



**Personnel, Legislative & Public Affairs
Subcommittee Meeting
January 10, 2012
6:30 p.m.
Agenda**

Personnel, Legislative and Public Affairs Subcommittee:

Dave Klug, Chairperson
Tim Fowler, Vice Chairperson
Fred Conley
Gus Erickson
Scott Japp

Alternate Members: Dorothy Lanphier
Jim Thompson

Staff Liaison: Emmett Egr

1. Meeting Called to Order –Chairperson Klug
2. Notification of Open Meetings Act Posting and Announcement of Meeting Procedure – Chairperson Klug
3. Quorum Call
4. Adoption of Agenda
5. Proof of Publication of Meeting Notice
6. Review and Recommendation on District Policy Appendix U - Affirmative Action Policy – Jean Tait and Kelli Lieurance, Baird Holm LLP
7. Review and Recommendation on District Policy Appendix V - Family and Medical Leave and Family Military Leave Policy – Jean Tait and Kelli Lieurance, Baird Holm LLP
8. Review and Recommendation on Updates to District Policy Appendix B - P-MRNRD Employee Handbook – Jean Tait and Kelli Lieurance, Baird Holm LLP
9. Adjourn



Agenda Item: 6.

MEMORANDUM

TO: PERSONNEL, LEGISLATIVE AND PUBLIC AFFAIRS SUBCOMMITTEE

SUBJECT: Affirmative Action Report

DATE: January 3, 2012

FROM: Jean Tait, Administrative Coordinator

The District's Affirmative Action Plan has not been updated for some time and many changes to the program have evolved since that time. The updated P-MRNRD Affirmative Action Plan, which we are recommending to become appendix U to the District's Policy Manual, is attached for your review. Additional administrative changes include:

- A. Placing the Affirmative Action Clause in all Subcontracting documents, purchase orders, request for bids and include in formal and informal contracts.
- B. Annual certification that notifies Subcontractors and Suppliers of the Districts' responsibility to notify them annual of our affirmative action program relating to our employment practices. It asks for them to have a written affirmative action plan, that an EEO-1 Form is updated annually for all companies with 50 or more employees, all subcontractors file a VETS-100 Form by September 30th of each year, and that it complies with Section 503 of the Rehabilitation Act of 1973, as amended, and 41 C.F.R. § 60-741 regarding affirmative action for workers with disabilities.
- C. That the District prepare and file an EEO-1 Form annually and a VETS-100 Form by September 30th of each year.
- D. That all job openings, with the exception of in-house openings, "Executive and top management" or those positions lasting three or fewer days, will be posted with Nebraska Workforce Development and Nebraska Vocational Rehabilitation Office.
- E. The Disabled and Veterans portions of the affirmative action plan must be available for

inspection to any employee or job applicant.

- F. That the District informs all Managers and Supervisors of its affirmative action obligations at least annually.
- G. Effective September 8, 2009, the federal government will only award federal contracts to employers who use E-verify to check employee work authorization.

The following actions have been taken regarding the implementation of the P-MRNRD Affirmative Action Plan during Calendar Year 2012:

1. The Affirmative Action Plan has been updated and will be incorporated into the District Policy Manual as Appendix U.
2. The Equal Employment Opportunity and Employee Rights posters are displayed in all District Offices.
3. The following personnel actions occurred during Calendar Year 2011:
 - **Land and Water Programs Coordinator** – Ralph Puls retired from the District in September of 2011. Position notice was sent to District employees on March 18, 2011. **Terry Schumacher** was hired and started on May 9, 2011.
 - **Field Representative** – Terry Schumacher was promoted to Land and Water Programs Coordinator on May 9, 2011. Position notice was sent to District employees on July 8, 2011. **Justin Novak** was hired and started on August 15, 2011.
 - **Surveyor/Instrument Person** – Justin Novak was promoted to Field Representative Blair on August 15, 2011. **Randy Lee**, who was currently working in this Department as part-time Surveyor/Instrument Person, was hired to fill the position as Surveyor/Instrument Person on August 15, 2011.
 - **Program Assistant Tekamah** – Evelyn Maslonka retired from her position as Program Assistant Tekamah office on August 2, 2011. Position notice was sent to District employees on August 8, 2011. There were no in-house applicants for this position. The position was advertised in the Blair Pilot Tribune and the Burt County Enterprise during the week of August 10 and 17, 2011, and posted to the District's website. After review of the applications received, **Deborah Ward** was hired as the District's Program Assistant Tekamah Office. Her first day of employment was September 19, 2011.
 - **Administrative Coordinator** – Pat Teer resigned her position as Administrative Coordinator due to health issues in August of 2011. **Jean Tait** was selected to fill

the position on August 22, 2011.

- **Purchasing Agent/Files Coordinator** – Jean Tait was promoted to Administrative Coordinator on August 22, 2011. Position notice was sent to District employees on August 22, 2011. **Heather Guthridge** was hired and started on September 12, 2011.
- **Environmental Education Coordinator** – Heather Guthridge was promoted to Purchasing Agent/Files Coordinator on September 12, 2011. Position notice was sent to District employees on September 7, 2011. There was one in-house candidate that later removed themselves from consideration. The position was advertised in the Omaha World Herald during the weeks of September 18 and 25, 2011. **Austen Hill** was hired as Environmental Coordinator. His first day of employment was November 7, 2011.
- **Operations and Maintenance Superintendent** – Ron Lehman retired from the District on November 8, 2011. **Bill Warren** was selected to fill the position on November 21, 2011.

It is recommended that the PLPA Subcommittee recommend to the Board the proposed revisions to the Pappio-Missouri River NRD Affirmative Action Plan be adopted and incorporated into the District's Policy Manual as Appendix U.



Agenda Item: 7.

MEMORANDUM

TO: Personnel, Legislative and Public Affairs

SUBJECT: Family and Medical Leave and Family Military Leave Policy

DATE: January 5, 2012

FROM: Jean Tait, Administrative Coordinator

During the review of the District's Employee Handbook, it was recommended by Baird Holm's attorney Randy Stevenson, to include the Family and Medical Leave and Family Military Leave Policy to the District Policy Manual. The policy is attached and we will recommend incorporating it into the District Policy Manual as Appendix V. This policy will replace the Disability Leave Policy that is in the Employee Handbook.

The Family and Medical Leave Policy requires covered employers to provide up to 12 weeks of unpaid, job protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Employees are eligible if they have worked for the District for at least 12 months in the last seven years; worked at least 1,250 hours for the District during 12 months preceding the commencement of the leave. Available sick leave and annual leave must be used on while on FMLA Leave. An employee's cumulative total of all leaves of absence under this policy may not exceed 12 weeks in any 12 month period.

The Military Leave Policy allows eligible employee to take a leave of absence when a spouse, child or parent on active duty or in the National Guard or Reserves and has been called to active duty status, 12 weeks of leave entitlement to address certain qualifying contingencies i.e.

attending military events, arranging of alternative childcare, addressing certain financial and legal arrangements, counseling sessions and attending post-deployment reintegration briefings. Family Military Leave also includes a special leave entitlement of up to 26 weeks of leave to care for a covered service member who has sustained a serious injury or illness incurred in the line of duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

The District, may, at its sole discretion, grant Family Medical Leave and Family Military Leave or some variation of these leaves, to those employees who are not legally entitled to such leave due to ineligibility (i.e. less than 12 months employment or employment at a location more than 75 miles for the District's office).

It is recommended that the PLPA Subcommittee recommend to the Board that the Papio-Missouri River NRD Family and Medical Leave and Family Military Leave Policy be adopted and incorporated into the District's Policy Manual as Appendix V.



Agenda Item: 8.

MEMORANDUM

TO: Personnel, Legislative and Public Affairs

SUBJECT: Update to the Employee Handbook

DATE: January 3, 2012

FROM: Jean Tait, Administrative Assistant

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It has been several years since the Employee Handbook has been updated. Most of the changes to the handbook are “housekeeping” in nature. The major change is incorporating the new Family Medical Leave and Family Military Leave Policy as an attachment to the handbook. Other changes include adding a paragraph in regards to resignations and retirement, replacing the disability leave with the Family and Medical Leave Policy, updating the long-term disability policy, updating the non-disability leave of absence, adding Employee Assistance Program as a benefit to employees, adding the smoking and tobacco use policy and updating the email and internet use to include electronic communication systems. The Employee Handbook is attached for your review.

The Employee Handbook will be updated annually as is the Pay Program Administration Manual, Affirmative Action Plan and the Family and Medical Leave and Family Military Leave Policy at the end of each calendar year.

It is recommended that the PLPA Subcommittee recommend to the Board that the update to the Papiio-Missouri River NRD Employee Handbook be adopted and incorporated into the District’s Policy Manual as Appendix B.