

**Personnel, Legislative and Public Affairs Subcommittee
Meeting Minutes
February 6, 2007**

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 February 6, 2007. The meeting was called to order by Vice-Chairperson Fred Conley at 7:00 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)	Dick Connealy *	Conley (John)	John Winkler
Rick Kolowski	John Schwope *	Patterson	Marlin Petermann
David Klug **		Thompson	Pat Teer
Dorothy Lanphier **			Dick Sklenar
Rich Tesar			Randy Lee
			Trent Heiser
			Jerry Herbster

* Excused Absence

** Alternate Voting Member

ADOPTION OF AGENDA:

❖ **It was moved by Director Lanphier and seconded by Director Kolowski that the agenda be approved.**

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

Voting Yea - Conley, Klug, Kolowski, Lanphier, Tesar

Voting Nay - None

Abstaining - None

Excused Absence – Connealy, Schwope

Absent - Connealy, Schwope

PROOF OF PUBLICATION: Public notice of the meeting was posted at all District offices and published in the Omaha World-Herald on February 1, 2007. The proof of publication affidavit is included with the file copy of these minutes.

AMENDMENTS TO P-MRNRD EMPLOYEE MANUAL: General Manager, John Winkler and Randy Stevenson, Baird Holms briefed the subcommittee concerning recommended changes to the manual. Some of the changes are in response to recent court proceedings and legislative bills concerning employee Annual and Sick Leave.

- It was moved by Director Lanphier and seconded by Director Tesar that the Subcommittee recommend to the Board that the following changes in the Employee Manual be adopted:

ANNUAL LEAVE/VACATIONS:

Vacations must be earned before they can be taken. Vacations will be considered "earned" only to the extent that vacation time has been accrued according to the following schedule, and all conditions for using vacation have been met. The employee's date of hire will be the eligibility date for determining the amount of vacation earned.

Each full-time employee shall accrue annual leave bi-weekly at the following rates:

0 through 5 years of service -- 13 working days per year
6 through 10 years of service -- 18 working days per year
11 years of service or greater -- 23 working days per year

Employees may carry-over all unused annual leave days into the next calendar year; however, no employee will continue to accrue annual leave once he or she has accumulated 53 days of annual leave. ~~No more than thirty (30) days of annual leave may be carried over into the next calendar year on December 31.~~

No annual leave can be taken during the first six (6) months of employment.

All annual leave shall be scheduled in advance and taken at a time that is agreeable to the employee and your Supervisor. Any paid vacation more than ~~two~~ weeks **10 consecutive working days** in duration will require a minimum of ninety (90) days notice and approval of the General Manager.

Annual leave is accrued on a bi-weekly basis and an employee may not take more time than that which he/she has already accrued and have available at the time annual leave is taken.

Employees will be paid for all accrued but unused vacation upon termination from employment.

Part-time employees will accrue annual leave on a pro-rata basis according to average hours worked. Temporary employees are not eligible for annual leave.

SICK LEAVE:

Each full time employee will accrue one and one-half (1-1/2) days per month sick leave. This leave may only be used in the case of actual sickness and/or for actual, necessary visits to doctors or dentists.

It is the purpose and intent of this plan to provide for eligible employees when they suffer the misfortune of an extended illness or disability. Therefore, to avoid possible abuse of this benefit, a physician's statement will be required by the District as verification of illness or accident, before sick leave benefits are paid when an employee has been absent for three (3) consecutive working days. Sick leave pay benefits for work related injury/accidents will be coordinated with Worker's Compensation benefits received by the employee.

The General Manager has the authority, in his discretion, to permit an employee to utilize sick leave to tend to the needs of his/her spouse and "immediate family." The term "immediate family" is defined to include spouse, children and parents of the employee and children and parents of employee's spouse. The use of sick leave for this purpose will require approval by the General Manager. An example of approved sick leave under this situation would be where an employee's spouse is ill and children require attention until other adequate arrangements can be made. The illness of a spouse requiring a doctor's attention would be a second example.

Accrued but unused sick leave may be carried forward from year to year, up to a cumulative total of 180 days. For those employees who have over 180 days of accumulated sick leave, their cap will be set at the amount of accumulated sick leave as of June 30, 1994. If an employee whose cap is over 180 days drops below 180 days of sick leave as of June 30th of any given year, that employee's cap would be re-established at 180 days.

Sick leave is neither an earned benefit that has independent cash value, nor a form of deferred compensation. Rather, it is an income protection program only for those employees who, while employed by the District, are absent from work due to the reasons stated in this policy. Therefore, conversion of sick leave accruals to pay in lieu of sick leave is not permitted. Likewise, no sick leave benefits are paid upon termination of employment for any reason. ~~No pay allowance will be granted for accrued but unused sick leave upon separation from employment.~~

Abuse of this sick leave policy may result in loss of the sick leave benefit and/or discharge.

Part-time and temporary employees are not eligible for sick leave.

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

Voting Yea - Conley, Klug, Kolowski, Lanphier, Tesar
Voting Nay - None
Abstaining - None
Excused Absence - Connealy, Schwope
Absent - Connealy, Schwope

P-MRNRD WAGE AND SALARY ADMINISTRATION PROGRAM FOR 2007: 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 2007.

- **It was moved by Director Kolowski and seconded by Director Lanphier that the Subcommittee recommend to the Board the following:**
 - a. **Wage and Salary Pay Ranges - Recommendation that the wage and salary pay ranges for SG 2 and 3 remain at CY 2006 levels and that pay ranges for SG 4 through SG 21 be adjusted to the proposed ranges, as presented, and that the changes be effective January 1, 2007.**
 - b. **Adjustment Guide Revisions ("n" Factor): Recommendation that an "n" Factor of 1% (average increase in midpoint values) be used to compute Adjustment Factors for Calendar Year 2007 and that the resulting Adjustment Guide be effective January 1, 2007.**

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

Voting Yea - Conley, Klug, Kolowski, Lanphier, Tesar

Voting Nay - None

Abstaining - None

Excused Absence - Connealy, Schwoppe

Absent - Connealy, Schwoppe

LEGISLATIVE UPDATE: General Manager, John Winkler briefed the subcommittee on the status of LB 272 – concerning bonding authority for the NRD.

UPDATE ON NARD INSURANCE RESERVE ASSESSMENT: John Winkler informed the subcommittee that the District has been notified by the NARD of the P-MRNRD's assessment for the reserve requirement for the NARD Insurance Program. The District's assessment is \$90,000 (\$2,000/employee) to be paid by March 1, 2007. He noted that \$127,000 was included in the FY 2007 budget for this assessment. It appears that under the current premium and deductible structure we will not need to raise additional money; however, if the program takes a downturn, additional funds may be requested in the future.

ADJOURNMENT: Being no further business, the meeting adjourned by acclamation at 7:40 p.m.