

**Personnel, Legislative and Public Affairs Subcommittee  
Meeting Minutes  
April 8, 2003**

A meeting of the Papio-Missouri River Natural Resources District's Personnel, Legislative and Public Affairs Subcommittee was held at the Natural Resources Center, 8901 S. 154th Street, Omaha, NE on April 8, 2003. Notice of the meeting was posted in all District offices and published in the Omaha World Herald on April 3, 2003. The proof of publication affidavit is included with the file copy of these minutes.

The meeting was called to order by Chairperson Barbara Nichols at 8:30 p.m.

**QUORUM CALL:**

Quorum call was taken. The following were in attendance.

Subcommittee Members Present	Subcommittee Members Absent	Other Directors Present	Others Present
Conley (Fred)	Connealy (Excused)		Steve Oltmans
Gardner			Emmett Egr
Jansen *			Marlin Petermann
Nichols			Paul Peters
Rubin			Pat Teer
			Jean Tait
			Paul Woodward
			Jerry Herbster

\* Alternate Voting Member

**ADOPTION OF AGENDA:**

**\*\***

**It was moved by Jansen and seconded by Conley that the agenda be adopted.**

Roll call vote was held on the motion. The motion carried by a vote of 4-0.

Voting Yea	-	Conley, Gardner, Jansen, Nichols
Voting Nay	-	None
Abstaining	-	None
Excused Absence	-	Connealy
Absent	-	Rubin

**P-MRNRD AFFIRMATIVE ACTION PLAN:**

Pat Teer briefed the Subcommittee on the P-MRNRD Affirmative Action Plan (attached).

**\*\***

It was moved by Jansen and seconded by Conley that the Subcommittee recommend to the Board that the proposed revisions to the P-MRNRD Affirmative Action Plan be adopted.

Roll call vote was held on the motion. The motion carried by a vote of 5-0.

Voting Yea - Conley, Gardner, Jansen, Nichols, Rubin

Voting Nay - None

Abstaining - None

Excused Absence - Connealy

Absent - None

**PAPIO-MISSOURI RIVER NRD BENEFIT COMPARISON (pursuant to 2002 State Salary Survey):**

Pat Teer illustrated the P-MRNRD Benefit Comparison through the use of a PowerPoint presentation. Included were vacation days, holidays, sick leave, health/dental/life insurance and retirement. The staff is recommending no changes to the Benefit package.

**\*\*** It was moved by Conley and seconded by Jansen that the Subcommittee accept the staff recommendation of no changes to the P-MRNRD benefit package.

Roll call vote was held on the motion. The motion carried by a vote of 5-0.

Voting Yea - Conley, Gardner, Jansen, Nichols, Rubin

Voting Nay - None

Abstaining - None

Excused Absence - Connealy

Absent - None

**P-MRNRD WAGE AND SALARY ADMINISTRATION PROGRAM FOR 2003 (based on 2002 State Salary Survey prepared by Nebraska Department of Personnel):**

A Powerpoint presentation was given by Pat Teer briefing the Subcommittee on the P-MRNRD Wage and Salary Administration Program and the proposed staff-recommendations for calendar year 2003.

**\*\***

It was moved by Rubin and seconded by Jansen that the following recommendations be accepted and forwarded to the Board:

- 4 Pay Range Revisions (Midpoints):** Recommendation that the wage and salary pay ranges be adjusted to the proposed ranges, as presented to the Subcommittee, with an effective date of January 1, 2003.

- \* **“n” Factor:** Recommendation that an “n” Factor of 2.8 % be used to compute Adjustment Factors for 2003 and that the resulting Adjustment Guide become effective January 1, 2003.

Roll call vote was held on the motion. The motion carried by a vote of 5-0.

Voting Yea	-	Conley, Gardner, Jansen, Nichols, Rubin
Voting Nay	-	None
Abstaining	-	None
Excused Absence	-	Connealy
Absent	-	None

### **LEGISLATIVE UPDATE**

General Manager, Steve Oltmans, indicated to the subcommittee that all issues were covered during the legislative workshop held earlier in the evening.

### **OTHE ITEMS OF INTEREST**

There were no other items discussed.

### **ADJOURNMENT:**

Being no further business, the meeting adjourned by acclamation at 9:00 p.m.

/pt/com/plpa/plpa min april 2003



# MEMORANDUM:

TO: PERSONNEL, LEGISLATIVE AND PUBLIC AFFAIRS SUBCOMMITTEE

SUBJECT: Affirmative Action Report

DATE: March 25, 2003

FROM: Pat Teer, Administrative Coordinator

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A copy of the updated P-MRNRD Affirmative Action Plan is attached. The changes are housekeeping in nature, i.e., date changes and an update of labor force statistics (see page 5). A copy of the spreadsheet used to compute workforce data is also attached. The base data for the labor workforce statistics is taken from excerpts from the 2002 Nebraska Affirmative Action Report published by the Nebraska Department of Labor - Labor Market Information Center.

The following actions have been taken regarding the implementation of the P-MRNRD Affirmative Action Plan during Calendar Year 2002:

1. Plan was updated and revisions approved by the Board of Directors at their April 11, 2002, meeting.
2. Affirmative Action Plan has been incorporated into the P-MRNRD Employee's Handbook. Updated plan and EEO Statement distributed to District employees at the April 23, 2002 All Employees Meeting.
3. Equal Employment Opportunity Statement was distributed to all District field offices to be posted.
4. Continued use and update of list of agencies and organizations to contact when openings occur. See attached list.
5. Continued use of Affirmation Action Plan Application Information Form to obtain information from applicants for affirmative action purposes. This form is filled out by applicants on a voluntary basis. See attached.
6. The following two positions were filled during Calendar Year 2002:
  - ✳ Survey Party Chief (SG 8) – **Mike McNaney** hired 7/15/03
  - ✳ Information Technology Specialist (SG 12) – **Trent Heiser** hired 8/27/02

District employees were notified of the of both position openings and there was no interest. The positions were then advertised in the Omaha World-Herald. The agencies on the contact list were also notified.

**RECOMMENDATION - *It is recommended that the Board adopt the proposed revisions to the P-MRNRD Affirmative Action Plan.***

# PAPIO-MISSOURI RIVER NRD

## AFFIRMATIVE ACTION PROGRAM

Adopted: March 12, 1992  
Revised: April 10, 2003

## TABLE OF CONTENTS

A.	Introduction .....	1
B.	Equal Opportunity Policy Statement .....	1-2
C.	Communication of Policy .....	<b>2-3</b>
D.	Implementation Responsibilities.....	<b>3-4</b>
E.	Complaint Processing .....	4
F.	Work Force Analysis and Goals .....	4-6
G.	Objectives and Time Tables.....	6-7
H.	Adoption .....	7

A. **INTRODUCTION:**

Papio-Missouri River Natural Resources District (the District) is a local governmental subdivision created under Nebraska law and serving a six county area in eastern Nebraska. Working in conjunction with other governmental agencies and individuals, the Papio-Missouri River NRD performs a variety of services aimed at preserving our natural resources.

The District is committed to developing a high-caliber work force to serve the public, and therefore, will employ only the most qualified job applicants, and retain and promote only those employees who continuously demonstrate ability, dedication and professionalism. All employment decisions and all actions relating to employees, applicants and potential applicants will be made without regard to race, color, national origin, religion, age, sex, marital status, veteran status or without regard to disability if the individual can perform the essential job functions, with or without reasonable accommodation. Eligible veterans will receive preference in hiring, to the extent provided by Nebraska law. Also, harassment of employees on the basis of any of these factors is strictly prohibited.

In addition to continuing its policy and practice of Equal Opportunity Employment (EEO), the District has established an affirmative action program (AAP) designed to monitor compliance with the District's EEO policies, identify and eliminate deficiencies in compliance, and to promote the employment of qualified minority group members to a degree commensurate with the available community labor force. The goal of the affirmative action program is not to alter the District's policy of employing only the most qualified individuals, but rather to assure the success of that policy while at the same time promoting employment opportunities for qualified minority group members.

B. **EQUAL OPPORTUNITY POLICY STATEMENT:**

MEMORANDUM TO: All Employees

SUBJECT: Equal Employment Opportunity

DATE: April, 2003

It is the policy of the Papio-Missouri River Natural Resources District to promote equal employment opportunities and to assure employment and advancement of only most qualified and dedicated individuals, without regard to race, color, religion, sex, age, veteran status, or national origin; and without regard to disability if the individual can perform the essential job functions, with or without reasonable accommodation. Personnel policies and procedures relating to recruitment, selection, hiring, discharge, transfer, promotion, training, performance evaluations and other job-related privileges shall be applied in compliance with this District policy.

In order to effectively promote this policy, the Board of Directors has enacted an affirmative action program. Ms. Pat Teer has been appointed Affirmative Action Officer (AAO) for the District, and in conjunction with Steve Oltmans, General Manager, will have the responsibility of implementing and overseeing various activities designed to carry out this program. Some of these activities will involve each of you, directly or indirectly.



The Board of Directors and the General Manager are committed to equal employment opportunity at the Papio-Missouri River NRD. We ask and expect that every employee will know and understand the District's equal employment and affirmative action policies, will comply with them at all times, and will cooperate with the Affirmative Action Officer in making these policies a success.

Any employee who, at any time, feels that he or she has been improperly discriminated against or harassed; has reliable information that another employee or applicant has been so treated; or has other information which suggests non-compliance with the District's equal employment opportunity policies, shall bring the matter to the attention of his or her immediate supervisor, the General Manager or the Affirmative Action Officer. Also, suggestions for improvements in the equal employment opportunity program of the District will be encouraged and welcomed at all times.

Equal Employment Opportunity is not only the law, but it is a principle of our operation. Only with your cooperation can we make this principle a success and maintain a positive work environment.

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Fred Conley  
Chairperson

Steven G. Oltmans  
General Manager

Patricia J. Teer  
Affirmative Action Officer

#### **C. COMMUNICATION OF POLICY:**

In order to assure that employees, applicants for employment and others are aware of the Equal Employment Opportunity Policy at the Papio-Missouri River NRD, the following will be done:

1. Annually, the policy and the affirmative action program will be reiterated to all employees to emphasize their importance and their contents.
2. The Equal Opportunity Policy Statement will be renewed annually, posted on an employee bulletin board, and included in the District's Employee Handbook.
3. The policy and program will be reviewed at the time of new employee orientation and during new supervisor training.
4. The District's employment application forms and all advertisements for job openings will indicate that the District is an Equal Opportunity Employer.
5. The Affirmative Action Officer will be available to any employee to discuss the policy and program **and** to provide assistance or receive suggestions relative to their administration.

6. Actual and potential sources for recruiting of employees shall be advised periodically of the District's Equal Employment Opportunity Policy and urged to refer qualified minority group members to apply with the District for any staff openings for which they are qualified.
7. Records will be kept by the Affirmative Action Officer of all EEO/AAP-related meetings held with employees or supervisors, **as well as** all evaluations, reports and other activities carried out under the program.

D. **IMPLEMENTATION RESPONSIBILITIES:**

1. General Manager -- The General Manager shall:
  - a. Have overall responsibility for implementation of the equal employment opportunity and affirmative action policies.
  - b. Review all reports and records prepared by the Affirmative Action Officers.
  - c. Participate in the resolution of all complaints of violation of the policy or program.
  - d. Review all policies and programs periodically, make or recommend to the Board necessary changes and periodically advises the Board of progress.
  - e. Evaluate the Affirmative Action Officer's performance periodically and appoint a new officer if and when deemed necessary.
  - f. Meet with the Affirmative Action Officer semi-annually to review records and activities and assure timely compliance with duties.
  - g. Assure cooperation and compliance by all supervisors, as needed, and as part of supervisor's annual performance review.
2. Supervisors -- All supervisory staff shall:
  - a. Assist in the identification of any and all problem areas relating to the affirmative action program in their department.
  - b. Assist the Affirmative Action Officer in evaluating hiring and promotion patterns to determine individual progress and overcome impediments to goal attainment.
  - c. Discuss affirmative action program policies with employees periodically to insure that they are understood and are carried out.
  - d. Review qualifications of employees periodically to determine whether all employees are compensated, treated and given promotional and other opportunities on an equal basis.
  - e. Assure that all employees are afforded full opportunity and encouraged to participate in all District sponsored educational training, staff development programs and other activities.
3. Affirmative Action Officer -- The Affirmative Action Office shall:
  - a. Provide to the General Manager copies of all records and reports prepared pursuant to the program.

- b. Meet with the General Manager semi-annually to review all activities during the preceding six months.
- c. Recommend additions or modifications to the District's policies and programs, both annually and **as** identified and assist in identification of problem areas and solutions to those problems.
- d. Periodically review all job descriptions, application procedures, forms and qualifications to determine job-relatedness and fairness of qualifications and procedures and to identify any artificial barriers to minorities.
- e. Identify and maintain a list of actual and potential referral sources for employees, including specific sources of minority referrals such **as** community organizations, and maintain contact with them as called for in Part C of this program.
- f. Serve **as** an available contact person for any employee who has **an** equal employment opportunity concern, complaint or suggestion and work with the supervisor and the General Manager on complaints of specific misconduct or noncompliance.
- g. Establish and maintain procedures and time tables for administration of the equal employment opportunity policy and affirmative action program.
- h. Maintain records and reports for all audits, communications and meetings.

**E. COMPLAINT PROCESSING:**

Any employee who at any time feels that he or she has been improperly discriminated against or harassed, has reliable information that another employee or applicant has been so treated, or has other information which suggests noncompliance with the District's EEO/AAP policies, shall bring the matter to the attention of his or her immediate supervisor, the General Manager or the Affirmative Action Officer **as** promptly as possible, and preferably within 24 hours of the occurrence. If after doing so the employee feels that (1) the matter adversely affects him or her individually in his or her job, and (2) the matter is not being handled satisfactorily, then the employee may pursue the matter in accordance with the District's existing grievance policy.

**F. WORK FORCE ANALYSIS AND GOALS:**

**As** part of its affirmative action program, the District will periodically compare its current workforce with the available labor force in the community, to determine whether the District employs a proportionate number of female and minority individuals. Identification of disparities between the workforce and labor force percentages of any group will not indicate the existence of discrimination or any violation of law, since many factors could create such a disparity. However, any disparity will be studied to determine ways to reduce or eliminate the disparity, and promote equal employment opportunity.

The following percentages of the labor force which is believed to be most relevant to the District's operations, are derived from excerpts from the 2002 Nebraska Affirmative Action Report prepared by the Department of Labor - Labor Market Information Center. These figures, and the workforce analysis, which follows, will be updated annually.

### **LABOR FORCE STATISTICS**

Classification	Percentage of Total
Male	52.0%
Female	48.0%
Black	7.1%
Hispanic	5.4%
Other	5.4%

The District employs a total of 51 individuals, which includes full time, part time and temporary positions, as of January, 2003. The following is a comparison of the current District work force with the labor force reflected above. Column 1 shows total number of employees, which would be necessary, by classification, for the District's work force to be in balance with the specified labor force. Column 2 shows the current District work force and Column 3 shows any current imbalance between Columns 1 and 2. All figures are stated in terms of number of individuals, not in percentages.

### **WORK FORCE ANALYSIS**

Classification	(1) Nebraska Labor Force	(2) P-MRNRD Labor Force	(3) Imbalance
Male	26.5	37	+10.5
Female	24.5	14	- 10.5
Black	3.6	0	- 3.6
Hispanic	2.7	0	- 2.7
Other	2.8	1	- 1.8

The forgoing analysis will, of course, fluctuate as the size and composition of the District's work force fluctuates. This analysis will be updated periodically by the Affirmative Action Officer to reflect current figures. Based on the foregoing comparisons as of January, 2003, the following observations, conclusions and action plans are adopted:

1. Minorities: The District currently employs one individual known to be a member of a minority. The District will continue affirmative outreach activities to help overcome the geographic barriers to minority job applicants, but the limited job openings will mean that progress toward eliminating imbalances will necessarily be slow.

2. Women: The imbalance in female employment may be attributable in large part to the nature of many of the jobs at the District and general male-female preferences for various types of work. Identification of job applications by gender may help to determine the extent of this factor, and to determine whether there are barriers to women who actually apply for job openings.
3. Action: The following actions will be taken during the 2003-2004 year to analyze, and address, the identified imbalances, in addition to other steps identified below for initial implementation of this plan:
  - a. Applicant Data. The Affirmative Action Officer will continue to use the system developed to obtain voluntary race and gender identification from job applicants. Such information will not be used in making individual employment decisions, but will be used to estimate the gender and racial make-up of the applicant pools for job openings; this estimate will provide a basis for determining (i) whether outreach activities are succeeding, and (ii) whether there is a significant disparity in the selection rate for minorities or women who actually seek employment.
  - b. Referral Sources: The Affirmative Action Officer will continue to use and expand the list of minority referral sources, and continue to use the system developed by which such sources will be contacted regarding job openings and encouraged to refer qualified minority applicants. The intended result will be a significant increase in minority job applicants, which should increase minority employment.
  - c. Internship: The General Manager and Affirmative Action Office will continue to recruit minority and women internship candidates. The internship is intended to introduce a student to the District's work, provide the student with hands-on education in his or her area of study, increase the student's prospects for employment following graduation, and create a possible source for recruiting of college-educated minorities.

G. **OBJECTIVES AND TIME TABLES:**

The following are adopted as the initial implementation target dates:

1. April 10, 2003 – Board approval of updated Affirmative Action Program

RESPONSIBILITY: General Manager and Board

2. Spring, 2003 -- Review of Affirmative Action Program and Equal Employment Opportunity policy with all employees and distribute copies to all employees at spring All Employees Meeting.

RESPONSIBILITY: Affirmative Action Officer, General Manager, All Supervisors.

3. September, 2003 -- Semi-Annual review.

RESPONSIBILITY: Affirmative Action Officer, General Manager

4. October, 2003 -- Continue to develop current list of actual and potential sources of referrals of minority job applicants.

RESPONSIBILITY: Affirmative Action Officer

5. November-December, 2003 -- Review of employment application forms and hiring procedures for proper content and identification of the District's equal employment opportunity policy; make appropriate recommendations. Review equal employment opportunity language for all job vacancy advertisements.

RESPONSIBILITY: Affirmative Action Officer approval of  
recommendations by General Manager

6. February, 2004 -- Begin Recruitment for minority internship program.

RESPONSIBILITY: General Manager and Affirmative Action Officer

7. February-March, 2004 -- Annual review of Affirmative Action Program. Update of labor force and workforce analysis. Revision of program as needed, including goals and timetables. Report to Personnel, Legislative and Public Affairs Subcommittee.

#### H. **ADOPTION:**

The foregoing Affirmative Action Program was adopted by the Papio-Missouri River Natural Resources District Board of Directors on March 12, 1992. Revisions to the plan were approved April 10, 2003.

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Fred Conley  
Chairperson

Steven G. Oltmans  
General Manager

Patricia J. Teer  
Affirmative Action Officer

Labor Force Statistics  
2001 Nebraska Affirmative Action Report  
March, 2003

County	Total	Male	Female	Black	Hispanic	Other
Douglas	249,232	129,942	119,290	21,585	14,121	13,342
Sarpy	63,164	32,001	31,163	2,435	2,104	2,181
Washington	10,490	5,587	4,903	43	88	134
Burt	3,841	2,071	1,770	2	32	44
Dakota	10,501	5,615	4,886	57	1,858	1,526
Thurston	2,917	1,510	1,407	12	43	1,262
TOTALS	340,145	176,726	163,419	24,134	18,246	18,489
PERCENTAGES		52.0%	48.0%	7.1%	5.4%	5.4%

P-MRNRD Employee            51            37            14  
(Includes all employees  
(ft, pt and temps) as of  
January, 2003)

PERCENTAGES                      72.5%       27.5%

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P-MRNRD Work Force Analysis

Classification	Nebraska Labor Force	P-MRNRD Labor Force	Imbalance
Male	26.5	37.0	10.5
Female	24.5	14.0	-10.5
Black	3.6	0.0	-3.6
Hispanic	2.7	0.0	-2.7
Other	2.8	1.0	-1.8

Table 1

**Douglas County, Nebraska**  
**Population by Sex, Race, Hispanic Origin, and Minority Status**

	Total	%	Female	%	Male	%
Total Population	463,585	100.00	236,851	51.09	226,734	48.91
White	375,317	80.96	192,084	41.43	183,233	39.53
Black	53,330	11.50	28,115	6.06	25,215	5.44
American Indian or Alaskan Native	2,809	0.61	1,474	0.32	1,335	0.29
Asian	7,944	1.71	4,074	0.88	3,870	0.83
Native Hawaiian or Pacific Islander	250	0.05	102	0.02	148	0.03
Other	15,760	3.40	6,905	1.49	8,855	1.91
Two or More Races	8,175	1.76	4,097	0.88	4,078	0.88
Hispanic Origin (of any Race)	30,928	6.67	13,723	2.96	17,205	3.71
Total Minority (non-white, 2 or more races, or Hispanic)	101,057	21.80	50,442	10.88	50,615	10.92

Source: U.S. Census Bureau, Census 2000. **Summary** File 1, Tables P12A-P12I

Table 4

**Douglas County, Nebraska**  
**2000 Civilian Labor Force Status by Sex, Race, and Hispanic Origin**

	Labor Force	%	Employed	%	Unemployed	%	Unemployment Rate (%)
Total (Male & Female)	249,232	100.00	239,418	100.00	9,814	100.00	3.94
White	210,980	84.65	204,773	85.53	6,207	63.25	2.94
Black	21,585	8.66	19,167	8.01	2,418	24.64	11.20
American Indian or Alaskan Native	1,442	0.58	1,236	0.52	206	2.10	14.29
Asian	4,250	1.71	4,080	1.70	170	1.73	1.41
Native Hawaiian or Pacific Islander	85	0.03	79	0.03	6	0.06	7.06
Other	7,565	3.04	7,003	2.93	562	5.73	7.43
Two or More Races	3,325	1.33	3,080	1.29	245	2.50	7.37
Hispanic Origin (of any Race)	14,121	5.67	13,169	5.50	952	9.70	6.74
Total Minority (non-white, 2 or more races, or Hispanic)	43,971	17.64	40,007	16.71	3,964	40.39	9.02
Total Female	119,290	47.86	114,624	47.88	4,666	47.54	3.91

Source: U.S. Census Bureau, **Census 2000**. Summary File 3, Tables P150A-P150I

\* Not computable



Table 1

**Sarpy County, Nebraska**  
**Population by Sex, Race, Hispanic Origin, and Minority Status**

	Total	%	Female	%	Male	%
Total Population	122,595	100.00	61,676	50.31	60,919	49.69
White	109,335	89.18	54,970	44.84	54,365	44.35
Black	5,340	4.36	2,530	2.06	2,810	2.29
American Indian or Alaskan Native	515	0.42	267	0.22	248	0.20
Asian	2,331	1.90	1,385	1.13	946	0.77
Native Hawaiian or Pacific Islander	108	0.09	57	0.05	51	0.04
Other	2,275	1.86	1,089	0.89	1,186	0.97
Two or More Races	2,691	2.20	1,378	1.12	1,313	1.07
Hispanic Origin (of any Race)	5,358	4.37	2,583	2.11	2,775	2.26
Total Minority (non-white, 2 or more races, or Hispanic)	15,772	12.87	7,918	6.46	7,854	6.41

Source: U.S. Census Bureau, Census 2000. Summary File 1, Tables P12A-P12I

Table 4

**Sarpy County, Nebraska**  
**2000 Civilian Labor Force Status by Sex, Race, and Hispanic Origin**

	Labor Force	%	Employed	%	Unemployed	%	Unemployment Rate (%)
Total (Male & Female)	63,164	100.00	61,347	100.00	1,817	100.00	2.88
White	57,648	91.27	56,059	91.38	1,589	87.45	2.76
Black	2,435	3.86	2,333	3.80	102	5.61	4.19
American Indian or Alaskan Native	234	0.37	234	0.38	0	0.00	0.00
Asian	1,088	1.72	1,063	1.73	25	1.38	0.46
Native Hawaiian or Pacific Islander	19	0.03	19	0.03	0	0.00	0.00
Other	840	1.33	786	1.28	54	2.97	6.43
Two or More Races	900	1.42	853	1.39	47	2.59	5.22
Hispanic Origin (of any Race)	2,104	3.33	1,988	3.24	116	6.38	5.51
Total Minority (non-white, 2 or more races, or Hispanic)	6,561	10.39	6,285	10.24	276	15.19	4.21
Total Female	31,163	49.34	30,328	49.44	835	45.95	2.68

Source: U.S. Census Bureau, Census 2000. Summary File 3, Tables P150A-P150I

\* Not computable

Table 1

**Washington County, Nebraska**  
**Population by Sex, Race, Hispanic Origin, and Minority Status**

	Total	%	Female	%	Male	%
Total Population	18,780	<b>100.00</b>	9,451	50.32	9,329	49.68
White	18,427	98.12	9,305	49.55	9,122	48.57
Black	63	0.34	24	0.13	39	0.21
American Indian or Alaskan Native	38	0.20	13	0.07	25	0.13
Asian	<b>55</b>	0.29	32	0.17	23	0.12
Native Hawaiian or Pacific Islander	21	0.11	3	0.02	18	<b>0.10</b>
Other	57	0.30	19	0.10	38	0.20
Two or More Races	119	0.63	55	0.29	64	0.34
Hispanic Origin (of any Race)	202	1.08	88	0.47	114	0.61
Total Minority (non-white, 2 or more races, or Hispanic)	467	2.49	198	1.05	269	1.43

Source: **U.S.** Census Bureau, Census 2000. Summary File 1, Tables **P12A-P12I**

Table 4

**Washington County, Nebraska**  
**2000 Civilian Labor Force Status by Sex, Race, and Hispanic Origin**

	Labor Force	%	Employed	%	Unemployed	%	Unemployment Rate (%)
Total (Male & Female)	10,490	<b>100.00</b>	10,146	100.00	344	100.00	3.28
White	10,277	97.97	9,953	98.10	324	94.19	3.15
Black	43	0.41	28	0.28	<b>15</b>	4.36	34.88
American Indian or Alaskan Native	36	0.34	36	0.35	0	0.00	0.00
Asian	46	0.44	44	0.43	2	0.58	4.35*
Native Hawaiian or Pacific Islander	0	0.00	0	0.00	0	0.00	
Other	52	0.50	52	<b>0.51</b>	0	0.00	0.00
Two or More Races	36	0.34	33	0.33	3	0.87	8.33
<b>Hispanic Origin (of any Race)</b>	88	<b>0.84</b>	85	0.84	3	0.87	3.41
Total Minority (non-white, 2 or more races, or Hispanic)	239	2.28	219	2.16	20	5.81	8.37
Total Female	4,903	46.74	4,723	46.55	180	52.33	3.67

Source: **U.S.** Census Bureau, Census 2000. Summary File 3, Tables **P150A-P150I**

\* Not computable

Table 1

**Burt County, Nebraska**  
**Population by Sex, Race, Hispanic Origin, and Minority Status**

	Total	%	Female	Yo	Male	Yo
Total Population	7,791	100.00	4,020	51.60	3,771	48.40
White	7,606	97.63	3,921	50.33	3,685	47.30
Black	14	0.18	7	0.09	7	0.09
American Indian or Alaskan Native	83	1.07	46	0.59	37	0.47
Asian	15	0.19	11	0.14	4	0.05
Native Hawaiian or Pacific Islander	2	0.03	1	0.01	1	0.01
Other	17	0.22	10	0.13	7	0.09
Two or More Races	54	0.69	24	0.31	30	0.39
Hispanic Origin (of any Race)	98	1.26	48	0.62	50	0.64
Total Minority (non-white, 2 or more races, or Hispanic)	253	3.25	132	1.69	121	1.55

Source: U.S. Census Bureau, Census 2000. *Summary* File 1, Tables P12A-P12I

Table 4

**Burt County, Nebraska**  
**2000 Civilian Labor Force Status by Sex, Race, and Hispanic Origin**

	Labor Force	%	Employed	%	Unemployed	Yo	Unemployment Rate (Yo)
Total (Male & Female)	3,841	100.00	3,735	100.00	106	100.00	2.76
White	3,781	98.44	3,683	98.61	98	92.45	2.59
Black	2	0.05	2	0.05	0	0.00	0.00
American Indian or Alaskan Native	29	0.76	26	0.70	3	2.83	10.34
Asian	5	0.13	3	0.08	2	1.89	40.00*
Native Hawaiian or Pacific Islander	0	0.00	0	0.00	0	0.00	
Other	10	0.26	10	0.27	0	0.00	0.00
Two or More Races	14	0.36	11	0.29	3	2.83	21.43
Hispanic Origin (of any Race)	32	0.83	32	0.86	0	0.00	0.00
Total Minority (non-white, 2 or more races, or Hispanic)	82	2.13	74	1.98	8	7.55	9.76
Total Female	1,770	46.08	1,717	45.97	53	50.00	2.99

Source: U.S. Census Bureau, Census 2000. Summary File 3, Tables P150A-P150I

\* Not computable

Table 1

**Dakota County, Nebraska**  
**Population by Sex, Race, Hispanic Origin, and Minority Status**

	Total	Yo	Female	Yo	Male	Yo
Total Population	20,253	100.00	10,142	50.08	10,111	49.92
White	15,968	78.84	8,125	40.12	7,843	38.73
Black	126	0.62	48	0.24	78	0.39
American Indian or Alaskan Native	377	1.86	217	1.07	160	0.79
Asian	624	3.08	305	1.51	319	1.58
Native Hawaiian or Pacific Islander	12	0.06	4	0.02	8	0.04
Other	2,615	12.91	1,179	5.82	1,436	7.09
Two or More Races	531	2.62	264	1.30	267	1.32
Hispanic Origin (of any Race)	4,581	22.62	2,106	10.40	2,475	12.22
Total Minority (non-white, 2 or more races, or Hispanic)	5,885	29.06	2,765	13.65	3,120	15.41

Source: U.S. Census Bureau, Census 2000. Summary File 1, Tables P12A-P12I

Table 4

**Dakota County, Nebraska**  
**2000 Civilian Labor Force Status by Sex, Race, and Hispanic Origin**

	Labor Force	Yo	Employed	Yo	Unemployed	Yo	Unemployment Rate (%)
Total (Male & Female)	10,501	100.00	10,096	100.00	405	100.00	3.86
White	8,743	83.26	8,444	83.64	299	73.83	3.42
Black	57	0.54	57	0.56	0	0.00	0.00
American Indian or Alaskan Native	168	1.60	139	1.38	29	7.16	17.26
Asian	257	2.45	255	2.53	2	0.49	0.78
Native Hawaiian or Pacific Islander	9	0.09	9	0.09	0	0.00	0.00
Other	1,092	10.40	1,026	10.16	66	16.30	6.04
Two or More Races	175	1.67	166	1.64	9	2.22	5.14
Hispanic Origin (of any Race)	1,858	17.69	1,775	17.58	83	20.49	4.47
Total Minority (non-white, 2 or more races, or Hispanic)	2,394	22.80	2,273	22.51	121	29.88	5.05
Total Female	4,886	46.53	4,733	46.88	153	37.78	3.13

Source: U.S. Census Bureau, Census 2000. Summary File 3, Tables P150A-P150I

\* Not computable

Table 1

**Thurston County, Nebraska**  
**Population by Sex, Race, Hispanic Origin, and Minority Status**

	<b>Total</b>	<b>%</b>	<b>Female</b>	<b>%</b>	<b>Male</b>	<b>%</b>
Total Population	7,171	100.00	3,596	50.15	3,575	49.85
White	3,282	45.77	1,619	22.58	1,663	23.19
Black	11	0.15	6	0.08	5	0.07
American Indian or Alaskan Native	3,731	52.03	1,909	26.62	1,822	25.41
Asian	4	0.06	2	0.03	2	0.03
Native Hawaiian or Pacific Islander	0	0.00	0	0.00	0	0.00
Other	55	0.77	15	0.21	40	0.56
Two or More Races	88	1.23	45	0.63	43	0.60
Hispanic Origin (of <b>any</b> Race)	174	2.43	61	0.85	113	1.58
Total Minority (non-white, 2 or more races, or Hispanic)	3,909	54.51	1,985	27.68	1,924	26.83

Source: U.S. Census Bureau, Census 2000. Summary File 1, Tables P12A-P12I

Table 4

**Thurston County, Nebraska**  
**2000 Civilian Labor Force Status by Sex, Race, and Hispanic Origin**

	<b>Labor Force</b>	<b>%</b>	<b>Employed</b>	<b>%</b>	<b>Unemployed</b>	<b>%</b>	<b>Unemployment Rate (%)</b>
Total (Male & Female)	2,917	100.00	2,550	100.00	367	100.00	12.58
White	1,597	54.75	1,548	60.71	49	13.35	3.07
Black	12	0.41	7	0.27	5	1.36	41.67
American Indian or Alaskan Native	1,212	41.55	907	35.57	305	83.11	25.17
Asian	19	0.65	19	0.75	0	0.00	0.00*
Native Hawaiian or Pacific Islander	0	0.00	0	0.00	0	0.00	
Other	31	1.06	31	1.22	0	0.00	0.00
Two or More Races	46	1.58	38	1.49	8	2.18	17.39
Hispanic Origin (of any Race)	43	1.47	41	1.61	2	0.54	4.65
Total Minority (non-white, 2 or more races, <b>or</b> Hispanic)	1,321	45.29	1,003	39.33	318	86.65	24.07
Total Female	1,407	48.23	1,243	48.75	164	44.69	11.66

Source: U.S. Census Bureau, Census 2000. Summary File 3, Tables P150A-P150I

\* Not computable

April, 2003

## **Papio-Missouri River Natural Resources District Contact List**

Job Placement Counselor  
Nebraska Job Service  
5404 Cedar Street  
Omaha, NE 68106

Phone: 595-3000  
FAX: 595-3051

Contact - Nancy Jacobsen

Job Placement Counselor  
Chicano Awareness Center  
4825 S. 24th St.  
Omaha, **NE** 68107

Phone: 733-2720  
FAX: 733-6720  
e-mail: [cdoke@cacinc.org](mailto:cdoke@cacinc.org)

Contact: Celina Doke

Family Support Center  
55 **MSS** DPF  
109 Washington **Sq.**, Suite 111  
Offutt AFB, NE 68113-2124

Phone: 294-4329  
FAX: 294-1260

Contact - Alicia M. Hohl

Job Placement Counselor  
Urban League of Nebraska  
3022 N. 24th Street  
Omaha, NE 68111

Phone: 453-9730  
FAX: 453-9676

Contact – Pearl Sams

Job Placement Counselor  
Greater Omaha Workforce Development  
2421 N. 24<sup>th</sup> Street  
Omaha, NE 68120

Phone: 444-4700  
Fax: 444-3755  
e-mail: [glopez@ci.omaha.ne.us](mailto:glopez@ci.omaha.ne.us)

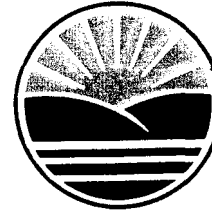
Contact: Geneva Lopez

Owens & Associates  
7415 N. 30<sup>th</sup> Street  
Omaha, NE 68112

Phone: 451-8404  
FAX: 455-4506

Contact: Dianna Owens

**PAPIO-MISSOURI RIVER  
NATURAL  
RESOURCES  
DISTRICT**



8901 S. 154TH ST.  
OMAHA, NE 68138-3621  
(402) 444-6222  
FAX (402) 895-6543

**Papio-Missouri River Natural Resources District**

**Affirmative Action Plan  
Applicant Information**

As **an** applicant for employment with the Papio-Missouri River Natural Resources District, you are asked to provide the following information to assist the District in administration of its Affirmative Action Plan. You are not required to provide this information, but it will help us if you do so. This information will be used strictly for statistical record-keeping purposes, and will not affect your application or our hiring decision.

Your Race:            ☐ Black  
                             ☐ Hispanic  
                             ☐ Caucasian  
                             ☐ Other Minority

Your Gender:        ☐ Male  
                             ☐ Female

Please return this form with your application. It will be immediately separated from your application and sent to our Affirmative Action Officer.

**FOR AFFIRMATIVE ACTION OFFICER'S USE ONLY**

Job Title: Water Supply Technician

Date Received: \_\_\_\_\_

Validation: \_\_\_\_\_





MEMO TO: Personnel, Legislative and Public Affairs Subcommittee

SUBJECT: P-MRNRD Benefit Comparison

DATE: March 27, 2003

FROM: Pat Teer, Administrative Coordinator

As a part of the Nebraska State Salary Survey, the participants are asked to give information on benefit programs. Charts showing the comparison of the District and other Omaha area businesses are attached. The following is a *summary* of the benefit comparisons:

<b>Benefit</b>	<b>P-MRNRD</b>	<b>P-MRNRD Ranking</b>	<b>Summary of Other Omaha Area Businesses</b>
<b>Vacation</b>	0 – 5 Years = 13 days 6 – 10 Years = 18 days 11 Years + = 23 days	Mid to high range	Ranges from 5 days to a high of 31 days per year.
<b>Holidays</b>	10Holidays	Mid to high range	Ranges from 6 holidays to high of 13holidays.
<b>Sick Leave</b>	18 days per year (reduced from unlimited max in 1994)	High range	Ranges from 5 days to high of 18.
<b>Sick Leave – Maximum Accumulation</b>	180 days max	Mid to high range	Ranges from 10 days to high of 310 days.
<b>Health Insurance – Single</b>	\$292.08/mo District pays for single coverage	High range	Ranges from \$100/month to a <b>high</b> of \$350/month.
<b>Health Insurance – Family</b>	Employee(1/3) - \$244.32 District (2/3) - 496.05 \$740.37	Mid to High range	Ranges from \$400/month to \$1,160/mo.
<b>Dental Insurance – Single</b>	\$23.20/mo District pays for coverage	Mid to High range	Ranges from \$7/month to \$35.00/month
<b>Dental Insurance – Family</b>	\$63.05/mo District pays for coverage	Mid to High range	Ranges from \$29/month to \$75/month
<b>Life Insurance</b>	1 times salary, minimum - \$20,000 – max. \$75,000	Low range	Ranges from 1 times salary to 2 times salary
<b>Retirement</b>	Employee - 4.6% District - 5.1% 9.7%	Low range	Ranges from 9.7% to 22.5%

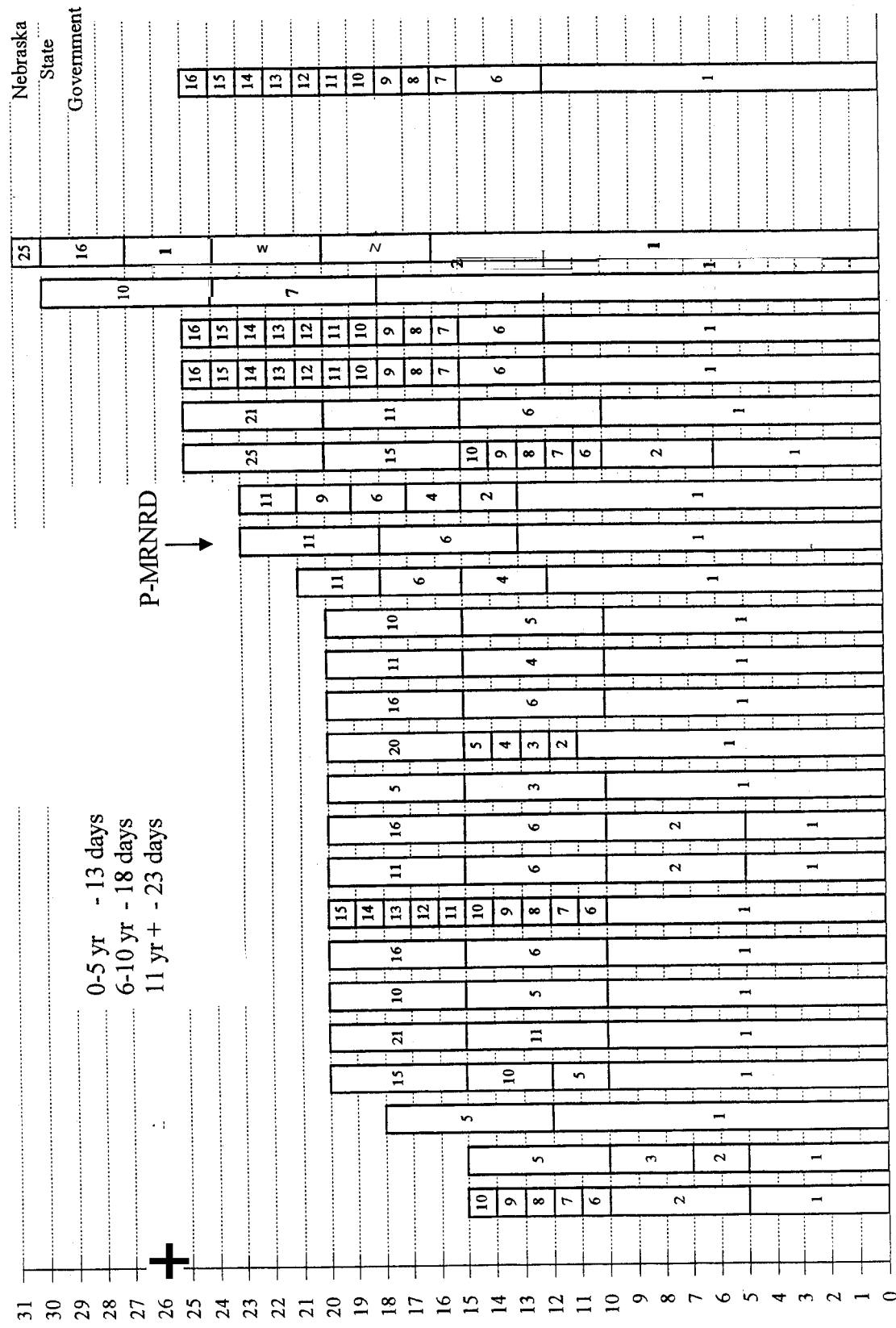
There are no recommended changes to the P-MRNRD Benefit Program for calendar year 2003 at this time.

## Vacation -- Omaha Area

(see chart example on page 81)

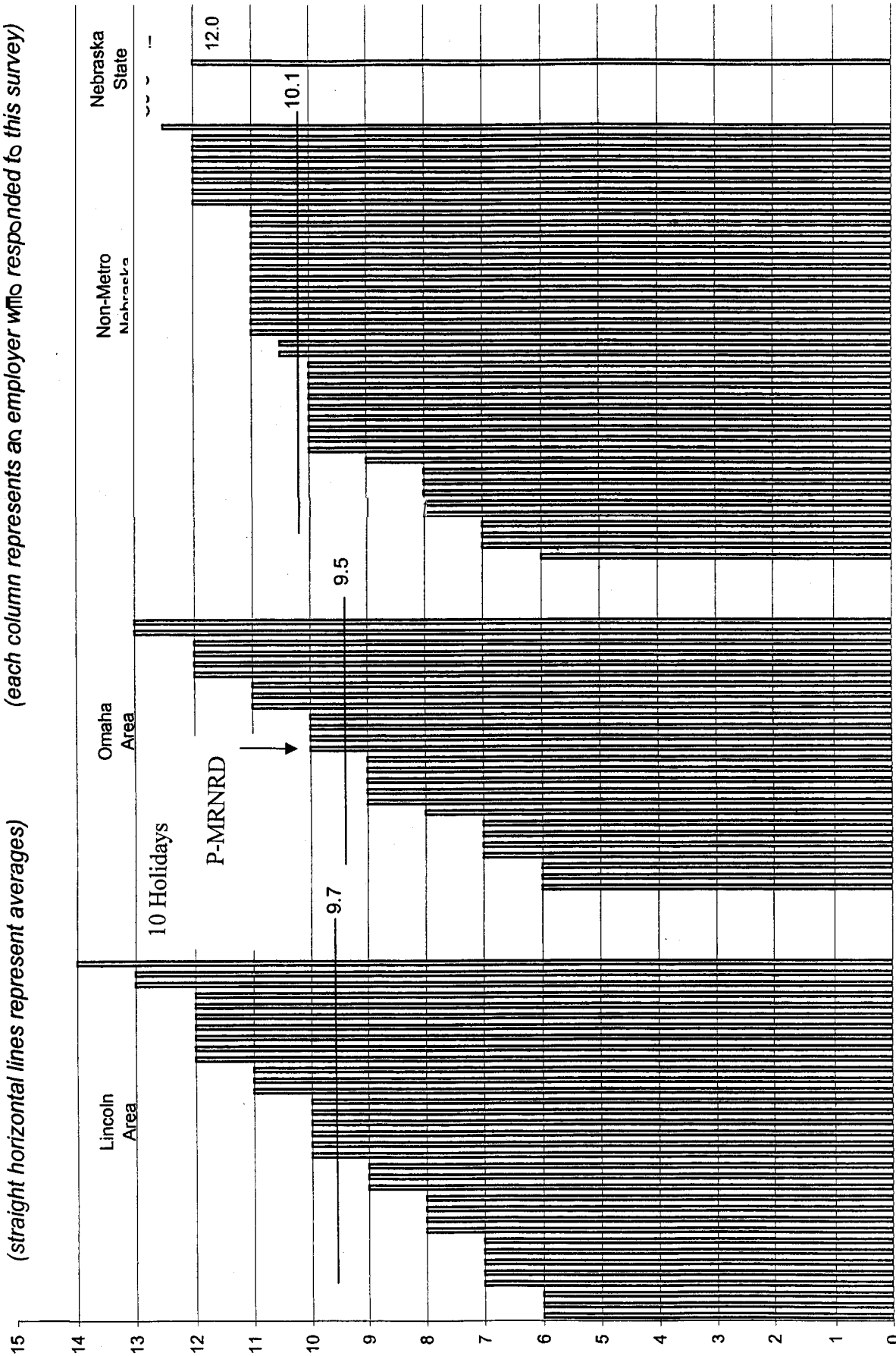
(each column represents an employer who responded to this survey)

days / year



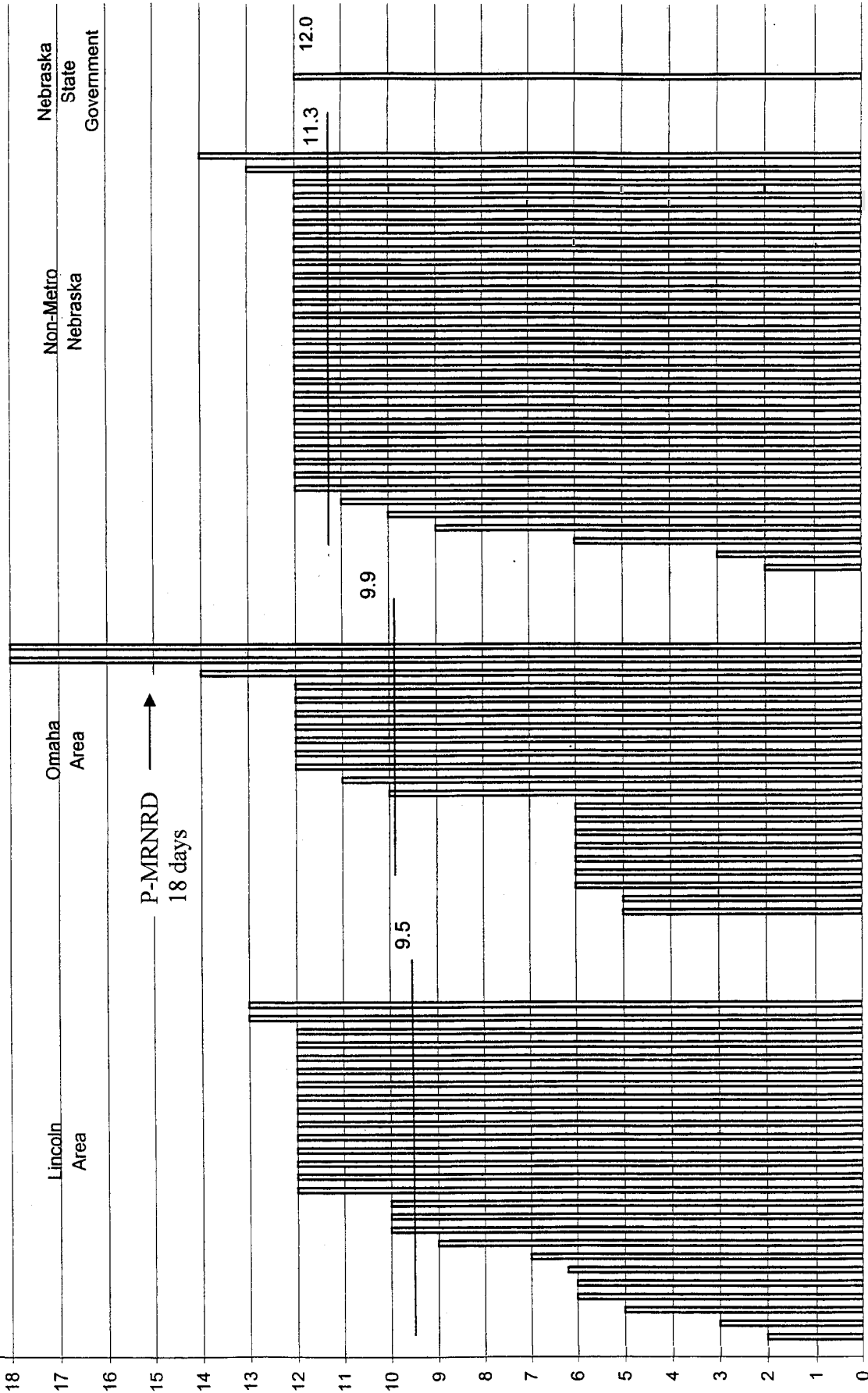
# Holidays -- ~~Days~~ (per Year)

(straight horizontal lines represent averages) (each column represents an employer who responded to this survey)

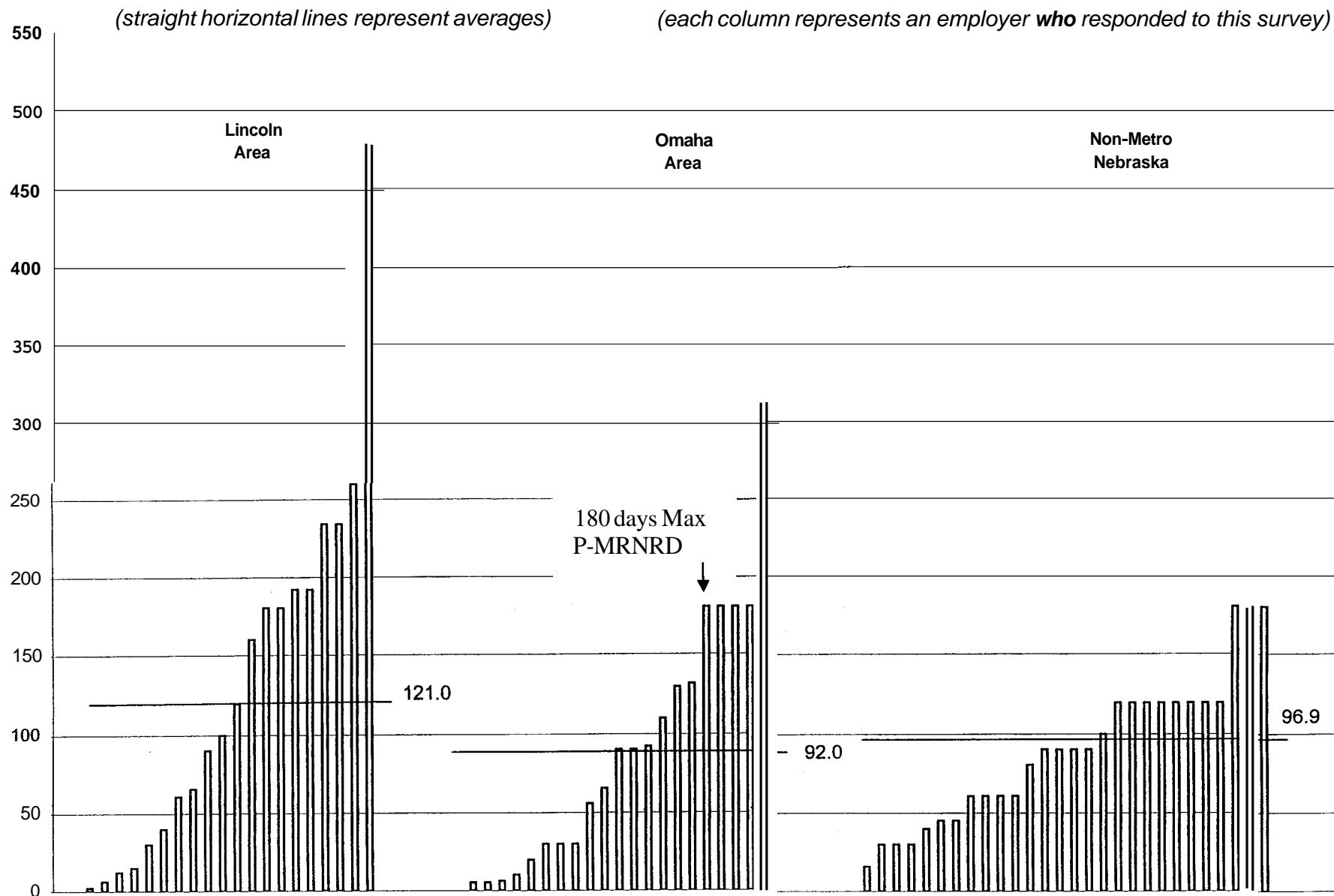


# Sick Leave Days Earned in the 1st Year of Employment

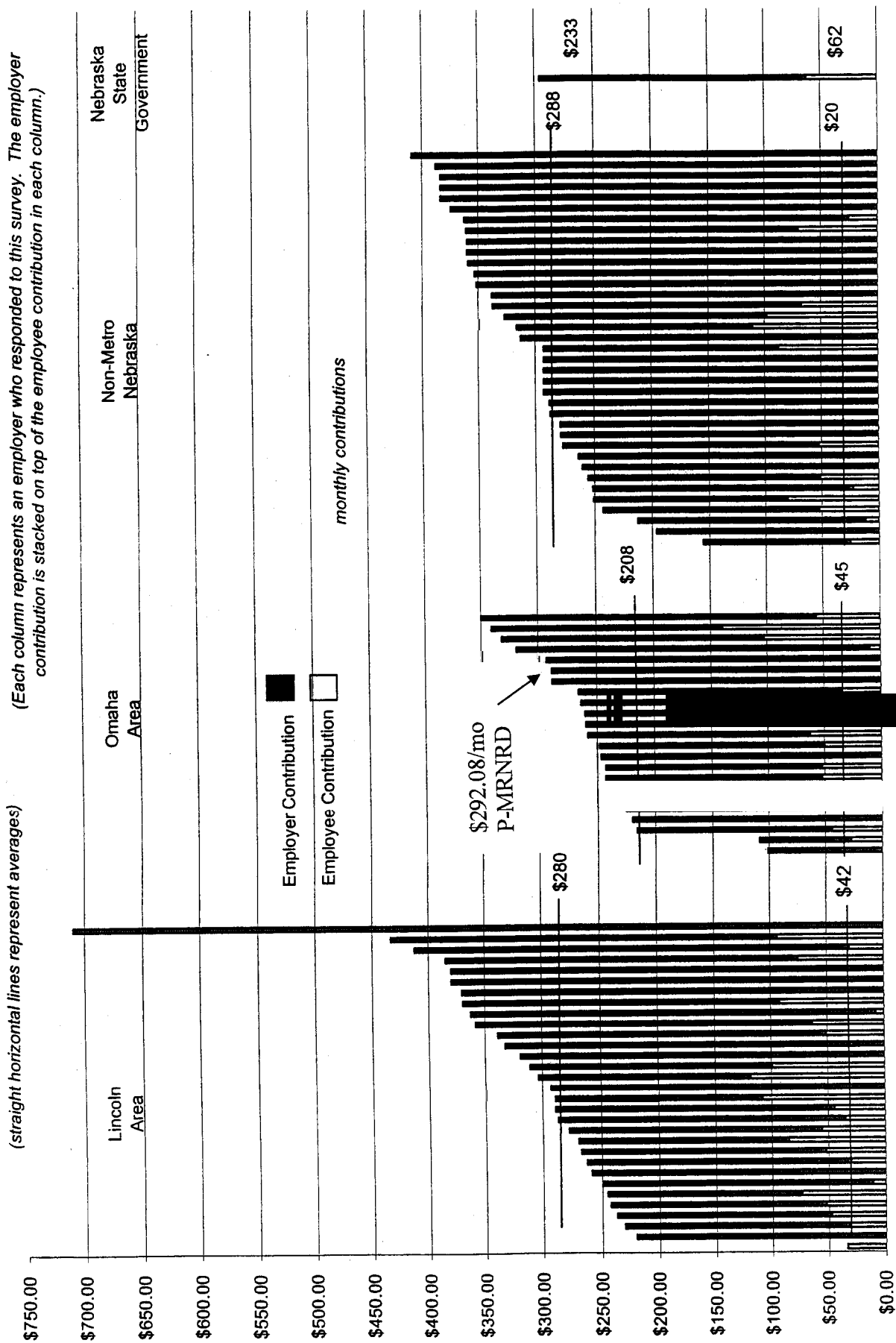
(straight horizontal lines represent averages) (each column represents an employer who responded to this survey)



# Sick Leave Days Sick Leave Days -- Maximum Accumulation



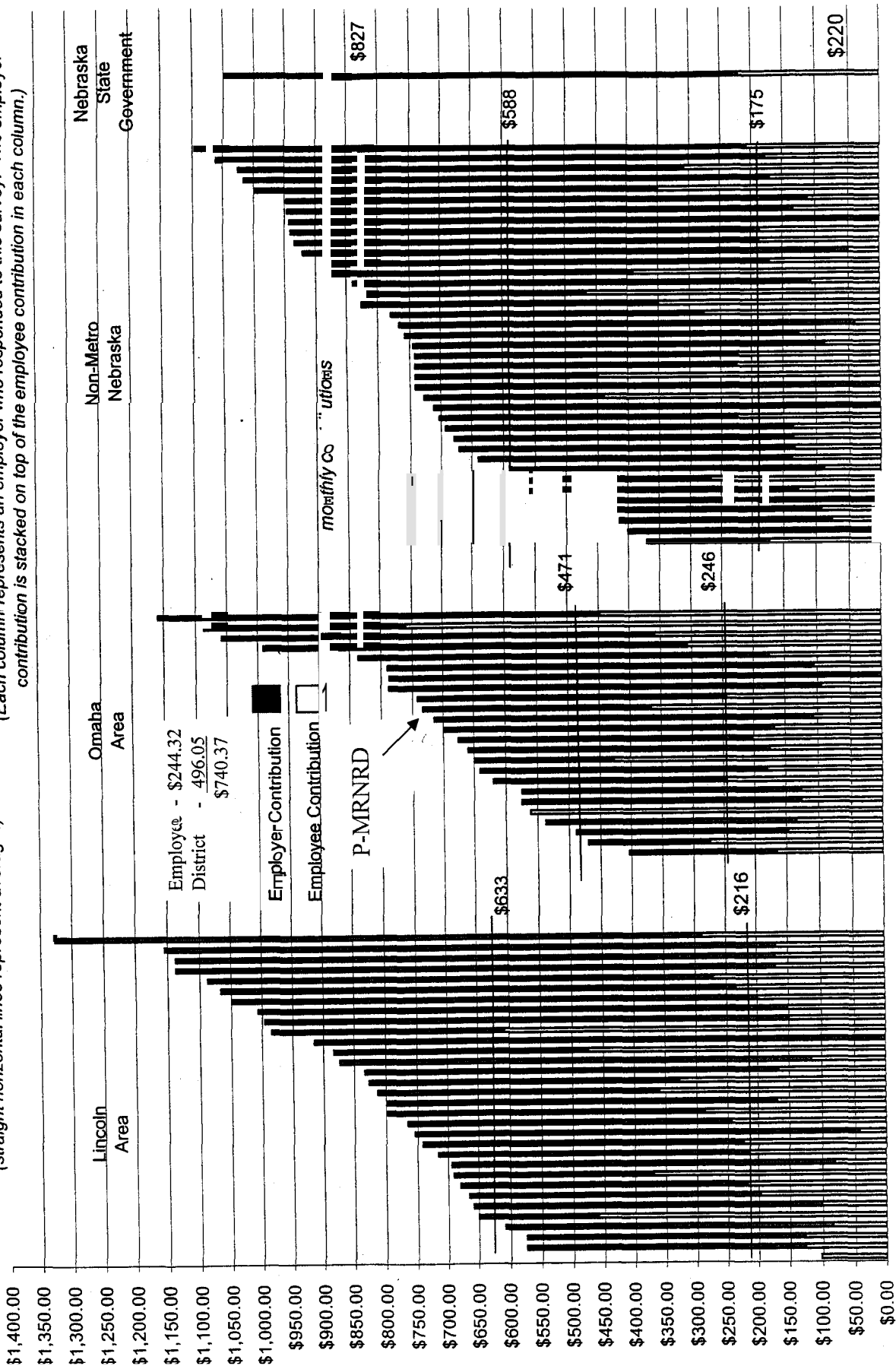
# Health Insurance -- Single Coverage



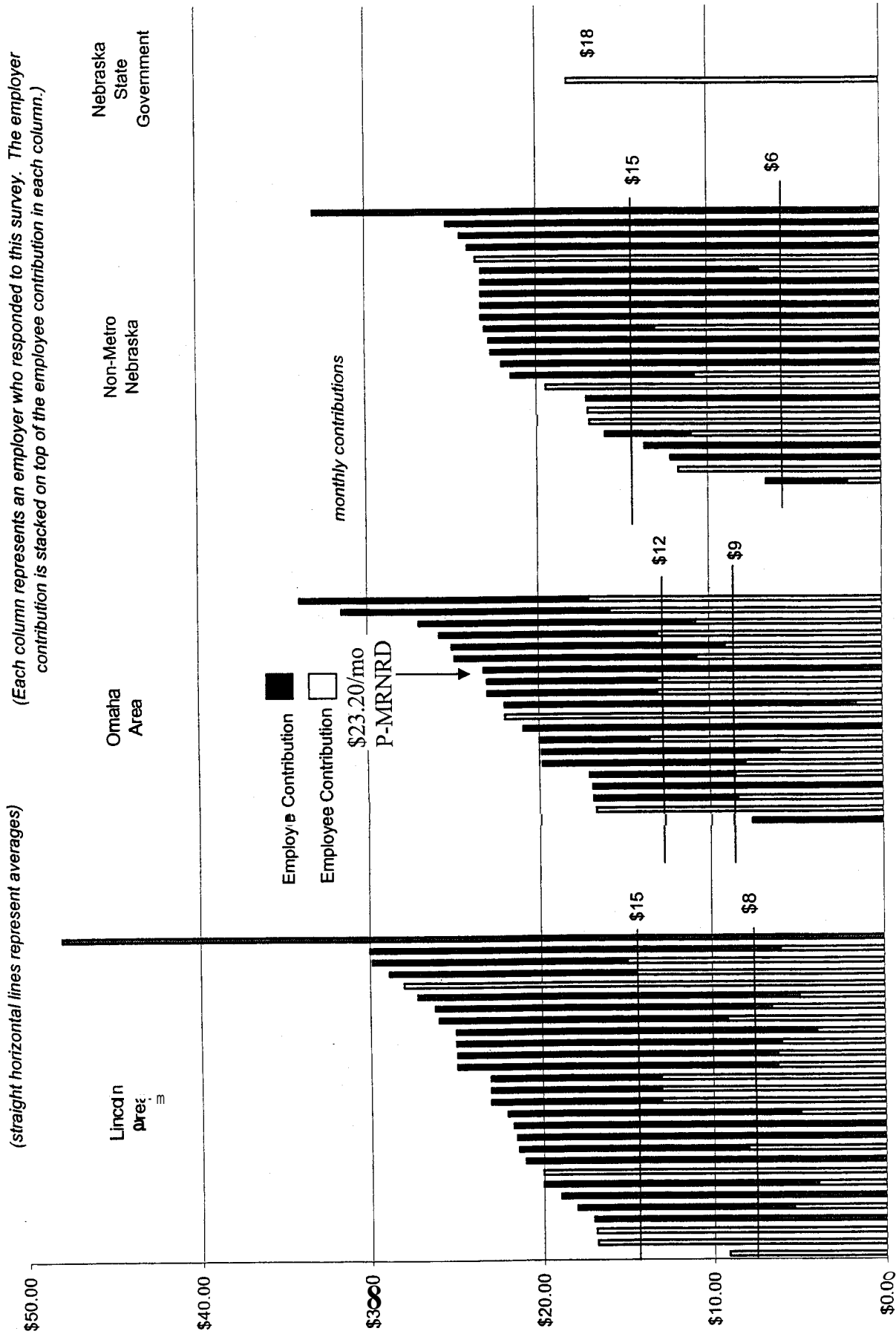
# Health Insurance -- Family Coverage

(straight horizontal lines represent averages)

(Each column represents an employer who responded to this survey. The employer contribution is stacked on top of the employee contribution in each column.)



# Dental Insurance -- Single Coverage

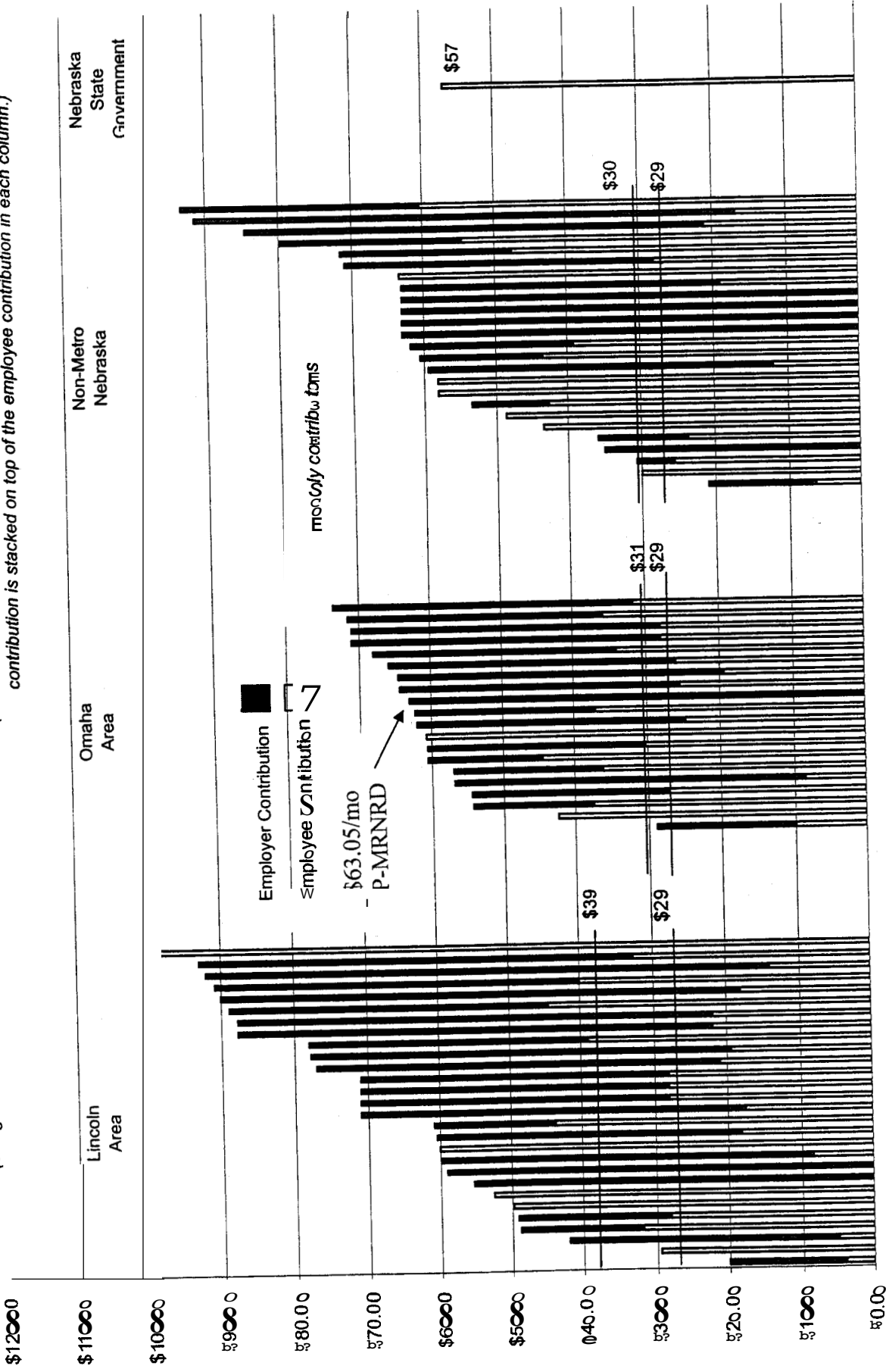




# Dental Insurance -- Family Coverage

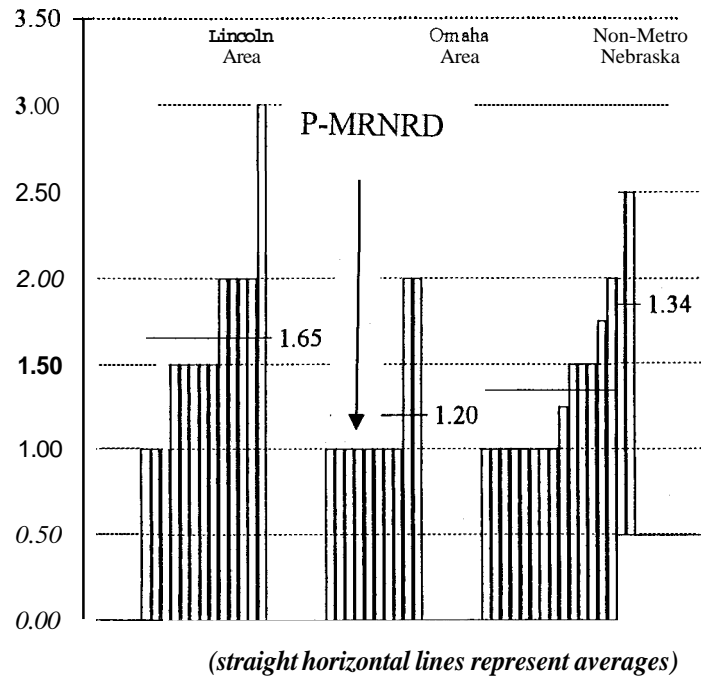
(Each column represents an employer who responded to this survey. The employer contribution is stacked on top of the employee contribution in each column.)

(straight horizontal lines represent averages)

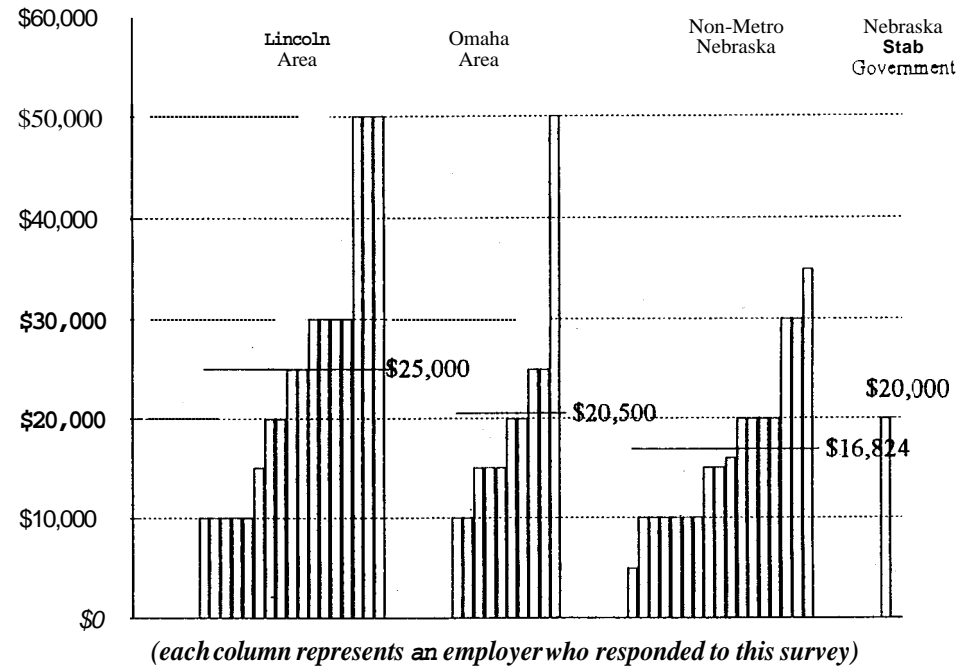


# Life Insurance

*coverage based on salary xfactor*



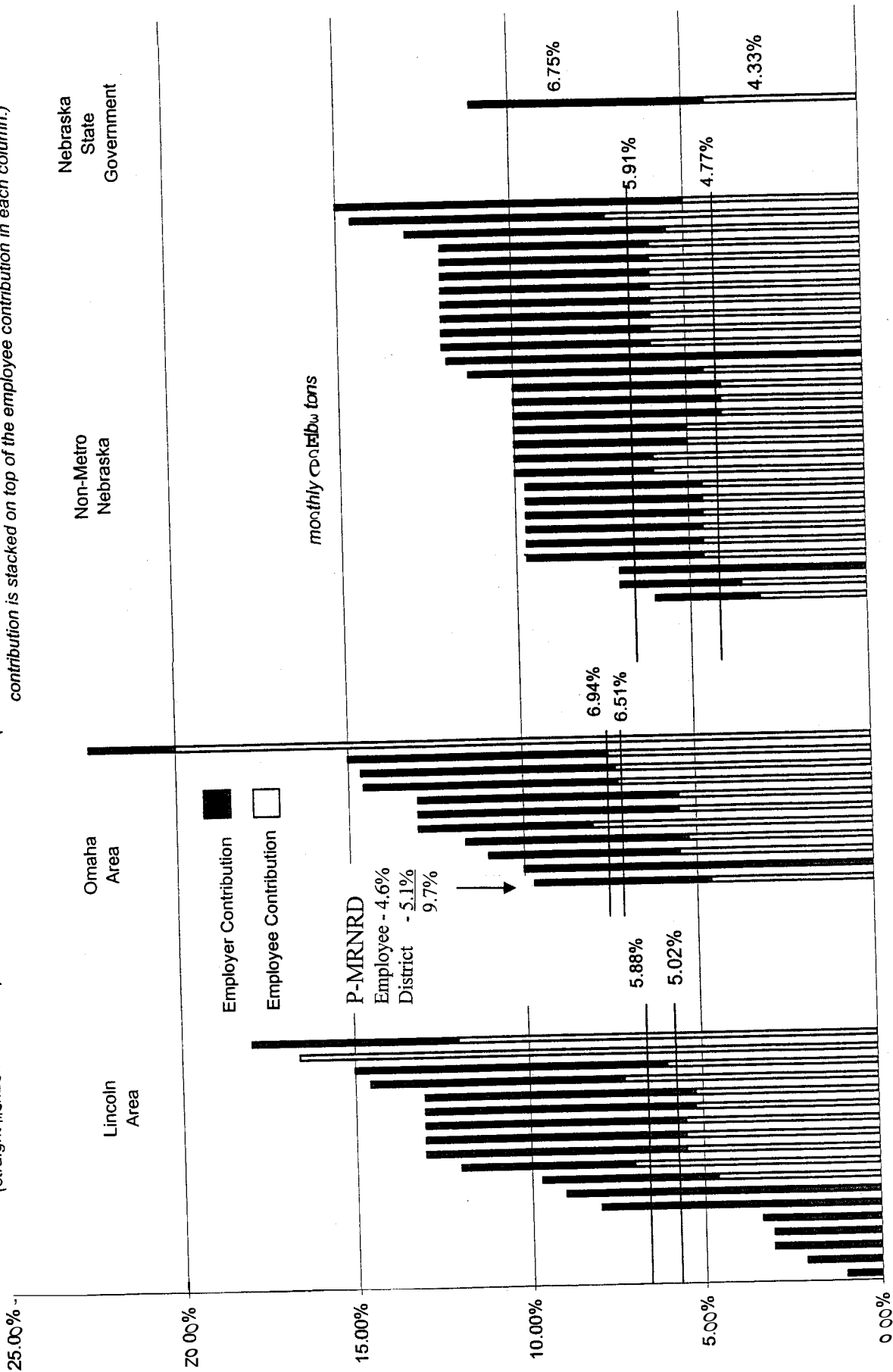
*flat dollar coverage*



# Retirement

(Each column represents an employer who responded to this survey. The employer contribution is stacked on top of the employee contribution in each column.)

(straight horizontal lines represent averages)





MEMO TO: Personnel, Legislative and Public Affairs Subcommittee

SUBJECT: Recommended Revisions to P-MRNRD Wage and Salary Administration Program

1. Pay Range Revisions (Midpoints)
2. Adjustment Guide Revisions ("n" Factor)

DATE: March 21, 2003

FROM: Steven G. Oltmans, General Manager

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The P-MRNRD Wage and Salary Administration Program, as outlined in the Directors Policy Manual, requires the General Manager to provide recommendations to the Personnel, Legislative and Public Affairs Subcommittee for revisions in the Wage and Salary Pay Ranges (midpoints) and revisions in the Adjustment Guide ("n" factor) to be used for calendar year 2003. The PLPA Subcommittee is to review this information and make recommendations to the Board for consideration and action.

Base data from the Omaha job market is used to determine the recommended midpoint values and the "n" factor. The base data is taken from the 2002 Nebraska State Salary Survey (dated, February 2003), which is prepared by the Nebraska Department of Personnel. The P-MRNRD is a participant in this survey. Approximately 200 benchmark positions in the Omaha area are used to calculate the updates to the P-MRNRD Wage and Salary Administration Program. A spreadsheet showing the midpoints used from the 2002 State Salary Survey is attached. Also attached is a copy of the regression calculation used to determine the proposed midpoints for calendar year 2003.

1. Pay Range Revisions (Midpoints): Attached is a chart showing the current (2002) and proposed pay ranges for calendar year 2003. The figures in the middle box are the midpoints. Please note that pay ranges have increased from 6.2% for Salary Grade 2 through 1.5% for Salary Grade 21. The average increase in midpoint is **2.8%**. Also attached is a chart showing the proposed P-MRNRD payline (the straight line) and the midpoints from the base data obtained from the State Salary Survey.

**RECOMMENDATION - It is recommended that the wage and salary pay ranges be adjusted to the proposed ranges shown on the attached chart, effective January 1, 2003.**

2. Adjustment Guide Revisions ("n" Factor):

The Wage and Salary Administration Program provides an example wage and salary increase guide which includes three factors. These are: evaluation period, adjustment factor, and annual pay range change. A copy of the example guide is attached. No change is recommended in the evaluation periods.

The second Adjustment Guide (attached) shows the proposed Adjustment Factors for calendar year 2003, using 2.8% as the "n" factor to compute Adjustment Factors. The Adjustment Factors for last year (2002) are also shown.

**RECOMMENDATION - It is recommended that an "n" Factor of 2.8% (average increase in midpoint values) be used to compute Adjustment Factors for Calendar Year 2002 and that the resulting Adjustment Guide become effective January 1, 2003.**

If these recommendations are adopted, the estimated dollar impact for calendar year 2003, would be approximately \$55,000.

The past history of "n" values is as follows:

Calendar Year	"n" Factor
1982	7.0%
1983	4.0%
1984	5.0%
1985	0.0%
1986	0.0%
1987	5.0%
1988	2.0%
1989	4.5%
1990	4.0%
1991	5.6%
1992	3.0%
1993	.9%
1994	3.4%
1995	2.8%
1996	2.4%
1997	2.9%
1998	3.4%
1999	4.3%
2000	3.3%
2001	3.1%
2002	3.6%
2003	<b>2.8% <i>proposed</i></b>

Also attached to this memo is a chart showing the history of the Wage and Salary Administration Program. It details the findings from the State Salary Surveys and the action taken by the Board to determine the midpoints and "n" factor for calendar year **1982** through 2002. Also attached for your review is a copy of the proposed P-MRNRD Wage and Salary Administration Program for 2003.

March 17, 2003

## State Salary Survey Information March, 2002

SG-1	SG-2	SG-3	SG-4	SG-5	SG-6	SG-7	SG-8	SG-9	SG-10	SG-11	SG-12	SG-13	SG-14	SG-15	SG-16	SG-17	SG-18	SG-19	SG-20
\$ 9.58	\$ 9.30	\$ 10.47	\$ 11.53	\$ 12.59	\$ 10.09	\$ 13.72	\$ 16.30	\$ 14.91	\$ 20.49	\$ 22.80	\$ 22.16	\$ 23.97	\$ 26.59	\$ 33.93	\$ 27.27	\$ 25.59	\$ 36.54	\$ 24.36	\$ 35.86
\$ 9.61	\$ 10.99	\$ 10.21	\$ 10.53	\$ 11.80	\$ 12.73	\$ 12.48	\$ 15.61	\$ 17.71	\$ 19.60	\$ 19.23	\$ 23.08	\$ 33.60	23.95	\$ 34.79	\$ 38.97	\$ 30.23	\$ 32.85		\$ 29.96
		\$ 10.60	\$ 12.00	\$ 10.43	\$ 13.90	\$ 15.43	\$ 13.39				\$ 22.74	\$ 24.49			\$ 27.13		\$ 30.78		
		\$ 11.49	\$ 11.53	\$ 16.85	\$ 13.18	\$ 11.47	\$ 15.94				\$ 24.41	\$ 24.48			\$ 30.90		\$ 29.75		
			\$ 9.90	\$ 11.48	\$ 10.43	\$ 13.38	\$ 19.36	\$ 19.91	\$ 19.31	\$ 19.65	\$ 18.76	\$ 30.21			\$ 24.25		\$ 30.32		
			\$ 10.05	\$ 15.38	\$ 11.05	\$ 16.16	\$ 13.31	\$ 16.48	\$ 16.11	\$ 17.63	\$ 22.52	\$ 22.22			\$ 28.62		\$ 32.56		
			\$ 9.14	\$ 10.91	\$ 12.33	\$ 15.00	\$ 15.74	\$ 13.88	\$ 13.62	\$ 22.07	\$ 18.88	\$ 23.97	\$ 23.63	\$ 22.27	\$ 32.95				
			\$ 12.00	\$ 11.37	\$ 12.13		14.98	\$ 13.27	\$ 23.14	\$ 20.15	\$ 16.85	\$ 20.80	\$ 31.00	\$ 19.41	\$ 29.93				
			\$ 10.81	\$ 11.42	\$ 15.09		\$ 13.73		\$ 20.05	\$ 22.12	\$ 21.15	\$ 21.00	\$ 30.58	\$ 30.31	\$ 28.78				
			\$ 11.40	\$ 13.25	\$ 12.82		\$ 17.49		\$ 19.19	\$ 24.14	\$ 18.38		\$ 20.00	\$ 28.32	\$ 33.10				
				\$ 14.52	\$ 10.85		\$ 15.14		\$ 16.95	\$ 20.12	\$ 22.06		\$ 20.24						
				\$ 14.81	\$ 14.57		\$ 17.69		\$ 17.21	\$ 20.26	\$ 20.88		24.19						
				\$ 12.73	\$ 12.98		\$ 17.39		\$ 17.58		\$ 13.08								
				\$ 16.43	\$ 13.32		\$ 17.16		\$ 19.94		\$ 22.96								
				\$ 11.18	\$ 11.76		\$ 11.04		\$ 17.75		\$ 22.98								
				\$ 11.35	\$ 7.25		\$ 16.45		\$ 19.25		\$ 19.59								
				\$ 11.22			\$ 13.33		\$ 18.23		\$ 20.65								
				\$ 11.31			\$ 17.50		\$ 14.39		\$ 15.30								
							\$ 12.39		\$ 13.14		\$ 20.74								
							\$ 10.13		\$ 15.33		\$ 18.64								
							\$ 13.13		\$ 14.88		\$ 18.13								
									\$ 16.54										
									\$ 15.39										
\$ 19.19	\$ 20.29	\$ 42.77	\$ 108.89	\$ 228.83	\$ 194.48	\$ 97.62	\$ 317.20	\$ 125.67	\$ 399.31	\$ 244.74	\$ 421.72	\$ 224.74	\$ 310.49	\$ 262.76	\$ 301.90	\$ 55.82	\$ 192.83	\$ 24.36	\$ 65.82
2	2	4	10	18	18	7	21	8	23	12	21	9	12	10	10	2	6	1	2
\$9.60	\$ 10.15	\$ 10.69	\$ 10.89	\$ 12.71	\$ 12.16	\$ 13.95	\$ 15.10	\$ 15.71	\$ 17.36	\$ 20.40	\$ 20.08	\$ 24.97	\$ 25.87	\$ 26.28	\$ 30.19	\$ 27.91	\$ 32.14	\$ 24.36	\$ 32.91
Last Year's Totals:																			
\$ 9.31	\$ 9.58	\$ 10.75	\$ 11.04	\$ 12.11	\$ 11.43	\$ 13.39	\$ 14.83	\$ 14.59	\$ 17.02	\$ 19.48	\$ 19.70	\$ 23.65	\$ 24.99	\$ 25.47	\$ 28.57	\$ 28.34	\$ 33.78	\$26.22	\$32.17

SALARY SURVEY REGRESSIONCALCULATION

For Calendar Year 2003

Information From Salary Survey

Input Hourly Rate Only!

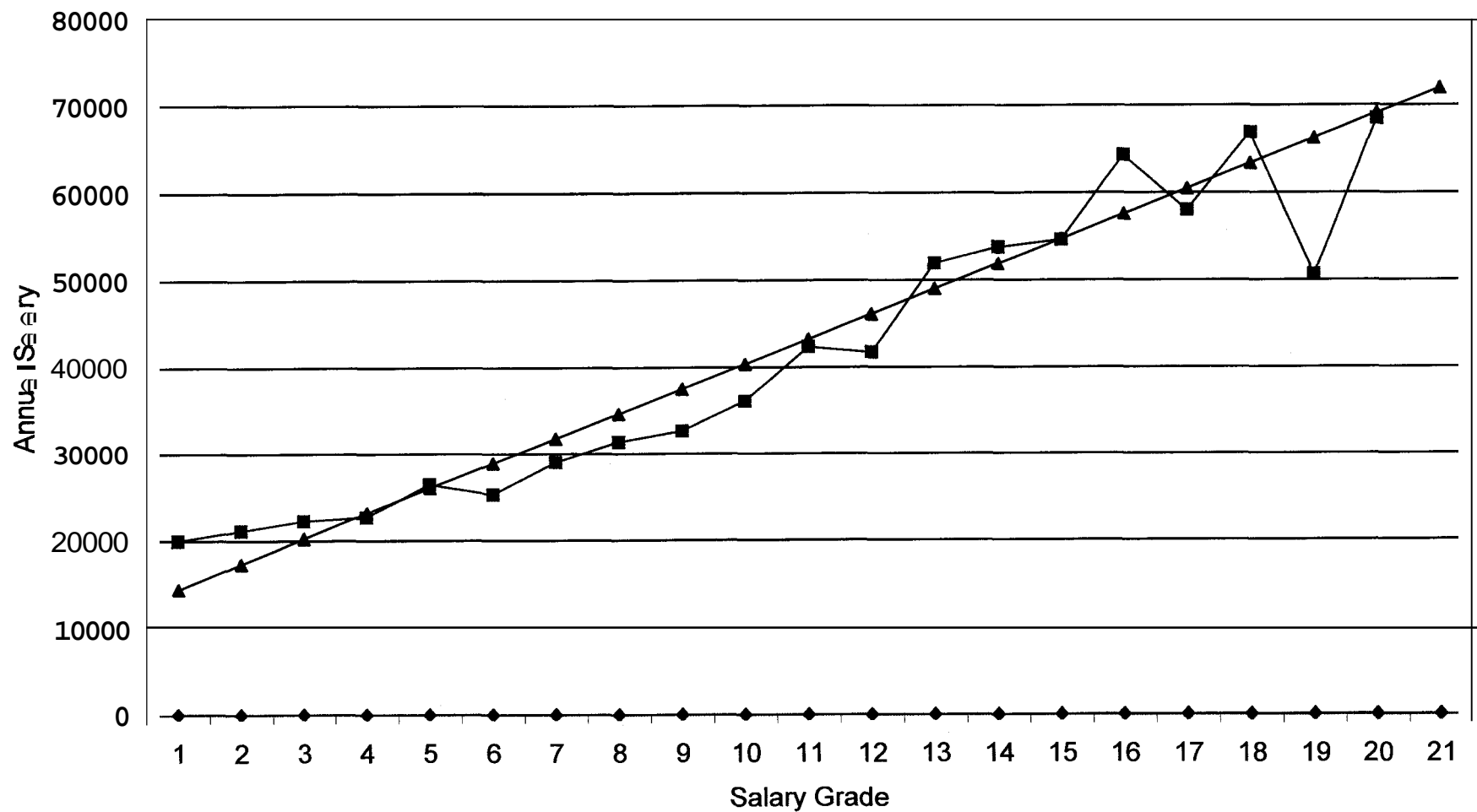
March, 2003

Pay Grade	Hourly Rate	Annual Salary	Regression Output:		Annual Salary Using Payline Equation	Hourly Rate Using Payline Equation
1	\$9.60	19,968.00	Constant	5.5975163	\$14,514.99	6.98
2	\$10.15	21,112.00	X Coefficient(s)	1.3808462	\$17,387.15	8.36
3	\$10.69	22,235.20	R Squared	0.9489723	\$20,259.31	9.74
4	\$10.89	22,651.20	No. of Observations	20	\$23,131.47	11.12
5	\$12.71	26,436.80	Degrees of Freedom	16	\$26,003.63	12.50
6	\$12.16	25,292.80			\$28,875.79	13.88
7	\$13.95	29,016.00			\$31,747.96	15.26
8	\$15.10	31,408.00	Payline Equation		\$34,620.12	16.64
9	\$15.71	32,676.80	Y= Constant + (X Coefficient * Pay Grade)		\$37,492.28	18.03
10	\$17.36	36,108.80	Y=I9 + (I10 * (Column B))		\$40,364.44	19.41
11	\$20.40	42,432.00			\$43,236.60	20.79
12	\$20.08	41,766.40			\$46,108.76	22.17
13	\$24.97	51,937.60			\$48,980.92	23.55
14	\$25.87	53,809.60			\$51,853.08	24.93
15	\$26.28	54,662.40			\$54,725.24	26.31
16	\$30.91	64,292.80			\$57,597.40	27.69
17	\$27.91	58,052.80			\$60,469.56	29.07
18	\$32.14	66,851.20			\$63,341.72	30.45
19	\$24.36	50,668.80			\$66,213.88	31.83
20	\$32.91	68,452.80			\$69,086.04	33.21
21					\$71,958.20	34.60

equation CY03



# 2002 State Salary Survey



Calendar Year - 2003

Proposed Salary Ranges - March, 2003  
Adopted

WAGE AND SALARY PAY RANGES

Salary Grade	80%		Mid-Point			120%	
	Current	Proposed	Current	Proposed	%	Current	Proposed
2	\$13,099.62	\$13,909.72	\$16,374.52	\$17,387.15	6.2%	\$19,649.42	\$20,864.58
3	\$15,395.78	\$16,207.45	\$19,244.72	\$20,259.31	5.3%	\$23,093.66	\$24,311.17
4	\$17,691.94	\$18,505.18	\$22,114.93	\$23,131.47	4.6%	\$26,537.92	\$27,757.76
5	\$19,988.11	\$20,802.90	\$24,985.14	\$26,003.63	4.1%	\$29,982.17	\$31,204.36
6	\$22,284.27	\$23,100.63	\$27,855.34	\$28,875.79	3.7%	\$33,426.41	\$34,650.95
7	\$24,580.44	\$25,398.37	\$30,725.55	\$31,747.96	3.3%	\$36,870.66	\$38,097.55
8	\$26,876.61	\$27,696.10	\$33,595.76	\$34,620.12	3.0%	\$40,314.91	\$41,544.14
9	\$29,172.77	\$29,993.82	\$36,465.96	\$37,492.28	2.8%	\$43,759.15	\$44,990.74
10	\$31,468.94	\$32,291.55	\$39,336.17	\$40,364.44	2.6%	\$47,203.40	\$48,437.33
11	\$33,765.10	\$34,589.28	\$42,206.38	\$43,236.60	2.4%	\$50,647.66	\$51,883.92
12	\$36,061.26	\$36,887.01	\$45,076.58	\$46,108.76	2.3%	\$54,091.90	\$55,330.51
13	\$38,357.43	\$39,184.74	\$47,946.79	\$48,980.92	2.2%	\$57,536.15	\$58,777.10
14	\$40,653.60	\$41,482.46	\$50,817.00	\$51,853.08	2.0%	\$60,980.40	\$62,223.70
15	\$42,949.76	\$43,780.19	\$53,687.20	\$54,725.24	1.9%	\$64,424.64	\$65,670.29
16	\$45,245.93	\$46,077.92	\$56,557.41	\$57,597.40	1.8%	\$67,868.89	\$69,116.88
17	\$47,542.10	\$48,375.65	\$59,427.62	\$60,469.56	1.8%	\$71,313.14	\$72,563.47
18	\$49,838.26	\$50,673.38	\$62,297.82	\$63,341.72	1.7%	\$74,757.38	\$76,010.06
19	\$52,134.42	\$52,971.10	\$65,168.03	\$66,213.88	1.6%	\$78,201.64	\$79,456.66
20	\$54,430.59	\$55,268.83	\$68,038.24	\$69,086.04	1.5%	\$81,645.89	\$82,903.25
21	\$56,726.75	\$57,566.56	\$70,908.44	\$71,958.20	1.5%	\$85,090.13	\$86,349.84

2.8% = "n" factor

**PAPIO-MISSOURI RIVER NRD  
WAGE AND SALARY ADJUSTMENT GUIDE**

E.P. = Evaluation Period  
A.F. = Adjustment Factor  
n = Annual Pay Range Change

					Maximum 120%	Mid Point
					112%	
					104%	
					96%	
					88%	
					80%	Minimum
E.P. = 1 yr 3 yrs A.F. = 1.032n	E.P. = 1 yr 2 yrs A.F. = 1.048n	E.P. = 6 mo 1.5 yrs A.F. = 1.033n/2	E.P. = 6 mo 1 yr A.F. = 1.048n/2	E.P. = 6 mo 6 mo A.F. = 1.10n/2		
1 Unacceptable	2 Falls Below Expectations	3 Meets Expectations	4 Exceeds Expectations	5 Far Exceeds Expectations		
INDIVIDUAL PERFORMANCE						

**PAPIO-MISSOURI RIVER NRD  
WAGE AND SALARY ADJUSTMENT GUIDE**

E.P. = Evaluation Period  
A.F. = Adjustment Factor

Effective Date: January 1, 2003

Proposed "n" Factor = 2.8%

					Maximum
					120%
					9
					112%
					104%
					96%
					88%
					Minimum
					80%
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# **Papio-Missouri River NRD** **Wage and Salary Administration History**

Year	<u>Payline</u>		<u>"n" Factor</u>		Comments
	Recommend (Survey)	Action Taken	Recommend (Survey)	Action Taken	
<b>2003 Proposed</b>	<b><u>2.8% average</u></b> - range from 6.2% for SG2 through 1.5% for SG 21		<b>2.8%</b>		
2002	<u>3.6% average</u> - range from .2% for SG2 through 5.0% for SG21	Midpoints adjusted as shown by survey	3.6%	3.6%	
2001	<u>3.7% average</u> - range from 2.7 for SG2 through 3.5 for SG 27	Midpoints adjusted as shown by survey	3.1%	3.1%	
2000	<u>3.3% average</u> - range from 2.6% for SG2 through 3.6% for SG21	Midpoints adjusted as shown by survey	3.3%	3.3%	
1999	<u>4.3% average</u> - range from 5.8% for GS2 through 3.6% for SG21	Midpoints adjusted as shown by survey	4.3%	4.3%	
1998	<u>3.4% average</u> - range from 4.9% for SG 2 thru 2.8% for SG 20	Midpoints adjusted as shown by survey	3.4%	3.4%	
1997	<u>2.9% average</u> - range from 7.4% for SG2 through 1.1% for SG 20	Midpoints adjusted as shown by survey	2.9%	2.9%	
1996	<u>2.4% average</u> - range from 3.2% for SG2 through 1.8% for SG 20	Midpoints adjusted as shown by survey	2.4%	2.4%	
1995	<u>2.8% average</u> - range from .1% for SG 2 through 4.2% for SG 20	Midpoints adjusted as shown by survey	2.8%	2.8%	Board took action to cap salary adjustments for employees at 100% of midpoint or over at 4%
1994	<u>3.4% average</u> - range from 5.4% for SG 2 through 2.6% for SG 20	Midpoints adjusted as shown by survey	3.4%	3.4%	
1993	<u>                    </u> - range from 0% for SG 2 through -1.0% for SG 20	Midpoints adjusted as shown by survey	.9%	.9%	4.5% cap placed on salary adjustments
1992	<u>4.4% average</u> - range from -13.3% for SG 1 through 6.3% for SG 20	SG 1-3 (negative numbers) remain at 1991 midpoint values - SG 4 - 20 adjust to .1% through 6.3% as proposed	4.4%	3.0%	
1991	<u>5.6% average</u> - range from -10.9 for SG 1 through 9.3% for SG 20	SG 1-4 (negative numbers) remain at 1990 midpoint values - SG 5 - 20 adjust to 0% through 9.3% as proposed	5.6%	5.6%	
1990	<u>10.6% average</u> - range from -5.5% for SG 1 through 14.2% for SG 20	7% across the board increase to midpoint values	10.6%	4.0%	
1989	<u>9.5% average</u> - range from 0.7% for SG 3 through 12.9% for SG 20	4.5% across the board increase to midpoint values	9.5%	4.5%	
1988	<u>0.7% average</u> - range from 0.0% for SG 1 through 0.9% for SG 20	0.7% across the board increase to midpoint values	0.7%	2.0%	2.0% given because "n" factor in 1987 was 10.2% and only 5% was given

1987	10.2% average - range from 13.3% for SG 3 through 9.3% for SG 20	midpoints adjusted as shown by survey	10.2%	5.0%	Board felt 10.2% "n" factor was too high. "n" factor was set at 5.0% because "n" factor had been 0% since 1984
1986	4.3% average - range from 7.1% for SG 3 through 3.6% for SG 20	Board made no changes in midpoint values	4.3%	0.0%	Board did not increase "n" factor because last year's survey showed payline going down but P-MRNRD payline was not lowered. Board kept "n" factor at 0%
1985	4% average - range from -2.9% for SG 3 through -4.9% for SG 20	Board made no changes in midpoint values	-4.0%	0.0%	1984 Omaha average payline 4% lower than 1983 Omaha payline. Board made no changes in midpoint values and kept "n" factor at 0%
1984	5.1% average - range from 4.6% for SG 3 through 5.5% for SG 20	5.0% increase across the board to midpoint values	5.1%	5.0%	
1983	4.0% average - range from 0.6% for SG 3 through 5.3% for SG 20	midpoints adjusted as shown in survey	4.0%	4.0%	
1982	Set by survey	Set by survey	7.0%	7.0%	Program started

P-MRNRD Wage and Salary Adjustment Program was adopted in July, 1982. Prior to that time employees were given cost of living increases plus merit bonuses each July. The following is a summary of cost of living increases:

Year	Cost of Living Increase Given to Employees	Cost of Living Index Figure
1981	7.0%	10.6%
1980	12.0%	14.7%
1979	7.0%	10.2%
1978	6.5%	6.5%
1977	4.0% + \$300	6.4%
1976	6.0%	6.1%
1975	Under \$10,000 - 10% \$10,000 - 11,999 - 9% \$12,000- 13,999 - 8% \$14,000-15,999 - 7% \$16,000- 17,999 - 6% \$18,000 and over - 5%	10.3%
1974	10.2%	10.2%
1973	5.1%	5.1%

# PAPIO-MISSOURI RIVER NRD

## WAGE AND SALARY ADMINISTRATION PROGRAM

Adopted: June 10, 1982  
Revised: April 10, 2003

**PAPIO-MISSOURI RIVER NATURAL RESOURCES DISTRICT  
WAGE AND SALARY ADMINISTRATION PROGRAM**

**Index**

Section	Page
<b>I. Wage and Salary Administration Policy</b>	<b>1</b>
A. Policy	1
B. Purpose	1
<b>II. Job Descriptions</b>	<b>1</b>
A. Policy	1
B. Purpose	1
<b>III. Job Evaluation and Comparison Analysis</b>	<b>2</b>
A. Policy	2
B. Purpose	2
C. Method	2
<b>IV. Job Grouping Into Grade</b>	<b>2-3</b>
A. Policy	<b>2</b>
B. Purpose	2
Salary Grade Schedule	3
<b>V. Wage and Salary Pay Ranges</b>	<b>4-5</b>
A. Policy	4
B. Purpose	<b>4</b>
Wage and Salary Pay Ranges	5
<b>VI. Performance Review and Appraisal</b>	<b>6-7</b>
A. Policy	<b>6</b>
B. Purpose	6
C. Training	6
D. Frequency	6-7
E. Appraisal Form	7
<b>VII. Wage and Salary Adjustments</b>	<b>7-8</b>
A. Policy	7
B. Adjustment Guide	7
C. Approval	7
D. Length of Service Increase	<b>8</b>
Wage and Salary Adjustment Guide ("n" Chart)	9
Wage and Salary Adjustment Guide - CY 1999	10
<b>VIII. Review and Updating</b>	<b>11</b>
A. Job Descriptions	11
B. Salary Grades	11
C. Wage and Salary Pay Ranges	11
D. Adjustment Guide	11
Attachment 1	Job Description
Attachment 2	Evaluation Form
Attachment 3	Example Salary Adjustment Worksheet



## **I. WAGE AND SALARY ADMINISTRATION POLICY:**

A. **Policy:** It is the policy of the District to provide steady employment at a salary or wage rate comparable to the prevailing rate for similar services in the District.

B. **Purpose:** The Wage and Salary Administration Program, which has been established to implement this policy is intended to:

1. Attract, retain and motivate employees by offering adequate wages regardless of race, religion, national origin, sex, age, color, handicap or political beliefs.
2. Compensate those who are able to make the greatest contributions to the advancement of the District.
3. Standardize salaries and wage rates for jobs of equal worth to the District in an effort to provide fair treatment for all employees.
4. Establish a system whereby both employee and supervisor may know what opportunity the job offers, what advancement may take place and what performance is expected.
5. Provide guidelines for the effective administration of the program by supervisory and management personnel.

## **II. JOB DESCRIPTIONS:**

A. **Policy:** It is the policy of the District to have a current job description for each personnel position which the District includes in the table of organization. The job description is a statement of the purpose for and major duties and responsibilities of each position. It will include title, position classification and salary grade, normal work schedule, office location, and supervisor's title. The description of the job will include a description, specific responsibilities, and work requirements. An example job description is attached (Attachment 1). The development and updating of job descriptions shall be the responsibility of the General Manager and shall include input from the employee, supervisor and management personnel of the District.

B. **Purpose:** The job descriptions adopted by the District are intended to:

1. Assist in the hiring of new employees by providing a *summary* of the experience, education and skills, which are required of a new employee. It will also assist the new employee in understanding the duties and responsibilities of the position.
2. Provide a guide to the supervisor in establishing an appropriate employee development program so that the employee can better fulfill the duties and responsibilities.
3. To provide a comprehensive *summary* of the expectations of the position so that it may be used for job comparison purposes to other jobs in the District and jobs outside the District.

### III. JOB EVALUATION AND COMPARISON ANALYSIS

A. **Policy:** Since jobs differ in their value to the District, the job evaluation and comparison analysis is intended to assess the relative worth of individual jobs, thus developing a structure according to value. The General Manager will perform this analysis.

B. **Purpose:** The job evaluation and comparison analysis involves evaluating each job in the District and ranking those jobs.

C. **Method:**

The process of evaluation is based on the concept that all jobs are a composite of similar basic identifiable elements. All jobs require know how, which can generally be described as the skill or knowledge required for a competent performance. Another basic common element is problem solving which is generally defined as the amount of self-starting thinking required for reasoning, evaluating, creating, analyzing and arriving at conclusions. A third basic common element is accountability or the degree to which the job is answerable for an action and its consequences. All three items will be considered when evaluating specific jobs.

For the job comparison analysis, the primary source that will be employed to assist in establishing the comparative value for each position will be the State of Nebraska Classification System. The Nebraska Classification System will be used since it shows the relative importance of specific jobs to other jobs in that organization. That is, how the State feels their jobs rate from most valued to least valued.

1. The duties and responsibilities contained in District job descriptions are analyzed and then matched to similar data in the State system.
2. If the job cannot be matched specifically, then a job is compared to other jobs with similar duties and responsibilities in that system or to similar jobs within the District.

### IV. JOB GROUPING AND GRADES

A. **Policy:** Utilizing the approach outlined in the Job Evaluation and Comparison Analysis section, each position within the District shall be assigned a salary grade by the General Manager.

B. **Purpose:** The Job Evaluation and Comparison Analysis shows the comparative value of each job to the District. These jobs are grouped along with other jobs of approximate equal value into specific grades. The salary grade schedule for the District is shown on Page 3.

# SALARY GRADE SCHEDULE

JANUARY 2002

SALARY GRADE	POSITION
Salary Grade 2	<ul style="list-style-type: none"> <li>◆ Night Security (Part Time) (2 positions)</li> <li>◆ Office Aide (Temporary) (1 position)</li> </ul>
Salary Grade 3	<ul style="list-style-type: none"> <li>◆ Laborer (Temporary) (2 positions)</li> <li>◆ Groundskeeper (Temporary) (6 positions)</li> </ul>
Salary Grade 4	<ul style="list-style-type: none"> <li>◆ Engineering Aide/Surveyor (Temporary)</li> <li>◆ Project Bookkeeper (Part Time)</li> <li>◆ Water Supply Operator (Part Time)</li> </ul>
Salary Grade 5	<ul style="list-style-type: none"> <li>◆ Engineering Aide/Surveyor</li> <li>◆ Groundskeeper (2 positions)</li> <li>◆ Custodian</li> </ul>
Salary Grade 6	<ul style="list-style-type: none"> <li>◆ Field Office Secretary (4 positions)</li> <li>◆ Receptionist/Secretary</li> <li>◆ Medium Equipment Operator (2 positions)</li> <li>◆ Lead Groundskeeper</li> <li>◆ Conservation Technician</li> <li>◆ Accounting Assistant</li> <li>◆ Water Supply Operator</li> </ul>
Salary Grade 7	<ul style="list-style-type: none"> <li>◆ District Secretary</li> <li>◆ Water Supply Superintendent</li> <li>◆ NRCS Administrative Secretary – NRC</li> </ul>
Salary Grade 8	<ul style="list-style-type: none"> <li>◆ Engineering Aide/Survey Party Chief</li> <li>◆ Assistant O&amp;M Superintendent</li> <li>◆ Heavy Equipment Operator (2 positions)</li> <li>◆ Engineering Aide/Drafter</li> <li>◆ Assistant Park Superintendent</li> </ul>
Salary Grade 9	<ul style="list-style-type: none"> <li>◆ Purchasing Agent/LAN Administrator</li> <li>◆ Field Representative (3 positions)</li> <li>◆ Education/Volunteer Specialist</li> </ul>
Salary Grade 10	<ul style="list-style-type: none"> <li>◆ O&amp;M Superintendent</li> <li>◆ Administrative Coordinator</li> <li>◆ District Accountant</li> </ul>
Salary Grade 11	<ul style="list-style-type: none"> <li>◆ Park Superintendent</li> </ul>
Salary Grade 13	<ul style="list-style-type: none"> <li>◆ Natural Resources Planner</li> <li>◆ Information/Education Coordinator</li> </ul>
Salary Grade 14	<ul style="list-style-type: none"> <li>◆ Land and Water Programs Coordinator</li> <li>◆ Water Resources Engineer</li> <li>◆ Construction Engineer</li> <li>◆ Environmental Coordinator</li> <li>◆ Special Projects Coordinator</li> </ul>
Salary Grade 18	<ul style="list-style-type: none"> <li>◆ Assistant General Manager</li> </ul>

## **V. WAGE AND SALARY PAY RANGES**

**A. Policy:** The Board of Directors of the District shall establish wage and salary pay ranges for each salary grade. The wage and salary pay ranges shall indicate the minimum, mid-point and maximum value. The primary source of information to be used in establishing wage and salary pay ranges will be the State Salary Survey published annually by the Nebraska Department of Personnel.

**B. Purpose:** Wage and salary pay ranges are established for each salary grade to:

1. Establish wage and salary rates that are comparable to other employers in the Omaha area **as** shown by established salary surveys.
2. To establish minimum or hiring rates for each grade and to establish maximum rates for each grade.

A rate of **80%** of mid-point will be considered **as** the minimum rate for that salary grade. A rate of 75% of mid-point may be used when it is determined to be in the District's interest by the General Manager. The maximum rate will normally be 120% of mid-point and the top rate paid to an employee within that salary range, usually after several years of service. New employees will generally be hired at the minimum for their salary grade unless they possess special qualifications or prevailing wage and salary conditions require otherwise.

The wage and salary pay ranges are shown on Page 5.

Calendar Year - 2003

Proposed Salary Ranges - March, 2003  
Adopted

WAGE AND SALARY PAY RANGES

Salary Grade	80%		Mid-Point			120%	
	Current	Proposed	Current	Proposed	%	Current	Proposed
2	\$13,099.62	\$13,909.72	\$16,374.52	\$17,387.15	6.2%	\$19,649.42	\$20,864.58
3	\$15,395.78	\$16,207.45	\$19,244.72	\$20,259.31	5.3%	\$23,093.66	\$24,311.17
4	\$17,691.94	\$18,505.18	\$22,114.93	\$23,131.47	4.6%	\$26,537.92	\$27,757.76
5	\$19,988.11	\$20,802.90	\$24,985.14	\$26,003.63	4.1%	\$29,982.17	\$31,204.36
6	\$22,284.27	\$23,100.63	\$27,855.34	\$28,875.79	3.7%	\$33,426.41	\$34,650.95
7	\$24,580.44	\$25,398.37	\$30,725.55	\$31,747.96	3.3%	\$36,870.66	\$38,097.55
8	\$26,876.61	\$27,696.10	\$33,595.76	\$34,620.12	3.0%	\$40,314.91	\$41,544.14
9	\$29,172.77	\$29,993.82	\$36,465.96	\$37,492.28	2.8%	\$43,759.15	\$44,990.74
10	\$31,468.94	\$32,291.55	\$39,336.17	\$40,364.44	2.6%	\$47,203.40	\$48,437.33
11	\$33,765.10	\$34,589.28	\$42,206.38	\$43,236.60	2.4%	\$50,647.66	\$51,883.92
12	\$36,061.26	\$36,887.01	\$45,076.58	\$46,108.76	2.3%	\$54,091.90	\$55,330.51
13	\$38,357.43	\$39,184.74	\$47,946.79	\$48,980.92	2.2%	\$57,536.15	\$58,777.10
14	\$40,653.60	\$41,482.46	\$50,817.00	\$51,853.08	2.0%	\$60,980.40	\$62,223.70
15	\$42,949.76	\$43,780.19	\$53,687.20	\$54,725.24	1.9%	\$64,424.64	\$65,670.29
16	\$45,245.93	\$46,077.92	\$56,557.41	\$57,597.40	1.8%	\$67,868.89	\$69,116.88
17	\$47,542.10	\$48,375.65	\$59,427.62	\$60,469.56	1.8%	\$71,313.14	\$72,563.47
18	\$49,838.26	\$50,673.38	\$62,297.82	\$63,341.72	1.7%	\$74,757.38	\$76,010.06
19	\$52,134.42	\$52,971.10	\$65,168.03	\$66,213.88	1.6%	\$78,201.64	\$79,456.66
20	\$54,430.59	\$55,268.83	\$68,038.24	\$69,086.04	1.5%	\$81,645.89	\$82,903.25
21	\$56,726.75	\$57,566.56	\$70,908.44	\$71,958.20	1.5%	\$85,090.13	\$86,349.84

2.8% = "n" factor

## **VI. PERFORMANCE REVIEW AND APPRAISAL**

**A. Policy:** It is the policy of the District to have the performance of employees reviewed periodically and an appraisal of that performance documented.

**B. Purpose:** The purpose of the performance review and appraisal is to:

1. Provide timely and planned information to an employee on his/her performance in relationship to the requirements of the job.
2. Provide supervisors with an opportunity to guide the employee in an effort to obtain and sustain maximum performance.
3. Provide an objective basis upon which wage and salary adjustments are based.

The formal review and appraisal is not intended to replace the need for continuous and informal communication between the employee and supervisor regarding job performance.

**C. Training:** All supervisory personnel of the District who are responsible for performance reviews and appraisals will have a minimum of 1 day per year of formal training in completing and communicating the performance appraisal. This training will be scheduled during the period October - December of each year. Non-District personnel who are trained and experienced in performance appraisal procedures and concepts and conducting training sessions will perform this training session. In addition, the General Manager will provide such additional training as is considered necessary to provide for uniform appraisal techniques by District supervisory personnel.

**D. Frequency:** All new employees will be formally reviewed near the end of the 90 day probationary period. No wage or salary adjustment will be made at this time but a decision will be made as to whether the probationary employee will become a regular employee or be released from District employment. A performance review and appraisal will be conducted near the end of the first 6 month period of employment and the first wage and salary adjustment may be made at this time based on the performance review and the Adjustment Guide.

Following the initial performance review and appraisal, subsequent performance reviews and appraisals will be made in accordance with the time period provided for in the Adjustment Guide. The specific date for a future performance review and appraisal will be established at the time of the previous review.

If a District employee accepts a promotion or lateral transfer to a new position, the date of promotion or transfer will be used to determine the next evaluation date.

Interim performance reviews and appraisals may be requested by an employee or initiated by the supervisor when it is determined that this is in the best interest of the employee or the District to address performance deficiencies.

Performance reviews and appraisals will be made no more than 15 days prior to and no later than the effective date for wage or salary adjustments.

**E. Appraisal Form:** A uniform appraisal form shall be used by all supervisory personnel for performance review and appraisal documentation. The appraisal form to be used, which contains instructions on its use, is attached (Attachment 2). The appraisal form may be revised or modified from time to time by the General Manager.

## **VII. WAGE AND SALARY ADJUSTMENTS**

**A. Policy:** The General Manager of the District will be responsible for making wage and salary adjustments in accordance with this Wage and Salary Administration Program. The General Manager also has the authority to adjust the compensation of an employee on a temporary basis when there is a considerable increase in accountabilities and duties to that employee due to an extended leave by another employee.

**B. Adjustment Guide:** The Adjustment Guide that will be used by supervisory and management personnel in making wage and salary adjustments is shown on Page 13.

The increase guide, shown on Page 12, will be used as a pattern for revision of the Adjustment Guide. The "n" value in the adjustment factor equation shown in each box is the annual pay range change, expressed in decimal form. Numerically, it represents the average change in midpoint values of the District wage and salary pay ranges from year to year. For example, if the average increase in midpoints is 5.0% and the adjustment factor formula is

$A.F. = 1.029n/2$ , the adjustment factor for that box in the guide is  $(1.029) \times (1.0 + [0.05/2]) = (1.029) \times (1.025) = 1.055$ . The evaluation period (E.P.) shown in each box is the time until the next evaluation. The time periods shown in the center of each box of the increase guide are merely an indication of the average amount of time required for an employee to progress through that box, assuming a constant level of performance and no change in the wage and salary pay ranges for the evaluation period shown.

The adjustment factors computed in the increase guide are transferred to the coinciding box on the adjustment guide and form the basis for the wage and salary adjustments. The evaluation periods shown in each box of the adjustment guide are the same as found on the increase guide.

If an employee falls outside the Wage and Salary Adjustment Guide, the General Manager has the authority to adjust an employee's salary a maximum of 2.5%. (Example: An employee who is at 106% of midpoint and receives a rating of "Meets Expectations" or above on his/her appraisal, the General Manager could authorize a 2.5% salary increase.)

**C. Approval:** The General Manager will determine wage and salary adjustments based on the evaluation rating and in accordance with the evaluation periods and adjustment factors provided for in the Adjustment Guide. An example computation is shown on the attached Salary Adjustment Worksheet (Attachment 3).

**D. Length of Service Increase:** The District recognizes that because of the number of positions with the District, there exists limited opportunities for advancement to positions of greater responsibility and duties that utilize the job skills and knowledge which are gained through experience as an employee of the District. In recognition of the increased value to the District of an employee who has demonstrated a rating of "Meets Expectations" or above job performance and because of the knowledge and experience gained, it is the policy of the District to increase the salary grade of a position by one grade level following the completion of seven years, fifteen years and twenty-five years of continuous employment in a position.

Part-time employees are eligible for length of service salary grade increases on a pro rata basis.

The wage and salary pay range for the adjusted salary grade will be used in determining wage and salary adjustments.

Performance appraisals for employees who have completed seven years, fifteen years and twenty-five years of employment will consider the experience and additional productivity that is expected of an employee who has been with the District in the same position for an extended period of time.

Policy amended by the Board of Directors February 12, **1998**.



# PAPIO-MISSOURIRIVER NRD WAGE AND SALARY ADJUSTMENT GUIDE

E.P. = Evaluation Period  
A.F. = Adjustment Factor  
n = Annual Pay Range Change

					Maximum 120%
					%
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**PAPIO-MISSOURI RIVER NRD  
WAGE AND SALARY ADJUSTMENT GUIDE**

E.P. = Evaluation Period  
A.F. = Adjustment Factor

Effective Date: January 1, 2003

Proposed "n" Factor = 2.8%

					Maximum
					120%
					%
					112%
					104%
					96%
					88%
					Minimum
					80%
					o f
					M i d p o i n t
					4
					5
					Unacceptable
					Falls Below Expectations
					Meets Expectations
					Exceeds Expectations
					Far Exceeds ExDectations
					INDIVIDUAL PERFORMANCE

## **VIII. REVIEW AND UPDATING**

### **A. Job Descriptions**

### **B. Salary Grades**

### **C. Wage and Salary Pay Ranges**

**D. Adjustment Guide:** The General Manager will periodically review and update job descriptions and salary grades. The General Manager shall report any changes in job descriptions and salary grades to the Board of Directors at the next regular Board meeting.

The General Manager, in consultation with management and supervisory personnel of the District and considering the input of individual employees, will each year provide recommendations to the Personnel, Legislative and Public Affairs Subcommittee for changes in wage and salary pay ranges and the adjustment guide as soon as the State Salary Survey is available from the State of Nebraska Personnel Department. The Subcommittee will review this information and make a recommendation to the Board for consideration and action. The actions shall be effective retroactively January 1st of each year.

**PAPIO-MISSOURI RIVER NATURAL RESOURCES DISTRICT  
JOB DESCRIPTION**

**DATE:** May, 1997

**POSITION TITLE:** CUSTODIAN/FACILITY MAINTENANCE TECHNICIAN

**POSITION DEFINITION/CLASSIFICATION - SALARY GRADE:** Full Time/Hourly - 5

**NORMAL WORK SCHEDULE:** As arranged

**OFFICE LOCATION:** 8901 S. 154 St., Omaha, NE 68138

**SUPERVISOR:** Park Superintendent

**DESCRIPTION:** This employee will perform general custodial and facility maintenance duties at the Natural Resources Center and provide night security at closing of the NRC and park facility.

**SPECIFIC RESPONSIBILITIES:**

1. Duties shall include the general janitorial maintenance and upkeep of the District's office (Natural Resources Center) such as collecting and disposing of refuse and wastepaper, wash windows, cleaning of restrooms, dusting, washing and waxing of tile floors, sweeping and vacuuming carpets and replacing light bulbs.
2. Employee must also check and refill paper towel, toilet tissue and soap dispensers so as to have them available for daily use.
3. Shall be responsible for ordering and maintaining cleaning and material needs.
4. Duties will also include moving furniture and equipment within the building as required.
5. Duties will also include the monitoring of after hour activities in the NRC and the recreation area to include the secure closing of the park facility and the NRC.
6. Shall be responsible for general groundskeeping duties for the Natural Resources Center including (but not limited to) mowing, raking, planting, snow removal, collecting and disposing of refuse.
7. Employee's duties shall also include the general maintenance and repair of equipment, buildings, grounds and facilities.
8. Employee may also be asked to coordinate volunteer workers at the NRC and on park grounds.
9. Performs related work as required.

10. May be required to assist with emergency operations work in accordance with emergency operations program.
11. May be required to assist with special weekend activities, i.e. runs, walks, large groups in NRC.
12. Employee must maintain close coordination with the supervisor.
13. Should be aware of and understand District policies and procedures.
14. Inform supervisory staff of broken or malfunctioning equipment/fixtures and report safety hazards.

### **WORK REQUIREMENTS:**

#### Education and Experience:

1. Previous experience is preferred, although not required, for this position.
2. Knowledge of the position will be acquired as the work is performed.
3. The employee must be able communicate, both orally and in writing, and follow instructions.
4. A driver's license valid in Nebraska is required.

#### Physical:

1. Pre-employment medical exam required (including drug testing).
2. Must be free of physical handicaps that would prevent the employee from performing safe and efficient equipment operations.
3. Physical strength and agility sufficient to do strenuous equipment operation and manual labor under varying weather and job site conditions.
4. Work may also involve extended work hours.
5. Must be able to lift a minimum of forty (40) pounds.

#### Dimensions:

1. 40% of time spent cleaning and maintaining NRC.
2. 20% of time spent on grounds work around NRC.
3. 20% of time spent assisting and monitoring activities being held in NRC.
4. 20% of time spent in park security, i.e., securing and closing park at night.

PAPIO-MISSOURI RIVER  
NATURAL RESOURCES DISTRICT

Employee Performance Appraisal Form

Name \_\_\_\_\_ Department \_\_\_\_\_

Title \_\_\_\_\_ Report Period From \_\_\_\_\_ To \_\_\_\_\_

**GENERAL INSTRUCTIONS/PURPOSE:**

This form is to be used as a tool to set priorities and review performance for employees. Please review the employee's job description and major accountabilities. Decide together, with the employee, their performance priorities for and list those in Part I of this form. It is important that you both agree and understand which priorities will be evaluated. At the time of review, comment on performance in each priority to date and show specifics to support that rating. It is recommended that semi-annual updates be completed with employees with a year end final evaluation. You should have at least **5** major performance priorities listed. You may attach additional copies of Part I to this report if necessary.

To complete **Part I and Part II** please review each Performance Priority and Important Factors and comment on the employee's performance. Be sure to describe specifically the employee's performance for each item listed. **Part III** List personal development goals and objectives for the employee to work on. This should be developed at the beginning of the year and progress reviewed semi-annually. **Part IV** Employee comments about their performance, the review, and overall general comments. **Part V** Supervisor's comments about overall performance.

**PERFORMANCE RATING DEFINITION**

- |                                    |   |
|------------------------------------|---|
| <b>1) Unacceptable</b>             | Performance level unacceptable. Consistently failed to meet performance priorities and position requirements. Does not merit retention unless immediate corrective action is possible. An action plan is required for any rating at this level. |
| <b>2) Falls Below Expectations</b> | Some aspects of performance are acceptable or approach the established priorities and expectations. Definite improvements are necessary within a specified time period. Action statement or plan is required for any rating at this level.      |
| <b>3) Meets Expectations</b>       | Performance is fully acceptable; performance priorities, responsibilities and accountabilities outlined are met consistently and are done in an acceptable manner.  |
| <b>4) Exceeds Expectations</b>     | The majority of the performance priorities exceed expectations. Employee also assumes additional responsibilities which are above and beyond basic expectations of the position.  |
| <b>5) Far Exceeds Expectations</b> | All the performance priorities exceed expectations. Demonstrates exceptional contributions and accomplishments. Regularly goes beyond expectations of position. Actively seeks out additional responsibility beyond position requirements.      |

## PART I - PERFORMANCE PRIORITIES

List in Priority order and  
include comments and ratings.

1. Unacceptable
2. Below Expectations
3. Meets Expectations
4. Exceeds Expectations
5. **Far** Exceeds Expectations

PRIORITIES	REVIEW COMMENTS	Supv. Rating	Emp. Rating
1.			
2.			
3.			
4.			
5.			

## PART II - IMPORTANT FACTORS REVIEW

Include comments, specific examples and ratings.

1. Unacceptable
2. Below Expectations
3. Meets Expectations
4. Exceeds Expectations
5. **Far** Exceeds Expectations

FACTOR	REVIEW COMMENTS	Supv Rating	Emp Rating
1. <b>Technical Competence</b> - The employee displays the competence required to successfully accomplish the requirements necessary for the position.			
2. <b>Communications</b> - The employee is able to communicate information clearly, logically and convincingly either orally or written.			
3. <b>Problem Solving</b> - The employee recognizes the need, analyzes all the information, considers a number of possible solutions/alternatives, and makes sound decisions or recommendations.			
4. <b>Teamwork</b> - The employee builds a cohesive unit, is supportive of employees and teams and demonstrates tact and patience. The employee is sensitive to differences in people and strives for success by others.			
5. <b>Continuous Improvement</b> - The employee adds value by improving the department's function. The employee is continually looking at ways to improve their position, their area, their department. The employee is not satisfied with the status quo.			
6. <b>Personal Responsibility</b> - The employee takes ownership for their performance and actions. Attempts to improve their skills and contributions to the District. Possesses acceptable attendance record.			
7. <b>Supervisor Responsibility</b> - The employee coaches, supports and assists in the development of people and conducts performance appraisal reviews on a timely manner.			
8.			



PART III PERSONAL DEVELOPMENT GOALS: SUPERVISOR & EMPLOYEE DEVELOPMENT	
1.	
2.	
3.	
4.	
5.	

PART IV -- EMPLOYEE REVIEW/COMMENTS	

PART V -- SUPERVISOR COMMENTS/SUMMARY	

1 Unacceptable	2 Falls Below Expectations	3 Meets Expectations	4 Exceeds Expectations	5 <del>Far</del> Exceeds Expectations

---

General Manager
Date

EXAMPLE  
Salary Adjustment Worksheet

Name: Mary Smith

Job Title: Project Coordinator

Date: 1/4/2003

Salary Grade: 9 Length of Service increase: **Yes** x No       
Adjusted Salary Grade: 10

Current Salary: \$41,180.69 Midpoint: \$40,364.44

%of Midpoint: 102.0%

Current Performance Evaluation Level: Meets Expectations

Adjustment Factor\*: 1.056

Adjusted Salary: \$43,486.81 \$2,306.12 increase

% of Midpoint\*: 107.7%

Effective Date: 1/4/2003

Next Evaluation Date: 1/4/2004

\* Based on Current Adjustment Guide and Salary Range

Comments:

\_\_\_\_\_  
(General Manager's Signature)

\_\_\_\_\_  
(Date)