

**PERSONNEL, LEGISLATIVE AND PUBLIC AFFAIRS SUBCOMMITTEE  
MEETING MINUTES  
May 6, 2008**

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 South 154<sup>th</sup> Street, Omaha, Nebraska, on May 6, 2008. The meeting was called to order by Chairperson John Schwope at 6:40 p.m.

**QUORUM CALL:** Quorum call was taken. The following subcommittee members were in attendance.

<b>Subcommittee Members Present</b>	<b>Subcommittee Members Absent</b>	<b>Other Directors Present</b>	<b>Others in Attendance</b>
Dick Connealy ***	Rich Tesar*	John Conley	John Winkler
Fred Conley		Rick Patterson	Marlin Petermann
Dave Klug **		Dorothy Lanphier	Paul Peters
Rick Kolowski		Jim Thompson	Emmett Egr
John Schwope			Pat Teer
Tim Fowler **			Dick Sklenar
			Jack Lawless

\* Excused Absence

\*\* Alternate Voting Member

\*\*\* Not present for quorum call, but attended meeting - Director Fowler served as Alternate Voting Member in Director Connealy’s absence.

**ADOPTION OF AGENDA**

- **It was moved by Director Kolowski and seconded by Director Klug that the agenda be adopted.**

Roll call was taken on the motion. The motion carried on a vote of 5 to 0.

Voting Yea: Conley (Fred), Fowler, Kolowski, Klug, Schwope

Voting Nay: None

Abstaining: None

Excused Absence: Tesar

Absent: Tesar

**PROOF OF PUBLICATION:** Public notice of the meeting was posted at all District offices and published in the Omaha World-Herald on May 1, 2008. The Chairperson ordered the Proof of Publication recorded in the minutes of this meeting.

**REVISIONS TO P-MRNRD AFFIRMATIVE ACTION PLAN:** Administrative Coordinator Pat Teer briefed the Subcommittee on the revisions to the District’s Affirmative Action Plan. It was noted that the amendments were “housekeeping” in nature. She then reported on actions taken to implement the Affirmative Action Plan during calendar year 2007.

- **It was moved by Director Fred Conley and seconded by Director Klug that the subcommittee recommend to the Board that the proposed revisions to the P-MRNRD Affirmative Action Plan be adopted.**

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

Voting Yea: Conley (Fred), Connealy, Kolowski, Klug, Schwope

Voting Nay: None

Abstaining: None

Excused Absence: Tesar

Absent: Tesar

**AMENDMENT TO DISTRICT SICK LEAVE POLICY:** Pat Teer briefed the Subcommittee on the history and background regarding the proposed amendment to the District Sick Leave Policy. It was noted that an employee committee comprised of Dick Sklenar, Jack Lawless and Pat Teer had met informally with members of the PLPA Subcommittee to determine if there was any support to pursue this issue and to determine the method for a buy-back to be presented to the Board. After several meetings and reviewing several methods for a buy-back, it was determined that it would be best to keep it simple and propose a buy-back of 25% of unused sick leave at retirement, termination in good standing or death. There was discussion regarding the proposal.

- **It was moved by Director Fred Conley and seconded by Director Kolowski that the PLPA Subcommittee recommend to the Board that the P-MRNRD sick leave policy be amended to provide that each full time employee will be compensated for unused sick leave upon retirement, termination in good standing or death at the rate of 25% of salary, no payment of accumulated sick leave to be made to an employee in the event of termination for cause or resignation prompted by an action of the employee that could result in disciplinary action; and, that the P-MRNRD Sick Leave Policy is hereby amended to read as follows:**

**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.

~~No pay allowance will be granted for accrued but unused sick leave upon separation from employment. 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.~~

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.

Wellness Benefit: Each full time employee will be compensated for unused sick leave upon retirement, termination in good standing or death at the rate of 25% of salary. No payment of accumulated sick leave will be made to an employee in the event of termination for cause or resignation prompted by an action of the employee that could result in disciplinary action.

Amended: February 8, 2007; May 8, 2008

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

Voting Yea: Conley (Fred), Connealy, Kolowski, Klug, Schwope

Voting Nay: None

Abstaining: None

Excused Absence: Tesar

Absent: Tesar

**ADDITION OF WORKPLACE VIOLENCE POLICY TO EMPLOYEE MANUAL:**

General Manager John Winkler briefed the subcommittee on the development of the recommended policy.

- **It was moved by Director Fred Conley and seconded by Director Klug that the Subcommittee recommend to the Board that the following Workplace Violence Policy be adopted and included in the Employee Policy Manual.**

## WORKPLACE VIOLENCE:

It is the District's policy to promote a safe environment for its employees. The District is committed to working with its employees to maintain a work environment free from violence, threats of violence, harassment, intimidation and other disruptive behavior.

Violence, threats, harassment, intimidation and other disruptive behavior in our workplace will not be tolerated. All reports of incidents will be taken seriously and will be dealt with appropriately. Such behavior can include oral or written statements, gestures or expressions that communicate a direct or indirect threat of physical harm. Individuals who commit such acts may be removed from the premises and will be subject to disciplinary action, criminal penalties or both. Violence, threats, harassment, intimidation and other disruptive behavior which occurs outside our workplace (including stalking) will not be tolerated and will be subject to disciplinary action, criminal penalties or both.

The employees' cooperation is needed to implement this policy effectively and to maintain a safe working environment. If you observe or experience violent, threatening, harassing, intimidating or other disruptive behavior by anyone on District premises or on work location, report it immediately to a supervisor or to the General Manager. Of course, behavior that requires immediate attention should first be reported to law enforcement.

Supervisors who receive such reports should seek advice from the General Manager regarding investigating the incident and initiating appropriate action. Employees suspected of violating this policy may be suspended pending an investigation. All reports and all information given during an investigation will be treated as confidentially as possible, subject to the need to conduct a full and fair investigation, and to inform the individuals involved.

Threats or assaults that require immediate attention by police should be reported to the General Manager and to the following:

Natural Resources Center	Sarpy County Dispatch	593-4111
O&M Shop	Sarpy County Dispatch	593-4111
Blair Field Office	Police	911 or 426-4747
Tekamah Field Office	Burt County Sheriff	911 or 374-2900
Walthill Field Office	Thurston Co. Sheriff	911 or 385-3018
Walthill O&M Shop	Thurston Co. Sheriff	911 or 385-3018
Dakota City Field Office	Emergency Police & Fire Local Police Local Fire	911 494-7512 494-7555

May 8, 2008

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

Voting Yea: Conley (Fred), Connealy, Kolowski, Klug, Schwope

Voting Nay: None

Abstaining: None

Excused Absence: Tesar

Absent: Tesar

**ADJOURNMENT:** Being no further business, the meeting adjourned by acclamation at 6:55 p.m.

/pt/com/plpa/2008/may/may08\_plpa\_minutes