purpose of the supporting and implementation of increasing department productivity and maintaining safe workplaces. This time is in addition to any time already granted in the agreement.

**Adjustment required:** Allow Union Stewards to investigate grievances during work hours according to the CBA guidelines. In addition, a violation of Article 3 Section 2 and 4 of not allowing the Union Steward to investigate grievances shall result in a dismissal in favor of the employee.

----- IBEW  
**Local 1536 is the representative to act in the disposition of this grievance.**

**Date:** April 3, 2024

**Signature of Union Representative:** Rick DeBoer

**Title:** IBEW 1536 Vice President



**Disposition of Grievance:** On Monday March 11, 2024, at 5:04 pm. Rick DeBoer sent Department Head Pam Dingman an email asking permission for Union Time for Rick and Josh Bassen to investigate for an upcoming appeal before the Personnel Policy Board scheduled for March 19, 2024. Both Mr. Bassen's and Mr. DeBoer's supervisors were cc'd in the email to be kept in the loop.

At 5:30 pm on Monday March 11, 2024 Ms. Dingman answered back informing Mr. DeBoer that supervisors were not allowed to grant Union Time, and that she was waiting for a legal opinion on the request for two Union representatives to be present and billing to Union time.

At 7:50 pm. on Monday March 11, 2024 Mr. DeBoer replied back to Ms. Dingman explaining that he knew that supervisors could not grant Union Time. As far as the two Union Reps being present, it was Mr. DeBoer's understanding that the Co- Council had already been approved from an email that he had received earlier from Deputy County Attorney Ashley Bohnet.

At 5:43 pm. On Wednesday March 13, 2024 Mr. DeBoer sent an email to Ms. Bohnet letting her know that he still hadn't heard anything from Ms. Dingman on granting permission for Union Time to investigate for the upcoming appeal.

At 9:46 am. On Thursday March 14, 2024 Mr. DeBoer received an email from Ms. Bohnet letting him know that she did call Ms. Dingman and that Ms. Dingman should respond that day.

At 6:36 pm. On Thursday March 14, 2024 Mr. DeBoer sent an email back to Deputy County Attorney Ashley Bohnet and cc'd HR Director Barb McIntyre letting them know that Ms. Dingman had never gotten back to them granting the permission that was asked for, and now time had run out for any investigation needed for the appeal. So IBEW was requesting that the Tuesday March 19 appeal before the Personnel Policy Board be rescheduled for another time.

At 2:09 pm On Friday March 15, 2024 Mr DeBoer and Mr. Bassen received an email from County Engineer Dingman granting permission to attend the Personnel Policy Board meeting on Tuesday March 19.

Ms. Dingman never did grant permission of Union Time to Mr. Bassen and Mr. DeBoer for the investigation that was needed for the upcoming appeal. This is a clear violation of Article 3 of the CBA.

IBEW 1536 is also aware that Ms. Dingman did meet with supervisors during work hours to prepare for the upcoming appeal.

It is the opinion of IBEW that Ms. Dingman purposely denied the Union time for investigating in accordance with CBA while at the same time she was able to prepare during work hours. For this reason IBEW is asking that the Gibbs Appeal not be rescheduled but rather dismissed in favor of Mr. Gibbs.

**THIS STATEMENT OF GRIEVANCE IS TO BE MADE OUT IN DUPLICATE. COPIES ARE TO BE SIGNED BY THE IBEW REPRESENTATIVE HANDLING THE CASE.**

ORIGINAL TO: Department Head  
COPY: Human Resources, Ashley Bohnet  
LOCAL UNION GRIEVANCE FILE



# OFFICIAL APPEAL

**NAME OF EMPLOYEE:** James Gibbs

**DEPARTMENT:** Engineering

**CLASSIFICATION:** Equipment Operator

**WORK LOCATION:** Sprague shop

**STATEMENT OF APPEAL:**

**List applicable appeal:** On November 6, 2023, during routine mowing duties near SW 114th and Sprague Road James hit a small tree with the mower. This resulted in the hitch breaking causing \$337.99 damage to the mower. James notified his supervisor as soon as it happened.

In addition on June 15, 2022, during routine blading duties James failed to raise his profiler and struck the end of structure T172 causing \$176.26 damage to the profiler.

At the pre disciplinary meeting held on December 1, 2023 James provided mingatting evidence that according to the specifications in the operator manual and with the pictures that James submitted that the hitch on the tractor was actually mounted at the wrong distance therefore compromising the hitches strength.

According to the 2023 CBA Article 19 section 1 states that: at the pre disciplinary meeting the employee will have the opportunity to respond to the charges and present mitigating evidence and / or reasons why disciplinary action should not be taken. IBEW believes that James provided enough mitigating evidence for him not to be disciplined.

In addition it was also pointed out at the pre disciplinary meeting by IBEW 1536 Vice President Rick DeBoer that the previous so-called damage that had happened on June 15, 2022 to the profiler did not damage the profiler at all and the only thing that was needed was replacement bolts to remount it. Therefore, there should have never been a written reprimand in the first place.

**Adjustment Required:** Uphold the appeal by giving James back his one day suspension and make him whole again.

---

**IBEW Local 1536 is the representative to act in the disposition of this appeal.**

**Date:** January 8, 2024

**Signature of Union Representative:** Rick DeBoer

**THIS STATEMENT OF GRIEVANCE IS TO BE MADE OUT IN DUPLICATE.**

ORIGINAL TO: Human Resource

COPY: LOCAL UNION GRIEVANCE FILE





**Pamela L. Dingman, P.E.**  
County Engineer

**John V. Berry, P.L.S.**  
Deputy County Surveyor

444 Cherry Creek Road, Bldg. C  
Lincoln, Nebraska 68528  
Phone: 402-441-7681 Fax: 402-441-8692

November 22, 2023

James Gibbs  
22895 South 68<sup>th</sup> Street  
Hickman NE, 68372

Dear James:

The purpose of this letter is to inform you that I am proposing to suspend you without pay for one (1) working day pursuant to Lancaster County Personnel Rule 11.2(d) and Article 19 of the 2021-2023 Bargaining Agreement between IBEW-Engineering and the County. This proposed suspension is based upon violations of the Lancaster County Personnel Rules. It appears that the following rules, policies, and provisions were violated:

1. Lancaster County Personnel Rule 11.2(h)(8), "The employee has been incompetent or inefficient in the performance of the duties of his position"
2. Lancaster County Personnel Rule 11.2(h)(9), "The employee has been careless or negligent with the monies or other property of the County."

On November 6, 2023, the facts were reported to me as follows:

On November 6, 2023, during routine mowing duties using county mower #1893 near SW 114 Nth of Sprague Rd, you hit a small tree with the mower causing the hitch to break. You notified Eric Hunt, took pictures of the mower to email Shawn P, and put barricades around the mower for safety during the repair. Hitting the tree with the mower caused \$ 337.99 in damage to mower #1893 property.

In addition, on June 15, 2022, during routine road blading duties, you were in motor grader #328, blading southbound up to structure T172, located approximately at SW 14th south of Sprague Rd. You failed to raise your profiler and struck the end of structure T172. Your action caused three of the four blades to break off of your profiler which caused \$176.26 in damages to your equipment.

Pursuant to Article 19, Section 1 of the IBEW-Engineering Agreement, a pre-disciplinary meeting has been set for December 1, 2023, at 2:30 pm, at the Lancaster County Engineering Office. You may bring a Union representative to this meeting. At the meeting, you may present any evidence, arguments, or mitigating factors regarding these charges. If you do not wish to meet to discuss these charges, please let me know in writing and I will proceed with the appropriate discipline based upon the information before me at this time.

Sincerely,

Pamela L. Dingman, P.E.  
Lancaster County Engineer

cc: Barb McIntyre, Human Resources Director  
Ashley Bohnet, County Attorney  
Kari Hockemeier, Human Resources Business Partner



James Gibbs 301105 12/18/2023  
Name (Please Print) Oracle Person Number Date

Equipment Operator Lancaster County Engineering  
Classification Department

This is to officially notify you that you are suspended from your position for a period of 1 working days in accordance with Lancaster County Personnel Rule 11.2(d) or in accordance with a Labor Agreement, if applicable.

Period of Suspension: To Begin: Date 12/20/2023 Time Start of Day  
To End: Date 12/20/2023 Time End of Day  
You are to return to work: Date 12/21/2023 Time Start of Day

VIOLATION

What action or inaction on the part of the employee has given cause for the suspension? (Give complete details, including dates, witnesses, if applicable. Use additional pages, if necessary.)

On November 22, 2023, you received a letter proposing to suspend you without pay for one working day pursuant to Lancaster County Personnel Rule 11.2(d) and Article 19 of the 2021-2023 Bargaining Agreement between IBEW General and the County. This proposed suspension is based upon violations of the Lancaster County Personnel Rules. A pre-disciplinary meeting was held on December 1, 2023. You attended this meeting with Rick DeBoer, Kris Mayer, and Kari Hockemeier

I have determined the following rules were violated.

- 1. Lancaster County Personnel Rule 11.2(h)(8), "The employee has been incompetent or inefficient in the performance of the duties of his position"
- 2. Lancaster County Personnel Rule 11.2(h)(9), "The employee has been careless or negligent with the monies or other property of the County."

I have made my decision of the facts set fourth below:

On November 6, 2023, during routine moving duties using county mower #1893 near SW 114 Nth of Sprague Rd, you hit a small tree with the mower causing the hitch to break. You notified Eric Hunt, took pictures of the mower to email Shawn P, and put barricades around the mower for safety during the repair. Hitting the tree with the mower caused \$ 337.99 in damage to mower #1893 property.

In addition, on June 15, 2022, during routine road blading duties, you were in motor grader #328, blading southbound up to structure T172, located approximately at SW 14th south of Sprague Rd. You failed to raise your profiler and struck the end of structure T172. Your action caused three of the four blades to break off of your profiler which caused \$176.26 in damages to your equipment.

Was employee given a written reprimand for a similar violation prior to this suspension? Written reprimand is not necessary if violation is of such severity as to by-pass written reprimand. [X] NO [ ] YES DATE

With any piece of equipment, you are expected to be aware and familiar with surroundings, hazards, and conditions when operating equipment. You are expected to safely and properly operate equipment and you are expected to keep assigned County vehicles, tools, and equipment in a clean and safe operating condition. Safety and awareness of your surroundings should always be a priority.

YOU ARE ADVISED THAT A SIMILAR OR RELATED VIOLATION CAN RESULT IN MORE SEVERE DISCIPLINARY ACTION OR DISCHARGE OF YOUR EMPLOYMENT BY THE CITY AS APPLICABLE. REFER TO THE APPROPRIATE UNION CONTRACT OR LINCOLN MUNICIPAL CODE FOR GUIDELINES IF YOU FEEL YOU HAVE BEEN SUSPENDED UNJUSTLY.

SIGNATURES:

Supervisor(s): [Signature] Date: 12-19-23  
[Signature] Date: 12-20-23  
Department Head: [Signature] Date: 12/19/23  
Employee: [Signature] Date: 12-20-23

Forward a copy of this form to Human Resources