

**PERSONNEL POLICIES**

**LOWER PLATTE SOUTH NATURAL RESOURCES DISTRICT**

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## **PERSONNEL POLICIES**

### GENERAL

A policy is a statement in general terms, which serves as a guide to consistent decision-making in recurring situations. It is to be broad and general, leaving room for interpretation and the exercise of judgment and initiative. It must not be regarded as sacred once it is issued but must come under frequent review and be subject to revision as necessary.

This policy manual does not constitute an employment contract. The Lower Platte South Natural Resources District of Lincoln, Nebraska, reserves the right to alter, amend, or discontinue any or all portions of this manual on personnel policies upon proper notification to employees. The interpretation and administration of these policies shall be at the sole discretion of management.

### USE

1. To permit decisions to be made in advance.
2. To ensure consistency in decision-making.
3. To permit recurring decisions to be made at the lowest possible level in the district.
4. To conserve the time and energy of management at all levels.
5. To allow the employee to know in advance what is expected and to know management's position in recurring situations.

## **Personnel Policy No. 1: HIRING EMPLOYEES**

The Board of Directors shall authorize all employee positions with the District. Once authorized, applicants for employment with the District are required to submit a written application on a form furnished by the District. A job description shall be prepared for each employee position. Supervisors and/or General Manager shall screen and interview job applicants.

The General Manager has been delegated the authority to hire and discharge all employees. Selection of the Assistant General Manager shall be made by the General Manager, subject to approval of the Executive Subcommittee. The Board of Directors of the District shall be responsible for hiring and discharging the General Manager.

An Employee who terminates employment with the District and later returns to the employment of the District shall return as a new employee.

## **Personnel Policy No. 2: EQUAL OPPORTUNITY/AFFIRMATIVE ACTION**

The District declares and reaffirms a policy of equal employment opportunity, affirmative action in employment, and nondiscrimination in the provision of all of its services to the public.

### Equal Employment opportunity

The District will make all decisions regarding recruitment, hiring, promotions, and all other terms and conditions of employment, without discrimination on the basis of race, color, religion, age, sex, sexual orientation, gender identity, genetic information, national origin, disability, familial status, veteran status, marital status, or other factors, which lawfully cannot be the basis for employment decisions.

### Affirmative Action in Employment

The District undertakes a program of affirmative action, to which good faith efforts will be directed to:

- a. Identify and eliminate employment practices that adversely impact minorities, women and others protected by applicable law unless these practices are related to bona fide occupational qualifications reasonably necessary to District operations;
- b. Replace such practices with practices and policies based on merit and valid job qualification;
- c. Develop, through special recruitment and other measures, more representative proportions of minorities and women employees where their under-utilization has occurred.

### Nondiscrimination in Services to the Public

The District reaffirms its policy of nondiscrimination on the basis of race, color, religion, age, sex, sexual orientation, gender identity, genetic information, national origin, disability, familial status, veteran status, marital status, or other illegal grounds, in the provision of all services to members of the public.

### **Personnel Policy No. 3: CLASSIFICATION OF EMPLOYEES**

All employees will be designated in one of the following classifications:

1. FULL-TIME

A full-time employee is one who usually works eight (8) hours per day every working day and is required to work forty (40) hours per week.

2. PART-TIME

A part-time employee is one who works a regular schedule each week throughout the year, which is equal to, or greater than, one-half (1/2) the working time of a full-time employee.

3. OCCASIONAL EMPLOYEE

An occasional employee is one who works on a seasonal or irregular basis to complete a specific task and who is required to work less than forty (40) hours per week.

**Policy No 4: INTERNSHIPS**

The General Manager will develop and implement a program and procedure for student internships. The program will include determination of appropriate assignments, the qualifications, the selection process, the supervisory responsibilities, and financing.

The General Manager will prepare and submit periodic reports to the Executive Subcommittee on the Internship Program status.



## **Personnel Policy No. 5: TERM OF EMPLOYEMENT**

All employees serve at the will of the District, except for the General Manager has an employment agreement as per Operating Policy C 10-2. An employee may be terminated for any reason or no reason at all. Management's decision to terminate an employee shall be final. Any employee terminated shall have the opportunity for an exit interview with their Supervisor or the General Manager.

## **Personnel Policy No. 6: OFFICE HOURS/WORK WEEK**

The basic work day shall consist of eight (8) hours; the basic work week shall consist of forty (40) hours, Monday through Friday, unless a different work week schedule is approved by the General Manager. Employees may be required to work beyond forty (40) hours on occasions. For purposes of record-keeping the work week for the District begins at 12:00 a.m. Monday and ends at 11:59 p.m. Sunday.

The office will be open from 8:00 a.m. to 4:30 p.m. Monday through Friday.

The General Manager may vary the office schedule from time-to-time due to hazardous weather conditions, with respect to office closings for emergency or weather situations, all employees will be directed to vacate the office and the closed office hours will be treated similar to holiday leave for work-hours accounting purposes, other emergency situations, or when training or other District activities require staff to be elsewhere.

## **Personnel Policy No. 7: ATTENDANCE AND PUNCTUALITY**

All employees are required to be at their workstations and ready to begin work promptly at the starting time and will continue to work until quitting time, except for authorized breaks.

If an employee must be absent from work, they shall notify their supervisor as far in advance of the beginning of the work day as possible, but not later than the normal starting time.

All employees are required to keep either weekly or monthly time sheets, which shall be furnished by the District. All employees shall accurately record their hours worked and any leave taken.

## **Personnel Policy No. 8: CHAIN OF COMMAND**

The Board of Directors of this District has granted full authority to the General Manager to hire, supervise and terminate all employees.

If an employee wishes to discuss a matter concerning their employment with management, they shall first discuss the matter with their supervisor and then, if necessary, with the General Manager.

It shall be the responsibility of management to inform employees of the proper channel for communications with management through job descriptions, organizational charts, and other means.

## **Policy No. 9: EMPLOYEE CONDUCT AND DISCIPLINE**

All employees are expected as a continuing condition of employment to comply with all operating and personnel policies, general work regulations, safety regulations, and other District policies, to display respect for their coworkers and the public, to accept and carry out reasonable job assignments, to refrain from insubordination, carelessness, mishandling of District property, repeated absenteeism and tardiness, and to avoid any other conduct which is disruptive or adverse to the best interests of the District.

Failure of an employee to do so will lead to appropriate corrective or disciplinary action. The nature of the action will be determined by the supervisor and/or the General Manager, taking into consideration the circumstances, the nature and seriousness of the conduct in question, the employee's prior work record and conduct, and the manner in which similar conduct has been treated in the past.

Whenever possible, disciplinary action will be corrective and progressive in nature, designed to clearly identify the problem and assist the employee in avoiding future problems. In general, the disciplinary steps would follow this order:

- verbal warnings
- written warnings
- suspension, with or without pay
- termination

These steps are guidelines only, and one or more steps may be skipped or repeated, or other corrective action may be taken at the discretion of the General Manager based on all the facts and circumstances in each individual case.

## **Personnel Policy No. 10: TERMINATION OF EMPLOYMENT**

Employees who voluntarily leave the services of the District are expected to give the District two (2) weeks advance notice in writing. The General Manager shall give thirty (30) days advance notice to the Board of Directors upon voluntary termination of employment.

An employee who is discharged or voluntarily leaves their employment forfeits all employee rights to District benefits except for their accrued wage, vacation time, and any benefits that may be vested in the District's Retirement Plan or Deferred Compensation Plan. Such employee and their family may also be entitled to a continuation of the District's health benefits (COBRA) at the employee's cost, depending on the specific provisions of the District's health insurance policy.

An employee who is released from their employment because of lack of work or for any reason other than the fault of the employee, will be entitled to two (2) weeks advance notice in writing or, if no advance notice is given, two (2) weeks pay in lieu of such advance notice.

Upon retirement a former employee may continue the health coverage, paying the full premium to the District.

## **Personnel Policy No. 11: WORK BREAKS**

All employees are granted, when possible and practical, a fifteen (15) minute work break in the morning and afternoon.

Work breaks will be arranged with each employee's supervisor, and each employee will be expected to abide by the schedule as arranged.

Work breaks will be staggered so that work areas are attended at all times. At no time will a visitor be made to wait while an employee is on break.

Each employee may take a lunch break of at least one-half (1/2) hour.

## **Personnel Policy No. 12: PERSONAL BUSINESS DURING WORKING HOURS**

Personal business during working hours shall be kept to a minimum. Conducting personal business at work is disruptive to the workflow and places an unfair burden upon fellow workers. Salespersons or vendors will not be permitted to solicit business from employees during working hours.

Personal telephone calls will be held to a minimum, in both number and duration. In case of an emergency, every effort will be made to notify the employee and get the employee to the telephone. In an emergency, if a personal long distance telephone call needs to be made by an employee, it will be charged to the employee's home telephone or a third party, if possible, and any calls charged to the District shall be reimbursed by the employee.



### **Personnel Policy No. 13: PAY PERIOD**

The pay period for all employees is once per month at the end of the each month. Each employee shall receive his or her check on or before the last working day of each month.

Employees are required to furnish the District with all payroll information requested, including but not limited to withholding, social security and FICA taxes.

The District will advise employees of any material changes in the preparation of the payroll.

Employees may request direct deposit of their paychecks with the banking institution of their choice.

The District is required by Federal and State laws to make certain deduction from your earnings. Other payroll deductions may be made in accordance with employee benefits programs. The records of the deductions shall be shown on or will accompany the paycheck. Deductions shall include, but not be limited to:

- Social Security (FICA)
- Medicare Portion of FICA (MEDFICA)
- Federal Withholding Tax
- State Withholding Tax
- Retirement Program
- Health and Life Insurance

## **Personnel Policy No. 14: OVERTIME AND COMPENSATORY TIME**

### OVERTIME

The Federal Fair Labor Standards Act (Wage and Hour Law) applies to all state and local government employees. The Wage and hour Law defines categories of employees who must be paid overtime compensation for all hours worked in excess of 40 hours per week (non-exempt) and those who do not receive overtime (exempt). Employees will be advised of their status at the time of their employment and whenever their employment status changes.

The District will pay one and one-half (1 1/2) times the regular rate of pay for all hours worked in excess of 40 hours in a workweek by a non-exempt employee.

- A. All overtime shall be authorized by their supervisor before more than 40 hours worked in a workweek.
- B. The basic workweek cannot be changed without a Board-approved change in this policy.
- C. The hours worked by an employee cannot be averaged over two or more workweeks to avoid overtime payment.

### VACATION AND SICK LEAVE

Vacation and sick leave are earned as established in the Personnel Policy. Overtime hours do not increase the rate at which these benefits are earned.

### NON-EXEMPT

The following employee positions are non-exempt and are therefore subject to overtime pay provisions:

Receptionist/Secretary	Resources Technician (NRCS)
District Office Secretary/Program Assistant	Environmental Educator
Operation and Maintenance Technician	Resources Conservationist
Water Resources Conservationist	Water Resources Technician
Water Resources Compliance Specialist	Maintenance Technician
District Field Office Secretary (NRCS)	

All other part-time or full-time employees are non-exempt unless specifically listed, and qualified as exempt from overtime provisions.

## EXEMPT

The following employee positions are exempt from overtime pay provisions:

General Manager	Executive
Assistant General Manager	Executive
Administration & Finance Manager	Administrative
Projects Coordinator	Administrative
Resources Coordinator	Administrative
Lower Platte River Corridor Alliance Coordinator	Administrative
Public Information Specialist	Administrative
Environmental Education/Communication Coordinator	Administrative
Operation and Maintenance Coordinator	Administrative
Social Media Strategist	Administrative
Water Resources Specialist	Professional
Information Systems Administrator	Professional
GIS Specialist	Professional
Stormwater/Watershed Specialist	Professional
District Engineer	Professional

## COMPENSATORY TIME

### A. Non-Exempt Employees

1. Non-exempt employees may receive compensatory time at the rate of 1 1/2 hours for each hour worked over 40 hours per week, in lieu of overtime pay. However, the employee and the District must sign an agreement that states the employee chooses to receive compensatory time in lieu of overtime pay and must be signed prior to performance of the work. Such agreement can be changed no more often than once a year.
2. An employee may use the compensatory time provided:
  - a. The time has been earned.
  - b. The time off is approved by the employee's supervisor.
  - c. The time off will not unduly disrupt the operation of the District.
3. Non-exempt employees are encouraged to use compensatory time prior to vacation leave. However, the accumulated balance of

unused compensatory time will not affect the carryover of vacation leave for non-exempt employees.

4. Non-exempt employees cannot accrue more than 240 hours of compensatory time (160 hours worked x 1.5 = 240 compensatory hours at any time. Additional overtime hours worked will be paid overtime.
5. At the discretion of the District, compensation may be paid to a non-exempt employee for accrued compensatory time, and such compensation shall be paid at the rate earned by the employee at the time the employee receives such payment.
6. A non-exempt employee shall be paid for unused compensatory time upon termination of employment (either voluntary or involuntary termination). The rate of compensation will be:
  - a. Average regular rate of pay for the last three years of employment or;
  - b. The final regular rate of pay, whichever is higher.

### HOURS WORKED

All hours worked must be recorded and turned in at the end of each pay period by all employees, exempt or non-exempt.

A. The following are considered to be HOURS WORKED:

1. All time required or permitted to be on duty at the office, in the field, in meetings, conferences, seminars, or classes. On-the-job waiting time such as waiting for specific job assignments, for contractors at job sites, for equipment to be repaired, or for meetings to commence.
2. Time spent by an employee in travel as part of their job, such as travel from job site to job site during the workday, must be counted as hours worked. When an employee is required to report to a designated location to receive instructions, or to pick up tools, equipment or materials, the travel time from the designated location to the work place is part of the day's work and must be counted as hours worked. Travel time to return to the District office from a work site at the end of the day, must also be counted as hours worked. However, if an employee goes home from a work site rather than returning to the District's office, the travel time is not counted as hours worked.

Travel that keeps an employee away from home overnight is working time during the time it cuts across the employee's normal workday. The employee is simply substituting travel for other duties. The time is not only hours worked on regular working days during normal working hours, but also during the corresponding hours on non-working days as well. Thus, travel time between 8:00 a.m. and 4:30 p.m. (less the normal lunch hour) is working time on Saturday and Sunday as well as on the other days. However, travel time outside normal working hours, where an overnight stay is involved, will not be counted as hours worked, unless the employee is required to drive their own vehicle.

3. Meal time while on District business, provided:
  - a. Employee is luncheon or banquet speaker, M.C., or program organizer for the luncheon or banquet event.
  - b. Purpose is a working lunch, etc., to discuss District business with Directors, staff, or clients.
4. Any work conducted outside regularly scheduled hours will be paid.
5. Time spent by an employee in waiting for and receiving medical attention at the direction of the employer during the employee's normal working hours on days when they are working constitutes hours worked.
6. Time spent in work for public or charitable purposes at the management's request, or under management's direction or control, is working time.

**B. The following are considered to be HOURS NOT WORKED:**

1. Off-duty time. The employee is relieved from duty, can leave the job site or office, can use the time off effectively for their own purposes, and is told in advance when to report for work.

If an employee on their own initiative attends a school, college, or trade school after hours, the time is not hours worked. Travel time from home to work (and vice versa) is not compensatable.
2. On-call time. The employee is not required to remain at the office or job site, but is subject to be called to work. When an employee is called out on a job assignment, only the time spent actually making the call is counted as hours worked.

3. Employee sent home for lack of work. If an employee is told, upon reporting for work, that there is not work available and the individual are sent home immediately, no time is logged.

When an employee is required or allowed to wait for work after their work is scheduled to begin, the time spent waiting until the individual is put to work or sent home is logged as hours worked.

4. Travel time from home to work before the regular workday and from work to home at the end of the work day is ordinary home to work travel and is not considered hours worked; therefore, no compensation, either straight time or overtime, is due. Employees called out by management to perform an emergency job shall have all time spent on travel, including from home to work and from work to home, count as working time.
5. Meal periods: A bona fide meal period during the scheduled workday is not logged as hours worked, provided the employee is completely relieved from duty.
  - a. Minimum time authorized for meal periods is 30 minutes. A meal period of less than 30 minutes is logged as hours worked.
  - b. A meal period frequently interrupted is logged as hours worked (examples: on-the-job construction inspection during the lunch break, answering the phones during the lunch break).

## **Personnel Policy No. 15: PERFORMANCE MANAGEMENT**

The District shall maintain a Performance Management System to identify essential job functions, evaluate an employee's job performance, and communicate and develop opportunities to sustain or improve on employee work performance.

Elements of the System shall include, but not be limited to:

1. A job description for each employee, which shall be reviewed at least annually or in the event of changes in job responsibilities.
2. Continuous monitoring of performance and communication between employees and supervisors.
3. Training for supervisors.
4. Informal review meetings of employees and supervisors at least once every six months or more frequent as appropriate.
5. A formal, documented Performance Appraisal developed cooperatively between the employee and supervisor on an annual basis, usually at the middle of each fiscal year, except for new employees, which will occur after the first six (6) months of employment.

## **Personnel Policy No. 16: SALARY REVIEW**

Salaries will generally be reviewed annually during the preparation of the District's budget. Changes in salaries may be made based on the availability of District funds, changes in work responsibilities, performance appraisals, comparability reviews, and such other factors, which the General Manager deems appropriate. The Board of Directors shall set the compensation for the General Manager.

The Board of Directors shall adopt, maintain and annually make appropriate adjustments to a salary schedule for all employee positions. The schedule shall include a minimum and maximum salary for each position and shall be based upon a comparability study of similar positions in comparable public agencies.



## **Personnel Policy No. 17: EMPLOYEE EXPENSE REIMBURSEMENT**

Employees shall be reimbursed for necessary expenses, which they have incurred as a result of authorized activities for the District. Before an employee incurs an expense, they shall obtain the prior approval of his or her supervisor or the General Manager.

Employees shall claim reimbursement on forms supplied by the District. Paid receipts for all items for which reimbursement is requested shall be submitted with expense forms.

Use of District credit cards will be allowed upon authorization from the General Manager.

The General Manager will approve employee expense reports before reimbursement is paid. The Administrative Assistant and the General Manager will review credit card invoices.

The Treasurer will review and compare credit card invoices and expense claims submitted by the General Manager prior to reimbursement or payment.

When it is necessary for an employee to remain away from home overnight in the service of the District, the District will pay reasonable lodging and meal expenses.

All expenses of a spouse travelling with an employee on NRD business shall be paid personally or be reimbursed to the District within 30 days.

On occasion, an employee may be requested by their supervisor or the General Manager to use their personal vehicle for District business. When such personal vehicle is used for District business, the employee will be paid the rate allowed by the State of Nebraska per mile for the actual miles driven.

## **Personnel Policy No. 18: OUTSIDE EMPLOYMENT**

An employee may hold another job outside of District employment, provided it does not interfere with the employee's duties with the District, does not conflict with interests of the District, and the General Manager receives prior written notification.

## **Personnel Policy No. 19: EMPLOYMENT OF FAMILY MEMBERS**

The District will not employ an immediate family member of any full-time or part-time District employee. The District may employ an immediate family member of any "occasional" District employee. No member of the immediate family of a Director shall be hired during the term of said elected office. However, this would not include relatives who were already employees prior to the District Director's term.

If two full-time or part-time District employees marry, one of the employees must leave the employment of the District. The individuals marrying shall have the opportunity to decide which shall leave. The District will make the decision in the event of failure of the employees to decide.

## **Personnel Policy No. 20: HOLIDAYS**

The District will observe the following holidays:

1. New Year's Day
2. Martin Luther King Day
3. President's Day
4. Memorial Day
5. Juneteenth
6. Independence Day
7. Labor Day
8. Columbus Day/Indigenous Peoples' Day
9. Veteran's Day
10. Thanksgiving Day
11. Christmas Day

These holidays will be observed according to the holiday schedule for Federal employees.

Employees will receive their regular rate of pay for these holidays.

A non-exempt employee who is required by either the General Manager or Assistant General Manager to work on a holiday, or part thereof, shall be paid at the same rate as if it were an ordinary workday, and in addition, shall be paid for the holiday or may take the earned time off during the same work week.

## Personnel Policy No. 21: VACATION

Full-time and part-time employees are entitled to vacation leave, which will start to accrue at the first of the calendar month following the initial date of employment.

Vacation time will accumulate according to the length of service with the District, and the following schedule will apply to all full-time employees and proportionally to all part-time employees. Occasional employees shall not be entitled to vacation leave.

0 to 1 full year of employment	6 working days
2 to 5 years	12 working days
6 to 10 years	15 working days
11 to 15 years	18 working days
16 to 20 years	21 working days
21 years and over	24 working days

Vacation leave will be earned on the basis of the District's fiscal year, which is July 1 to June 30. An employee beginning employment during the first six (6) months of the fiscal year will earn six (6) days vacation leave. An employee beginning employment during the last six (6) months will earn vacation leave in an amount of days equal to the remaining number of months in the fiscal year, except that an employee beginning employment during the month of June shall earn no vacation leave. The completion of the first fiscal year after employment begins shall be considered the first year for vacation leave calculations.

Vacation leave may not be taken in excess of three continuous weeks or 15 continuous working days, without 60 days prior approval of the General Manager.

All vacation leave must be scheduled and approved in advance by their supervisor and General Manager. All vacation leave taken must be recorded. Upon the termination of employment, unused vacation leave shall be compensated at the rate of pay at the time of termination.

Vacation leave may be accumulated up to 24 days maximum and carried over at the end of the fiscal year.

If a District-observed holiday occurs while an employee is on vacation leave, he or she will be paid for the holiday, and the holiday will not be charged against vacation leave.

Time to be charged against vacation leave must be taken in one-half (1/2) day increments.

## **Personnel Policy No. 22: SICK LEAVE**

An employee is entitled to take accrued and/or accumulated sick leave during those periods when they are incapacitated from performance of duties by reason of sickness, off-the-job injury, or for medical, surgical, or dental examination or treatment, or where the employee's presence at work might jeopardize the health of others.

The General Manager has the authority to permit an employee to use accrued sick leave for sickness in the family. The term "family" for the purpose of this policy is defined to include spouse, children, parents, and parents of the employee's spouse, or at the discretion of the General Manager.

All full-time employees shall accrue sick leave of thirteen (13) days per year, which may be accumulated up to a maximum of one hundred (100) days. Part-time employees are eligible for four (4) hours per month, which may accumulate up to a maximum of fifty (50) days. Eligibility for sick leave begins with the first day of employment. Occasional employees are not eligible for sick leave.

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 employees who are absent from work due to the reasons stated in this policy. Therefore compensation for sick leave, which has been accumulated but remains unused, will not be paid upon termination of employment.

A physician's certificate may be required by management at any time when an employee is absent due to illness.

The granting of sick leave is subject to prompt notification. An employee who is absent to illness shall notify the District as early as possible on each day when they do not report to work. One (1) day will be deducted from their sick leave.

An employee injured on the job is entitled to take sick leave; however, the District will pay only the difference between the employee's normal pay and any payment the employee receives from Worker's Compensation.

In the event an employee uses all of their sick leave for an on-the-job injury, they will only be entitled to Worker's Compensation, if any.

Sick leave may be taken in 15 minute increments with a minimum time to be charged of one hour.

## **Personnel Policy No. 23: FAMILY AND MEDICAL LEAVE**

Employees of the District shall be eligible for up to 12 weeks of unpaid, job protected leave in a 12-month period for qualifying reasons under the provisions of the Family and Medical Leave Act of 1993. An employee is eligible for this leave if they have been employed with the District for at least 12 months and has completed at least 1,250 hours of service with the District in previous 12 months, measured back from the date leave is to commence.

Unpaid leave must be granted for any of the following qualifying reasons:

- A. The birth of a child of the employee and in order to care for such a child;
- B. The placement of a child with the employee for adoption or foster care;
- C. In order to care for a spouse, child, or parent of the employee who has a serious health condition;

(The terms son or daughter do not include individuals age 18 or over unless they are "incapable of self-care" because of mental or physical disability that limits one or more of the major activities" as defined in regulations issued by the Equal Employment Opportunity Commission under the American's With Disabilities Act.)

- D. For a serious health condition rendering the employee unable to perform the job functions of the employee's position.
- E. If the employee experiences a qualifying exigency that arises out of the fact that a family member who belongs to the regular Armed Forces, the military reserves or National Guard has been called to or is on active duty, deployment to a foreign country.
- F. In order to care for a spouse, child, parent, or next of kin who is a service member and is injured or becomes seriously ill while on active duty or within five years of leaving the Armed Forces. (Eligibility increases to 26 weeks in a 12-month period for this qualifying reason.

"Serious health condition" shall mean any illness, injury, impairment, or physical or mental condition that required either (i) inpatient care (an overnight stay) in a hospital, hospice or residential medical care facility, (ii) any period of incapacity due to pregnancy, (iii) if it incapacitates a person for more than three consecutive calendar days that involve treatment two or more times or a regimen of continuing treatment by or under the supervision of a health provider, (iv) a chronic condition that requires periodic visits for treatment by a health care provider and continues over an extended period of time, and

may be episodic, (v) absence to receive multiple treatments by health care providers for reconstructive surgery or for a condition that would likely result in more than three consecutive days of incapacity if left untreated, or (vi) permanent / long term incapacity due to a condition for which treatment may not be effective.

“Qualify exigency leave” may include one or more of the following circumstances: attending certain military events; arranging for alternative childcare; addressing certain financial and legal arrangements; attending certain counseling sessions, and attending post-deployment reintegration briefings.

Leave will be regular leave (one, long, uninterrupted block of time), unless an eligible employee has requested and the District has approved an intermittent or reduced leave schedule. Employee must try to schedule intermittent leave so as not to unduly interrupt business.

The 12-month leave year will be a forward-measured 12-month period, beginning with the first date that an employee takes FMLA leave. Once this 12-month period has passed, the employee will be entitled to 12 weeks of leave starting on the first day they take FMLA leave again.

While on leave, health insurance, life insurance, and retirement shall continue at the same levels, unless changed for the group, and the employee must continue to make any monthly financial contributions required. The portion of health insurance premiums the employee is required to pay must be paid to the District on or before the first of the month for that month’s coverage.

The District will also maintain group dental, vision, term life, and long term disability insurance on the same terms and at the same rate the insurance was provided before the FMLA leave was taken.

The District may recover premiums it paid to maintain health, vision, and dental coverage for an employee who fails to return to work from FMLA leave.

During the time that an employee is on leave, they may use accrued sick leave, compensatory leave, or vacation leave for any part of the 12-week leave period; otherwise the leave is without pay. Accrued vacation leave, sick leave, and compensatory leave, will not accrue during FMLA leave, but, to the extent not used during FMLA leave, will be maintained.

An employee may request FMLA leave or the District may place the employee on FMLA leave if information shows a qualifying reason. Determination of eligibility for FMLA leave is the role of the District. Employees seeking FMLA leave must provide a 30-day advance notice when need is foreseeable, or as soon as practicable if leave is not foreseeable. The request for FMLA leave shall be in writing on forms provided by the District and shall be submitted to the Administrative Assistant for review and forwarding to the “General Manager for consideration.



The District shall require a certification, and may request a second opinion at the District's expense, to verify the employee's own or their family member's serious health condition. During leave, the District may require certification periodically. An employee returning from such leave because of a serious health condition shall be required to provide certification that the employee is able to resume work.

An employee who takes such leave must be restored to the position they held at the time their leave began or to an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment.

## **Personnel Policy No. 24: FUNERAL LEAVE**

Full-time employees shall be granted leave to attend funerals of family members. The term "family" is defined to include spouse, children, parents and parents of the employee's spouse, brothers, sisters, grandparents and grandchildren and those similarly related to the employees' spouse, or at the discretion of the General Manager. Funeral leave (not to exceed five days) shall be determined by the General Manager based on the particular situation involved.

## **Personnel Policy No. 25: MILITARY LEAVE**

All employees, including temporary, who are members of the National Guard or any other reserve component and who participate in the active service of the State or United States, pursuant to written orders or authorization of component authority, will receive their full pay in addition to their military pay for up to 15 workdays in any one calendar year. This does not include weekend drills.

Employees who are ordered to active duty of the State by the Governor under emergency conditions will be granted additional leave until such member is released from active duty service by competent authority. During this additional leave of absence, such employee shall receive the difference between his or her full District pay and military pay provided the military pay is less than their District pay.

Source: Neb. Rev. Stat. 55-160.

## **Personnel Policy No. 26: JURY DUTY**

An employee serving on a jury shall receive their regular pay during the time of jury service, except the District may reduce the pay of an employee by an amount equal to any compensation, other than expenses, paid by the court for jury duty.

An employee serving on a jury shall not be subject to discharge from employment, loss of pay, loss of sick leave, loss of vacation leave, or any other form of penalty, as a result of their absence from employment due to jury duty, upon giving reasonable notice to their supervisor or the General Manager.

Source: Neb. Rev. Stat. 25-1641.

## **Personnel Policy No. 27: EMPLOYEE MEETINGS AND EMPLOYEE TRAINING**

Employees may be required to attend periodic employee meetings scheduled by management. These meetings provide management with an opportunity to inform employees of District policies, disseminate information and schedule training. It also provides the employees with an opportunity to express their views and make suggestions to management.

The District encourages employees to seek job-related training through special conferences, schools, and correspondence courses; however, approval for attendance at District expense must first be obtained from the General Manager.

## **Personnel Policy No. 28: TUITION ASSISTANCE**

Full and part time employees enrolled in an accredited university, college, technical school, or community college in courses of instruction related to their work or future advancement in the District are eligible for up to 100% reimbursement of tuition costs at the General Manager's discretion (reimbursement is for tuition only and does not include fees or textbook costs).

To participate in the program, the employee must submit to the General Manager (prior to the first class) a "Request for Tuition Assistance" form. The General Manager will approve or disapprove the request.

To receive reimbursement, the employee must furnish evidence of successfully completing the course.

If an employee is eligible for reimbursement of tuition costs through programs other than the District program, the employee is expected to use those programs first.

Employees who receive tuition assistance may be asked to reimburse the District if they leave their employment within one (1) year of the course completion date.

**Personnel Policy No. 29: EMPLOYEE RECOGNITION**

Full-time employees of the District will be honored, on or about their employment anniversary, based on the number of years of employment by the District as follows:

Years of Service	Value of Award
5 years	\$ 25.00
10 years	\$ 50.00
15 years	\$ 75.00
20 years	\$100.00
25 years	\$150.00
30 years+	\$200.00

**Personnel Policy No. 30: WORKERS' COMPENSATION**

The District provides Workers' Compensation insurance, which covers job-related injuries. If an employee is injured on the job, they shall immediately report such injury to their supervisor or the General Manager as per the District's Safety and Wellness Program.



## **Personnel Policy No. 31: EMPLOYEE RECORDS**

The personnel records of employees of the District are confidential and are available for inspection only by the applicable employee, the employee's designated representative, management of the District and those employees of the District and outside consultants involved in preparing payroll and designated in writing by the General Manager of the District.

Employees or their designated representative may review personnel records during normal work hours in the presence of management. Designated representatives will be permitted to inspect records only upon presentation of a written authorization signed by the employee.

The District may collect statistical data from applicants and employees for affirmative action purposes. This data is used for affirmative action analysis only and is not available for any other purpose.

If an employee disagrees with a performance appraisal or personnel action taken by management, they may submit a brief reply, which will then be placed in the employee's personnel file.

**Personnel Policy No. 32: GROUP HEALTH, VISION, AND DENTAL INSURANCE PLAN**

The District provides a Group Health, Vision, and Dental insurance plan for each full-time and part-time employee and offers additional coverage for their spouse and dependent children.

The District pays 100% of the premiums for Employee and 75% of the premiums for Employee and Spouse, Employee and Child, and Family Health and 100% of the premiums for both single and family coverage for Vision and Dental.

The District may establish a plan, which will provide all full-time and part-time employees the option to obtain nontaxable treatment of employee contributions to group health and dental plans under Section 125 of the Internal Revenue Code by reducing their salary in the amount of the required employee contributions to such plans.

**Personnel Policy No. 33: LIFE INSURANCE ACCIDENTAL DEATH AND  
DISMEMBERMENT AND LONG TERM DISABILITY**

The District provides Group Life Insurance, Accidental Death and Dismemberment Benefits and Long-Term Disability Benefits to all full-time employees in amounts determined on the basis of each employee's annual salary. The District pays 100% of the cost.

**Personnel Policy No. 34: RETIREMENT PLAN**

The District provides a retirement plan in which it is mandatory for all eligible employees to participate.

Both the District and the employee are required to contribute to the plan in accordance with the provisions of the plan.

A summary of the plan will be provided to all employees who participate in the plan.

## **Personnel Policy No. 35: VOLUNTARY EMPLOYEE BENEFIT PROGRAMS**

The District may from time to time offer various employee benefit programs in which employees may elect to participate. When possible, the costs of such plans shall be treated as nontaxable employee contributions to group plans under Section 125 of the Internal Revenue Code by reducing their salary in the amount of the employee contributions to such plans.

These voluntary programs may include, but not be limited to, such benefits as:

- Deferred Compensation Plan
- AFLAC Supplemental Coverage
- Dependent Life Insurance
- Health Flexible Spending Account
- Dependent Care Flexible Spending Account

**Personnel Policy No. 36: EMPLOYEE WELLNESS PROGRAM**

The District encourages employees to practice healthy lifestyles and will sponsor a wellness program. A wellness committee, designated by the General Manager, will develop and distribute informational materials and will organize activities and workshop with speakers on various topics, such as nutrition, exercise, CPR, First Aid, etc., which are normally held over the noon hour. The District will hold a membership in Workwell.

The employees may participate in these activities at their option, except for CPR, First Aid, and other safety programs that may be mandatory.

**Personnel Policy No. 37: HEALTH CLUB PARTICIPATION PROGRAM**

The District will reimburse participating employees 50% of the monthly individual membership cost, up to \$30.00 per month, in a health club, based on active participation on the employees' own time.

## **Personnel Policy No. 38: USE OF DISTRICT RESOURCES**

“District Resources” are defined as personal property or funds under the care and control of a District employee, which also includes District equipment, communications systems (such as telephone, cell phone or internet) and vehicles. The term also includes District employees on District time.

District “Communications Systems” mean any voice, video, data or wireless communications facility contracted for, or provided by the District including District provided equipment and network connections to District computers.

District Resources are provided for the conduct of business of the District, except that any use of District Resources by a District employee which is incidental or de minimis shall not constitute a violation of this policy.

District Communications Systems, including cellular telephones, electronic handheld devices (including tablets), or computers may be used by District employees for incidental or de minimis purposes. Such devices may be used for emails, text messaging, local calls, and long-distance calls, to children at home, teachers, doctors, daycare centers, baby-sitters, family members, or others to inform them of unexpected schedule changes, and for other essential personal business. Any such use for essential personal business shall be kept to a minimum and shall not interfere with the conduct of District business. A District employee shall be responsible for payment or reimbursement of charges, if any, that directly result from any such communication.

Essential personal business shall not include use of the District Resources including District Communications Systems for personal financial gain or campaign or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question. These uses are prohibited by Neb. Rev. Stat. § 49-14,101.01(2) and Neb. Rev. Stat. § 49-14,101.02(2).

The electronic communications systems and all information created, sent, received, accessed, or stored on them are the property of the Lower Platte South NRD.

For security and network maintenance purposes, the Information Systems (IS) Administrator may monitor equipment, systems, and network traffic at any time.

Employees must provide all passwords to the IS Administrator. The General Manager and IS Administrator shall have access to these passwords. Employees may not, without authorization, disclose or use someone else’s password.

The General Manager reserves the right to authorize the IS Administrator to monitor, access, retrieve, and read any electronic communications to determine if violations of



the law or this policy exists, and if necessary, disclose the same to law enforcement officials or other third parties.

Electronic communications may not contain content that a reasonable person would consider defamatory, offensive, harassing, disruptive or derogatory.

With the use of the internet, employees may not upload, download, or otherwise transmit copyrighted, trademarked, or patented material; or other confidential, private, or proprietary information or materials in violation of any legal constraints. Employees may not use Lower Platte South NRD's electronic communication systems to gain unauthorized access to remote computers or other systems, or to damage, alter, or disrupt such computers or systems in any way.

Personal use of the internet should be limited to breaks, lunch, and other non-working hours, except for an emergency.

Violations of this policy may result in disciplinary action, or if necessary, termination.

**Personal Policy No. 39: NRD WEAR DISTRICT AWARENESS PROGRAM**

Within a fiscal year, the NRD will furnish each employee a clothing allowance to be used only to order NRD wear from a specified catalogue or group of choices approved by the General Manager. The General Manager will develop the guidelines for this program and employees shall follow such guidelines.

**Personnel Policy No. 40: EMPLOYEE USE OF DISTRICT EQUIPMENT AND FACILITIES PROHIBITED**

Employees may not use the District's tools, vehicles, equipment, supplies, or facilities other than for the business of the District, except as authorized in Personnel Policies 38 and 41.

## **Personnel Policy No. 41: USE AND OPERATION OF DISTRICT VEHICLES**

Personal use of any District vehicle is prohibited. It is the responsibility of the District and the employee to see that the vehicle is used only for District business.

Any District employee who drives a District vehicle must use a seat belt, be over 18 years of age, and have a valid driver's license and carry it with them while operating the vehicle. All passengers riding in District vehicles shall wear seat belts.

The District provides insurance for bodily injury liability and property damage to the property of others while operating a District vehicle within the course and scope of an employee's employment.

The District permits the General Manager and Assistant General Manager to drive District vehicles to and from work. From time to time, it may be necessary for other employees to drive District vehicles home; however, no such use is permitted unless the employee has received prior approval from the General Manager or Assistant General Manager.

If an employee has been permitted to drive an NRD vehicle home they will be charged \$1.50 per one-way commute or \$3.00 round trip commute.

## **Personnel Policy No. 42: TRAFFIC VIOLATIONS**

Employees who drive District vehicles are expected to observe all traffic rules. Drivers who are cited for any traffic violation (including parking tickets) will pay their own fines. All violations shall be promptly reported to the employee's supervisor or the General Manager.

The District may require drivers who are cited for traffic violations to take a drug and/or alcohol test.

### **Personnel Policy No. 43: SAFETY AND ACCIDENT REPORTING**

All employees are expected to exercise caution, observe safety rules and use good common sense in order to prevent property damage and personal injury to themselves, fellow workers, and the public.

Employees shall promptly report potential safety hazards to their supervisor. Employees who are injured in a personal injury accident are directed to promptly have an examination at a medical facility to ascertain the extent of the injury. Personal injury and property damage accidents must be reported to the Management or Safety Committee Chair immediately as per the District's Safety and Wellness Program.

## **Personnel Policy No. 44: POLITICAL ACTIVITY**

Unless specifically restricted by a federal or state law, no employee shall be prohibited from participating in political activities, except during office hours or when otherwise engaged in the performance of their official duties.

If an employee wishes to take part in political activities during normally scheduled work hours, they must take vacation leave, compensatory time, or leave without pay to cover this period of absence. Any leave for political activity shall be approved in advance by the General Manager.

No employee shall use their job, position, or title to endorse a political candidate or political cause.

Source: Neb. Rev. Stat. 20-160.

## **Personnel Policy No. 45: DRUG-FREE WORKPLACE**

The District is committed to providing an employment environment that is safe and provides appropriate motivation to insure a creative and productive work force. To this end the District unequivocally endorses the philosophy that the work place should be free from the detrimental effects of illicit drugs. To insure worker safety and work place integrity, the District prohibits the illegal manufacture, possession, distribution, or use of controlled substances in the work place by its employees.

In an effort to bring about a "Drug-Free Nebraska" and to assure employees of the District a work place free from illegal drugs and their effect, the District will implement the following Drug-Free Workplace Policy.

1. Scope: Applicable to all District employees.
2. Policy: It is unlawful to illegally manufacture, distribute, dispense, possess, or use a controlled substance in the work place. The District therefore, establishes a Drug-Free Work Place Policy for its employees.
3. Procedures:
  - (a) All employees and each new hire will receive a copy of this policy.
  - (b) Each employee will receive a drug abuse awareness form, which will state it is unlawful to illegally manufacture, distribute, dispense, possess, or use a controlled substance in the work place. Each employee will sign and date this statement certifying that they:
    - (i) Understands and will abide by the Drug-Free Work Place Policy; and
    - (ii) Has knowledge of disciplinary actions, which may be imposed for violations of the Drug-Free Work Place Policy.

The signed and dated statement will be permanently maintained in the employee's personnel file.

- (c) All current employees will receive drug abuse awareness training. New hires will receive the training within the first six months of the date of hire. This training shall include:
  - (i) A definition of drug abuse;



- (ii) Information on specific drugs and the effects of drug abuse.
  - (ii) Dangers of drug abuse in the work place;
  - (iv) Availability of counseling and treatment services; and
  - (v) Disciplinary actions, which may be imposed on employees for violations of this policy.
- (d) If an employee violates the Drug-Free Work Place Policy, disciplinary action may be imposed according to established rules, regulations, and employment policies of the District or applicable labor agreement.
- (e) If an employee is convicted of violating any criminal statute while in the work place, they will be subject to discipline up to and including termination. Alternatively, the District may require the employee to successfully finish a drug abuse program sponsored by an approved private or governmental institution.
- (f) An employee is required to report within five days any criminal drug statute conviction occurring in the workplace to his immediate supervisor. The supervisor will immediately report such conviction to the General Manager or the District.

**Personnel Policy No. 46: NO SMOKING**

Smoking is prohibited in all District buildings, vehicles, and the properties on which the office and maintenance buildings are located. "NO SMOKING" signs shall be posted.

## **Personnel Policy No. 47: ANTI-HARASSMENT**

The District is an equal employment opportunity employer. Employment decisions shall be made without regard to an individual's race, color, religion, age, sex, sexual orientation, gender identity, genetic information, national origin, disability, familial status, veteran status, marital status or other illegal grounds.

Any employee who believes that they are being mistreated or otherwise discriminated against because of minority or protected status should promptly bring such complaint to the attention of the General Manager, Assistant General Manager, or Chair of the Board. If an employee finds it difficult to bring up the subject of a complaint during office hours, the employee may contact these individuals at home.

Except as necessary for the purposes of addressing the complaint, any complaint will be kept confidential.

In the event that an employee believes that they are being discriminated against through conduct, which constitutes sexual harassment, and in the event that a complaint is brought to the attention of one of the above designated individuals, a full and complete investigation will be instituted immediately to the extent that is appropriate. However, such investigation will be kept confidential or limited to the persons involved in the situation.

Sexual harassment as defined by the Equal Employment Opportunity Commission is "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment."

Any employee who brings a complaint to the attention of management shall suffer no retaliation or adverse employment decision as a consequence thereof.

## **Personnel Policy No. 48: 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; that is, 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 may 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, whether they are a District employee or Director or not, report it immediately to a supervisor or to the General Manager. Supervisors who receive such reports should seek advice from the General Manager regarding investigating the incident and initiating appropriate action. **[PLEASE NOTE: Threats or assaults that require immediate attention by police should be reported to the General Manager and to police at 911.]**

## **Personnel Policy No. 49: CONFLICT OF INTEREST**

No employee shall use their job or position or any confidential information received through their job or position to obtain financial gain, other than compensation provided by law, for themselves, a member of their immediate family, or a business with which the individual is associated; nor shall such employee use personnel, resources, property, or funds under that individual's official care and control, other than in accordance with prescribed constitutional, statutory, and regulatory procedures, or use such items, other than compensation provided by law, for personal financial gain.

Source: Neb. Rev. Stat. 49-14, 103 (3) and (4).

**Personnel Policy No. 50: GIFTS OR GRATUITIES**

No employee will solicit or accept anything of value including a gift, loan, contribution, reward, or promise of future employment, based on an agreement that the official action or judgment of the employee would or could be influenced thereby.

Source: Neb. Rev. Stat. 49-14, 101 (2)

## **Personnel Policy No. 51: FLOOD ALERT PREPARATION**

During a natural flood disaster situation, the Lower Platte South Natural Resources District has a responsibility to work with other local, state, and federal agencies in a coordinated effort. The primary responsibility of the District will be the operation of projects (dams, levees, channels, etc.) for which the District has assumed operations responsibility.

The District has developed and will annually review and update the Flood Alert Procedures Manual. This Manual identifies roles and describes responsibilities for District staff and also addresses communications, monitoring and inspection, equipment and supplies, contractual services, and flood fighting techniques.

## **Personnel Policy No. 52: Code of Ethics**

Lower Platte South Natural Resources District is committed to the highest standards of conduct by and among District personnel in the performance of their public duties. Individual and collective adherence to high ethical standards by public personnel is central to the maintenance of public trust and confidence in government. The ethical District employee accepts the responsibility that their mission is that of servant and steward to the public.

The ethical District employee should:

- Properly administer the affairs of the District with honesty and impartiality.
- Promote decisions which only benefit the public interest.
- Actively promote public confidence in government.
- Keep safe all funds and other properties of the District.
- Conduct and perform the duties of their position diligently and promptly dispose of the business of the District.
- Maintain a positive image to pass constant public scrutiny.
- Evaluate all decisions so that the best service or product is obtained at a minimal cost without sacrificing quality and fiscal responsibility.
- Maintain a respectful attitude toward the public, employees, members of the Board of Directors, and other agencies.
- Effectively and efficiently work with governmental agencies, political subdivisions and other organizations in order to further the interest of the District.
- Faithfully comply with all laws and regulations applicable to the District and impartially apply them to everyone.

Persons who have reason to suspect a violation of this policy, or who have direct knowledge of behavior in violation of this policy should report that allegation of violations to their immediate supervisor or to the General Manager. Persons reporting alleged violations shall not be subject to retribution by the alleged violator, other employees, or management.



## **Appendix**

Weather Closing Procedures  
Compensatory Time Off Agreement  
Expense Voucher  
Request for Tuition Assistance  
Request for Tuition Reimbursement  
Wellness Program Guidelines  
NRD Wear Program Guidelines

## **EMPLOYEE'S ACKNOWLEDGMENT**

This will acknowledge receipt of my own copy of the Personnel Policies of the Lower Platte South Natural Resources District, Lincoln, Nebraska. I have reviewed the policies, had the opportunity to discuss them with my supervisor, and I agree to be bound by such Personnel Policies.

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Signature

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Date