

# Sarpy County Board of Commissioners

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## COMMISSIONERS

Don Kelly District 1  
Jim Thompson District 2  
Brian Zuger District 3  
Gary Mixan District 4  
Jim Warren District 5

## MEMO

May 23, 2017

TO: Sarpy County Board of Commissioners  
FROM: Scott Bovick, Deputy County Administrator  
RE: Resolution approving addendums to collective bargaining agreements

During the last round of negotiations language was removed from the FOP Communications, AFSCME Local 251, and Sarpy County Public Employees Association (SCPEA) agreements that addressed how to handle payroll with regards to July 1. Removing the language has caused the County Clerk's Payroll Office to have to perform an extensive amount of additional manual work to process the payroll since July 1 is the fiscal year change-over and also falls in the middle of a payroll period.

These Addendums for FOP Communications and SCPEA restore the previously removed language. We are in discussions with AFSCME Local 251 regarding a similar addendum and anticipate it coming before the Board in the near future.

In addition to restoring the July 1 payroll language, the SCPEA agreement also contains a clarification on holiday pay for part-time employees that matches the Personnel Rules and Regulations.

Please feel free to contact me if you have any questions. Thank you.

  
\_\_\_\_\_  
Scott Bovick, Deputy County Administrator

cc: Deb Houghtaling, Mark Wayne, Bonnie Moore, Matt Barrall, Coli Hunter, Carl Betts, Linda Welles

**BOARD OF COUNTY COMMISSIONERS  
SARPY COUNTY, NEBRASKA**

**RESOLUTION APPROVING ADDENDUM TO FRATERNAL ORDER OF  
POLICE, SARPY LODGE NO. 3, COMMUNICATIONS DEPARTMENT  
COLLECTIVE BARGAINING AGREEMENT**

WHEREAS, pursuant to Neb. Rev. Stat. § 23-104(6), the County has the power to do all acts in relation to the concerns of the county necessary to the exercise of its corporate powers;

WHEREAS, pursuant to Neb. Rev. Stat. § 23-103, the powers of the County as a body are exercised by the County Board;

WHEREAS, the County previously entered into a Collective Bargaining Agreement ("Agreement") with the Fraternal Order of Police, Sarpy Lodge No. 3, Communications Department ("FOP-Communications") via Resolution 2015-288;

WHEREAS, the Agreement governs the terms and conditions of employment of the FOP-Communications for the period of July 1, 2015 to June 30, 2018; and

WHEREAS, the County and FOP-Communications desire to amend the terms of Agreement by Addendum, a copy of which is attached hereto.

NOW, THEREFORE, BE IT RESOLVED that the attached Addendum is hereby approved and the Chairman is authorized to sign it along with any other related documents, the same being approved by the Board.

The above Resolution was approved by a vote of the Sarpy County Board of Commissioners at a public meeting duly held in accordance with the applicable law on the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

Attest:

SEAL

\_\_\_\_\_  
Sarpy County Board Chairman

\_\_\_\_\_  
Sarpy County Clerk

**FIRST ADDENDUM TO FRATERNAL ORDER OF POLICE, SARPY LODGE NO. 3,  
COMMUNICATIONS DEPARTMENT COLLECTIVE BARGAINING AGREEMENT**

THIS FIRST ADDENDUM is entered into by and between Sarpy County (“County”) and the Fraternal Order of Police, Sarpy Lodge No. 3, Communications Department (“FOP-Communications”), Collective Bargaining Agreement.

This Addendum modifies the terms and conditions of the current Collective Bargaining Agreement between the County and FOP-Communications, effective July 1, 2015 to June 30, 2018, and approved by Resolution 2015-288.

It is mutually agreed between the parties that the following terms and conditions are hereby amended as follows:

- Article 22, Sections 2, 3, 4, and 5 are amended as shown in red-line format in Exhibit A

All other terms and conditions of the Agreement shall remain in full force and effect.

The agreement found at Exhibit B, which incorporates the red-line changes identified above and in Exhibit A, shall supersede the agreement approved by Resolution 2015-288.

[The remainder of this page is intentionally blank]

EXECUTED by the Parties this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

COUNTY OF SARPY, NEBRASKA

\_\_\_\_\_  
SARPY COUNTY BOARD CHAIRMAN

FRATERNAL ORDER OF POLICE,  
SARPY LODGE NO. 3,  
COMMUNICATIONS DEPARTMENT

\_\_\_\_\_  
PRESIDENT

APPROVED AS TO FORM:

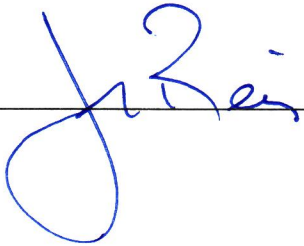
  
\_\_\_\_\_

Exhibit A

**AGREEMENT**  
**BETWEEN**  
**THE COUNTY OF SARPY**  
**AND**  
**THE FRATERNAL ORDER OF POLICE, LODGE 3**  
**COMMUNICATIONS DEPARTMENT**  
**FY 2015 – 2018**

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## **PREAMBLE**

This Agreement, by and between the County of Sarpy, Nebraska, hereinafter referred to as the County, and the Fraternal Order of Police Sarpy Lodge No. 3, hereinafter referred to as the F.O.P., is designed to promote and strive to maintain a working agreement between the County and the F.O.P.

## **ARTICLE 1**

### **DEFINITIONS**

For the purpose of this Agreement the following words, terms and phrases shall be construed in accordance with the definitions assigned to them unless the context in which the same shall be used would otherwise necessarily require a different definition.

- A. DEPARTMENT shall mean the Communications Department of the County of Sarpy, Nebraska.
- B. EMPLOYEE shall mean the employees of the Communications Department of the County of Sarpy, Nebraska.
  - 1. FULL-TIME EMPLOYEE shall mean an employee who works in a job which normally requires at least 36 hours of work per week.
  - 2. PART-TIME EMPLOYEE shall mean an employee who works in a job which normally requires less than 36 hours of work per week.
- C. DEPARTMENT HEAD shall mean the Director of Communications of the County of Sarpy or his/her designee.
- D. COUNTY shall mean the County of Sarpy, Nebraska.
- E. F.O.P. shall mean the Fraternal Order of Police, Sarpy Lodge #3.
- F. EMPLOYER shall mean the County of Sarpy.
- G. SENIORITY DATE shall mean the original date of hire based on continuous length of service with the Communications Department without a break or interruption.
- H. POSITION START DATE shall mean the first day of compensable work within a given position. This date shall be used for determination of eligibility of an annual step increase.

## **ARTICLE 2**

### **F.O.P. RECOGNITION**

SECTION 1. The County recognizes the F.O.P. as the sole and exclusive bargaining representative of the employees of the Communications Department working



in the positions of Call Taker, 911 Dispatcher, Senior Dispatcher, Training and Quality Assurance Coordinator, and Lead Dispatcher.

### **ARTICLE 3**

#### **DUES CHECK OFF**

- SECTION 1. The County shall deduct regular monthly F.O.P. dues from the pay of each employee covered by the Agreement provided that, at the time of such deduction, there is in the possession of the County a current, un-revoked written assignment, executed by the employee, in the form and according to the terms of the authorization form, attached hereto, marked as Appendix "A", and made a part hereof. Such authorization may be revoked by the employee at any time by giving written notice thereof to the County.
- SECTION 2. Previously signed and un-revoked written authorizations shall continue to be effective as to employees reinstated following layoff, leave of absence, or suspension not exceeding sixty (60) days; previous authorizations of other employees rehired or reinstated shall not be considered to be effective.
- SECTION 3. Such authorization deductions shall be made from every other payroll period and will within ten (10) days be remitted to the duly designated F.O.P. Official. The F.O.P. shall advise the County in writing of the name of such Official.
- SECTION 4. If an employee has no pay coming for the pay period in question, or if such pay period is the first pay period of a new employee, or if the employee has signed an authorization form during such pay period of the subsequent month, such deductions shall be limited to the amount of the current regular monthly F.O.P. dues, and shall not include dues for the prior months or any portion thereof.
- SECTION 5. If the County receives an employee revocation of authorization on or before the eighth day of the first payroll period of the calendar month, no deductions will be made from that payroll period or subsequent payroll periods. If such revocation is received after the eighth day of the first payroll period, a deduction will be made from such payroll but shall not be made from subsequent payroll periods.
- SECTION 6. At the time of the execution of the Agreement, the F.O.P. shall advise the County in writing of the exact amount of regular monthly dues. If subsequently, the F.O.P. requests the County to deduct additional monthly F.O.P. dues, such request shall be effective only upon written assurance by the F.O.P. to the County that the amounts are regular monthly F.O.P. dues duly approved in accordance with the F.O.P.'s constitution and by-laws.
- SECTION 7. The County agrees to provide this service without charge to the F.O.P.

SECTION 8. The County shall not be liable for the remittance payment of any sums other than those constituting actual deductions made. If for any reason it fails to make a deduction for any employee as above provided, it shall make a deduction for the employee's next pay period in which F.O.P. dues are normally deducted after written notification to the County of the error. If the County makes an overpayment to the F.O.P., the County will deduct that amount from the next remittance to the F.O.P. The F.O.P. agrees to indemnify and hold the County harmless against any and all claims, suits, orders or judgments brought or issued against the County as a result of any action taken or not taken by the County under the provisions of this Article.

## **ARTICLE 4**

### **BULLETIN BOARDS AND BALLOT BOXES**

SECTION 1. The County shall permit the F.O.P. to use one (1) bulletin board, designated by the Department Head in the designated break room, for the posting of F.O.P. meetings, elections, reports of F.O.P. committees and other notices or announcements that would be of benefit or interest to the employees.

SECTION 2. Posted notices shall not contain anything political or anything reflecting adversely upon the County or any of its employees. Materials posted should be timely and current. If information is outdated by more than ninety (90) calendar days the County has the right to remove the materials from the bulletin boards.

SECTION 3. The bulletin board provided shall be for the exclusive use of the F.O.P.

SECTION 4. The County will permit the F.O.P. the use of one ballot box, designated by the Department Head or designee, for use in F.O.P. elections. No employee shall participate in any F.O.P. election, in any manner, during his/her tour of duty. Any F.O.P. authorized violation of this section shall entitle the County to cancel immediately the provisions of this section and prohibit further use of the ballot boxes.

## **ARTICLE 5**

### **GRIEVANCE PROCEDURE**

SECTION 1. Informal Complaints. When employees feel dissatisfied or annoyed with an aspect of employment over which they have no control and when they desire remedial action, they are encouraged to present the problem informally to their immediate supervisor. If not resolved at this level, employees can discuss the matter with their chain of command or file a grievance as outlined in PRR Rule 8 Regulation 2, "Grievance Procedure."

Employees shall be assured freedom from discrimination, coercion, restraint, or reprisal in presenting complaints.

This Article shall not suspend time limitations for the filing of a grievance or appeal.

SECTION 2. Grievance Procedure. Employees shall have an opportunity to formally address non-disciplinary issues arising out of the PRR, County policies, and/or collective bargaining agreements.

The Grievance Procedure set forth herein is designed to preserve harmony and friendly relations between the County and its employees. Furthermore, the Grievance Procedure provides a just and equitable method for the resolution of grievances without discrimination, coercion, restraint, or retaliation against those employees who submit, consider submitting, or are involved in a grievance procedure.

This Article shall not be used to change any portions of the Agreement or the PRR.

A grievance is defined to be any disagreement concerning the interpretation or application of the specific and expressed provisions or terms of County policies, collective bargaining agreements, or the PRR not relating to discipline.

Employees, or their representative, may withdraw a grievance at any time during this Grievance Procedure. Such withdrawal shall be indicated on the Grievance Form.

Any time limitations for this Article may be waived or extended in writing by mutual agreement of the parties involved.

Employees choosing to file a grievance are to complete a Grievance Form. When filling out the form, the following information must be stated with reasonable clarity:

- A. Nature of the grievance,
- B. Act or acts of commission or omission,
- C. Date of the act or acts,
- D. Identity of the party or parties who claim to be aggrieved,
- E. Identify of the party or parties alleged to have caused the grievance,
- F. Specific provisions of the PRR, County policies, and collective bargaining agreements that are alleged to have been violated, and
- G. Remedy sought.

Grievances shall be processed in the following manner:

Step 1: Aggrieved employees shall present the Grievance Form to their Department Head within 15 calendar days from the date on which they

became aware of or should reasonably have been aware of the incident giving rise to the grievance.

The Department Head shall address the nature of the grievance and note the specific reason for accepting or denying the grievance by writing their response on the Grievance Form. The Department Head will return the signed form to the aggrieved employee within 15 calendar days. The Department Head will forward a copy of the completed form to the Human Resources Department to be placed in the employee's civil service personnel file.

Step 2: If satisfactory settlement is not reached under Step 1, aggrieved employees, or their representative, or the Department Head shall submit the Grievance Form to the Human Resources Director for appeal to the Personnel Policy Board. This submission must occur within 15 calendar days from the date the employee receives the Department Head's response in accordance with Step 1.

The Board shall hold a Hearing on the matter within 30 calendar days, insofar as a quorum can be achieved, after receipt of the grievance by the Human Resources Director. Refer to *Rule 1: General Provisions, Regulation 5: Personnel Policy Board Hearings* for specific details.

The decision of the Board shall be final and binding on all parties; however, this does not prevent either party from pursuing further actions as allowed for by law.

SECTION 3. When an employee elects to process a grievance without an F.O.P. representative, as is his or her right, the F.O.P. shall have the right to intervene and become a party to the proceedings. Any adjustment of grievance between the employer and an employee not choosing to be represented as assisted by the F.O.P. must be consistent with the terms of this Collective Bargaining Agreement.

SECTION 4. Employees may be dismissed for cause. The Department Head may dismiss an employee in his department by delivering a written statement to the employee concerned. The notification shall indicate the reason for the action and the date the dismissal is effective. If the Department Head wishes to make the action immediate, the employee may be placed on leave with pay pending the delivery to the employee of the written communication addressing the dismissal. An employee who is dismissed has the option to file a disciplinary appeal pursuant to the Sarpy County Personnel Rules and Regulations Disciplinary Appeal Procedure, also found in Article 8, Section 3 of this Agreement. The termination letter will be placed in the employee's personnel file.

SECTION 5. The Department Head or designee shall notify the President of F.O.P. Lodge No. 3 immediately after receiving a grievance from a member of the F.O.P. Communications Bargaining Unit.

## ARTICLE 6

### EMPLOYEE RIGHTS

SECTION 1. No employee shall be disciplined without the element of just cause.

SECTION 2. The Department Head or designee reserves the right to conduct internal investigations to uncover the facts in each case but expressly agrees to carefully guard and protect the rights, privacy and dignity of accused personnel. Employees shall fully cooperate with an investigation and shall not withhold any information that may be relevant to the investigation.

SECTION 3. In conducting internal investigations the Department Head or designee will not knowingly commit any act which deprives the employee of any statutory or constitutional rights or privileges.

SECTION 4.

- A. In order to justify investigations by the County, citizens' complaints must be verified in person or signed by the person making the complaint. In no event will a citizen's complaint taken over the telephone without verification of the identity of the caller be the basis for discipline against an employee.
- B. Only sustained findings may be inserted in personnel records. Unfounded findings will not be inserted into the permanent Personnel record, or referred to in performance evaluations.
- C. When an employee is questioned or interviewed concerning a complaint or allegation, the employee will be informed prior to the interview of the nature of the investigation and to whether he/she is the subject of the investigation or a witness in the investigation.
- D. Interviews and questioning of employees will be conducted in a professional manner. Statements from employees will not be taken in a coercive manner. Dishonesty during an investigation shall be considered just cause for discipline, up to and including discharge in the County's discretion in accordance with this Agreement.
- E. Employees who are the subject of a disciplinary investigation shall, upon request, (i) have the right to union representation or, if the employee so chooses, designated legal counsel, and (ii) shall receive a copy of their written or recorded statement at no cost to the employee no less than 24 hours prior to their "Loudermill" hearing. See "*Loudermill v. Cleveland Board of Education*, 470 U.S. 532 (1985)."
- F. Upon conclusion of an investigation, the employee who has had prior notification of an internal investigation shall be notified in writing of the disposition of the case.

- G. The County and the F.O.P. shall not make any press release regarding any internal investigation.

SECTION 5. Employees shall comply with all existing work rules, provided that the rules the employees believe are in conflict with the terms of this Agreement or situations in which the rules are not being uniformly applied may be grieved by the employee; however, the employee will comply with such rules until they are found, through the grievance procedure, to be conflicting or inappropriately applied, except in those situations in which the employee reasonably believes there to be an immediate and substantial safety hazard.

SECTION 6. Performance Evaluations. If the County or Department Head or designee decides to conduct performance evaluations of employees, such evaluations shall be conducted on a regular basis and fairly and adequately cover the duties and responsibilities of each employee. In that event, the employee will be provided with a copy of the evaluation used and the County agrees to discuss with the employee all terms contained in such evaluation. The employee shall have the right to add pertinent information or brief comments to any evaluation and to have such comments or information attached to such evaluation within ten (10) calendar days of receipt of said evaluation.

SECTION 7. Personnel Files.

- A. The personnel file documents required for operations shall be maintained in the Human Resources Department, accessible to the Department Head when necessary. Every employee may, during his/her non-duty hours and during regular office hours of the Human Resources Department, inspect his/her file at either office and shall be allowed to make copies of anything contained therein. All disciplinary action and documentation issued by the Department Head will state the reason for the documentation and the action to be taken by the employee to ensure the violation does not reoccur. Such documentation will be signed and dated by the affected employee and submitted to the employee's file. Employees have no right to refuse to sign a disciplinary notice to verify their knowledge when asked to do so, but their signature shall not be an admission of guilt. Full disclosure of all documentation will be provided upon written request by the affected employee. Sarpy shall have sole responsibility to ensure the employee's files are complete upon request for inspection by an employee.
- B. Any employee shall have the right to respond in writing to any adverse comment or incorrect information contained in his/her personnel file, and such comments shall be kept in the employee's personnel file as long as the challenged comment or information remains in the file.
- C. No documentation reflecting performance or conduct problems shall be placed in an employee's personnel file without the signature of the employee verifying knowledge of the existence of such information.
- D. The County agrees that pre-employment background investigations and psychological evaluations will be kept confidential and will not be deemed

part of the employee's personnel file. The County further agrees that performance evaluations performed on any employee will be maintained on a confidential basis with access available only to the employee, the employee's supervisor and authorized members of the Human Resources Department staff.

- E. Any documentation representing disciplinary action will be removed from the employee's file after the time periods listed below but shall remain active for progressive discipline and promotion evaluation purposes for these time periods.

Documented Verbal Reprimand	6 months (1 <sup>st</sup> incident), 1 yr (2 <sup>nd</sup> )
Written Reprimand	2 Years
Suspension	4 Years
Demotion	Permanent
Termination	Permanent

It shall be the employee's responsibility, after the appropriate time, to request the removal of any inactive documentation. Any documentation representing disciplinary action that becomes inactive shall be removed from the employees' file after the time period listed above and placed in the employee's inactive discipline file. In the event of a recommended termination any previous disciplinary action even if inactive as outlined above may be taken into consideration.

## **ARTICLE 7**

### **MANAGEMENT RIGHTS**

SECTION 1. Except where limited by expressed provisions elsewhere in this agreement, nothing in this agreement shall be construed to restrict, limit or impair the rights, powers and the authority of the employer as granted it under the laws of the State of Nebraska.

SECTION 2. The F.O.P. acknowledges the concept of inherent management rights. These rights, powers and authority of the County include, but are not limited to, the following:

- A. The right to determine, effectuate and implement the objectives and goals of the County.
- B. The right to manage and supervise all operations and functions of the County.
- C. The right to create, establish, allocate, schedule, assign, modify or discontinue any County function, operation or department or any position or work shift.

- D. The right to establish, modify, change and discontinue work standards.
- E. The right to hire, examine, classify, promote, train, transfer, assign and retain employees, and the right to suspend, demote, discharge or take other disciplinary action against employees, for just cause, and to relieve employees from duties due to lack of work or funds.
- F. The right to increase, reduce, change, modify and otherwise alter the composition and size of the work force.
- G. The right to adopt, modify, change, enforce or discontinue existing rules, regulations, procedures and policies not in direct conflict with any provisions of this agreement.

## **ARTICLE 8 DISCIPLINE AND DISCHARGE**

SECTION 1. Employees required to attend disciplinary meetings which involve a contemplated change in pay status and tenure will be provided due process, notified at the outset of the meeting of the purpose for the meeting, and shall have the right to be represented by the F.O.P. or the F.O.P's designated legal counsel, in the discretion of the F.O.P.

SECTION 2. Progressive Discipline Policy  
Disciplinary action may include any of the following, depending on the severity of the offense and the employee's work history:

**Verbal** - A verbal reprimand shall be administered by the employee's supervisor. Verbal reprimands shall be documented in writing and shall indicate those present for the reprimand, the purpose of the reprimand, the date the reprimand took place, the corrective action recommended and further disciplinary action which may be taken if the violation reoccurs.

**Written Reprimand** - A written reprimand is a documented written correspondence issued by the Department Head. The reprimand will state the action that caused the reprimand to be issued, what corrective action must be taken by the employee to ensure the violation does not reoccur and further disciplinary action which may be taken if the violation does reoccur. The employee will receive a copy of the written reprimand.

**Suspension with Pay** - The Department Head may suspend an employee with pay for a period of time pending the outcome of an investigation into a complaint. The Department Head shall notify the employee in writing of the reasons for the action and the number of days of suspension, corrective action which must be taken by the employee to ensure the violation does not reoccur and further disciplinary action which may be taken should the violation reoccur.

**Suspension without Pay** - The Department Head may suspend an employee without pay for no more than 20 working days. This type of suspension shall have no impact on the County's contribution to the employee's insurance benefits. The Department Head shall notify the employee in writing of the reasons for the action, the number of days of suspension, corrective action which must be taken by the employee to ensure the violation does not reoccur and further disciplinary action which may be taken should the violation reoccur.



**Demotion** - The Department Head may demote an employee in grade/position. The employee shall be notified verbally and in writing. The notification shall indicate the reason for the action, the effective date of the action and any further disciplinary action which may be taken should the violation reoccur.

**Dismissal** - The Department Head may dismiss an employee under his/her jurisdiction by delivering a written statement to the employee concerned. The notification shall indicate the reason for the action and the date the dismissal is effective. If the Department Head wishes to make the action immediate, the employee may be placed on leave with pay pending the delivery to the employee of the written communication addressing the dismissal.

SECTION 3. Employees may appeal directly to the Personnel Policy Board the following actions:

- A. Receipt of three (3) written reprimands, involving the same subject matter, within a 12 consecutive-month period,
- B. Suspension,
- C. Demotion for cause, and
- D. Dismissal.

Employees shall present their Appeal Form to the Human Resources Director within 15 calendar days from the date on which they became aware of or should have reasonably been aware of the incident giving rise to the Appeal.

The Personnel Policy Board shall hold a Hearing within 30 calendar days, insofar as a quorum can be established, in accordance with *Rule 1: General Provisions, Regulation 4: Personnel Policy Board Hearings*.

The decision of the Board shall be final and binding on all parties; however, this does not prevent either party from pursuing further actions as allowed for by law.

Any time limitations provided under this Regulation may be waived or extended in accordance with *Rule 1: General Provisions, Regulation 5: Personnel Policy Board Hearings*.

SECTION 4. Disciplinary action limitations. An employee shall not have a disciplinary action imposed more than once for a single incident; however, discipline for each additional act of the same or similar nature may be imposed.

SECTION 5. Unless otherwise specifically provided in this Agreement, both parties shall follow the provisions of the rules and regulations of the Sarpy County Communications Center in effect at the time of the infraction with regard to any disciplinary action taken against an employee.

SECTION 6. When an employee is being questioned about possible criminal matters and it has been officially determined that any self-incriminating statements that the member makes will not be used against him/her in a criminal prosecution, "Garrity" warnings will be given to the employee. See "Garrity v. New Jersey, 385, U.S. 493 (1967)".

## **ARTICLE 9**

### **SENIORITY**

SECTION 1. Seniority, as it applies to full-time employees, will be based on continuous length of service with the Communications Department without a break or interruption, provided that any suspension for disciplinary purposes, absence on authorized leave with pay or layoff for thirty (30) calendar days or less shall not constitute a break or interruption of service within the meaning of this section.

An approved FMLA ("Family Medical Leave Act") absence or an absence in compliance with USERRA shall not constitute a break in service.

SECTION 2. Seniority as it applies to shift bidding shall be based on continuous length of service within a specific classification.

SECTION 3. Seniority relative to bidding for duty shift shall be based on the most recent period of uninterrupted service with the Communications Department in that particular classification.

SECTION 4. A list of employees arranged in order of seniority shall be maintained and made available for examination by employees by the Department Head or designee, provided that the seniority list be revised and updated at the end of each fiscal year. A copy of the same shall be transmitted to the F.O.P. President.

SECTION 5. Where two (2) or more employees in the same classification are appointed or promoted on the same date, their seniority standing shall be determined by the employees' original date of hire.

SECTION 6. Seniority as it applies to vacation accrual is based on continuous length of service.

## **ARTICLE 10**

### **LAYOFFS**

SECTION 1. Whenever a reduction in work force becomes necessary, layoffs shall be made on the basis of classification seniority. The employee lowest on the

classification seniority list shall be the first laid off and the last to be recalled. The F.O.P. shall be notified in advance of any anticipated layoff to allow the F.O.P. to work closely with the County and/or the Department Head to correctly align the determining conditions of the layoff.

- SECTION 2. If employees are to be laid off, a fourteen (14) day written notice shall be given prior to the date when their services shall no longer be required.
- SECTION 3. No full-time employee shall be laid off from any classification while there are provisional, probationary, part-time, or seasonal employees working in the same classification.
- SECTION 4. In the event that an employee becomes subject to layoff in his/her particular classification, and is qualified to perform duties in a lower classification, he/she shall be permitted to take a position in the next lower classification at that classification's rate of pay that is closest to the employee's current rate of pay. In such event, the junior employee in the lower classification is subject to layoff.
- SECTION 5. In the event that an employee becomes subject to layoff in his/her particular classification and a vacancy exists in a position of lower classification for which he/she is qualified, he/she may, with the approval of the Department Head, be appointed to such position in a lower classification on the basis of his/her seniority.
- SECTION 6. The names of employees who have been laid off shall be placed on a layoff list maintained by the Communications Department for a period not to exceed one year. The Communications Department shall recall in the reverse order of the layoff, provided such employees are otherwise qualified and immediately capable of performing all of the essential functions of the position. No new employees will be hired by the Communications Department as long as there are employees laid off who have seniority, and who are immediately capable of performing all of the essential functions of the position.
- SECTION 7. Where an employee has accepted a position in a lower classification by virtue of Sections Four (4) or Five (5) hereof, he/she shall be recalled to his/her former position when the same becomes available in the reverse order of reduction.

## **ARTICLE 11**

### **NON-DISCRIMINATION**

- SECTION 1. The parties hereby agree not to discriminate on the basis of any protected class under federal, state, or local law.

SECTION 2. The parties hereby agree that no officers, agents, representatives, members or anyone connected with either party shall in any manner intimidate, coerce, restrain or interfere with the rights of employees to form, join or assist labor organizations or to refrain from any of these activities, including the right of employees to withdraw, revoke or cancel F.O.P. membership.

## ARTICLE 12

### OUTSIDE EMPLOYMENT AND EMPLOYEE DUTIES

SECTION 1. Employees may be entitled to engage in outside employment with the prior written approval of the Department Head or designee provided that the duties of the outside employment do not constitute a conflict of interest nor conflict with an employee's job performance with the County. Prior to engaging in outside employment, employees must submit a "Secondary Employment Request" form (available on the Intranet) to the Department Head outlining the place of employment, the duties required and the hours of work.

## ARTICLE 13

### LEAVE PROVISIONS

SECTION 1. Vacation Leave. Full-time employees shall be granted annual leave with pay in the following amounts per year:

- A. No vacation shall be taken until the employee has completed six (6) months of service. Upon completing six (6) months of service **through one (1) year of service**, the employee shall be granted 3.692 hours of vacation per pay period. (96 hours)
- B. **Beginning** year two (2) through five (5) continuous years - 4.00 hours per pay period. (104 hours)
- C. **Beginning** year six (6) through nine (9) continuous years - 4.923 hours per pay period. (128 hours)
- D. **Beginning** year ten (10) through fourteen (14) continuous years - 5.923 hours per pay period. (154 hours)
- E. **Beginning** year fifteen (15) through nineteen (19) continuous years – 6.923 hours per pay period. (180 hours)
- F. **Beginning** year twenty (20) through twenty-four (24) continuous years – 7.154 hours per pay period. (186 hours)

- G. **Beginning** year twenty-five (25) through twenty-nine (29) continuous years - 7.538 hours per pay period. (196 hours)
- H. Upon completing thirty (30) continuous years – 8.077 hours per pay period. (210 hours)
- I. Regular part-time employees shall accrue vacation leave at the “hours per pay period” level associated with their years of service for every eighty (80) hours worked.
- J. Temporary employees shall not receive accumulation of sick, vacation, or holiday benefits.

Any employee who has resigned or has been separated or dismissed shall be entitled to and shall receive all accrued vacation leave computed on the basis of the compensation plan in effect on the last day of employment.

Vacation working days may be taken at a minimum of one (1) hour and a maximum of thirty (30) working days' vacation at one time.

When vacation time is taken in increments of two (2) consecutive work days, and when requests for vacations are received between fifteen (15) calendar days and six (6) months in advance, then such vacation requests will not be unreasonably denied by the Assistant Director or designee at the time.

Absence without pay will not affect the crediting of vacation leave to any employee continuing in service unless such leave exceeds forty (40) hours in a thirty (30) day period. If absent without pay more than forty (40) hours but less than one hundred twenty (120) hours, an employee will earn one-half (1/2) of the vacation to which he/she is entitled. If absent more than one hundred twenty (120) hours, no vacation will be earned for that thirty (30) day period.

Regularly scheduled days off and holidays occurring during vacation leave shall not be charged against vacation leave.

Employees who are ill during their vacation leave will not be permitted to exchange sick leave for vacation leave, unless substantiated by health care provider documentation or as required by law.

An employee will cease to accumulate vacation time once the cap of 360 hours is met. Whenever an employee with 360 hours of accumulated vacation drops under 360 hours, they will restart accumulating vacation leave, per the vacation leave schedule, until reaching 360 hours.

Seniority will apply only to those requests made more than sixty (60) calendar days in advance of requested leave date(s). When applying for vacation leave, an employee's request MAY be "bumped" prior to sixty (60) calendar days before the requested leave

date(s). After employees requests have reached the sixtieth (60<sup>th</sup>) day prior to commencement of said leave, their requests may no longer be "bumped" by seniority.

Should two or more employees request vacation leave for the same date(s) and if the request were made less than sixty (60) calendar days prior to commencement, the first employee to request vacation leave will have preference.

**SECTION 2. Jury Duty or Election Service.** When an employee is summoned for jury duty by a court of competent jurisdiction or for election board duty, and that employee's attendance is required during his/her regularly scheduled duty shift with the employer, he/she shall receive his/her regular pay from the employer during such service. The employee shall be required to turn over to the employer any compensation received for such jury duty or election service. Employees performing that service in Sarpy County shall sign a waiver of payment for jury duty or election service.

**SECTION 3. Military Training Leave.** The department will grant military leave to any employee who is a member of the National Guard or any organized military reserve of the United States who is ordered to attend a period of active duty training. Military leave with pay will not exceed fifteen (15) days in any one (1) calendar year. If the amount of the military leave requested exceeds fifteen (15) days in any one (1) calendar year, a request for vacation, compensatory time or a leave of absence without pay will be submitted.

For military leave during the first fifteen (15) days in any one (1) calendar year, the employee shall receive his/her regular county pay and the compensation received for active duty training.

The employee requesting military leave shall notify his/her supervisor in writing immediately upon notification of orders to attend training or duty.

#### **SECTION 4. SICK LEAVE**

The purpose of sick leave is to provide a benefit to those eligible County employees who are unable to attend work due to short-term illness or injury. It may also be used in conjunction with a long-term medical leave of absence to provide some measure of income protection for extended illness or disabilities.

Definition - Sick leave will be considered for a bona fide illness or injury, except illness or injury arising out of and in the course of County employment.

#### **Accrual and Accumulation**

1. From July 1, 2015 through August 31, 2015, full-time employees will accrue sick pay benefits at a rate of 4.615 hours per payroll period (120 hours per year). Beginning September 1, 2015 full-time employees will accrue sick pay benefits at a rate of 4.307 hours per payroll period (112 hours per year).

2. A maximum of 1040 hours of sick leave may be accumulated.
3. Part-time employees will accrue sick pay benefits at a rate of 4.307 hours for each eighty (80) hours worked, not including overtime hours.
4. Sick leave shall not be accrued by temporary employees.

## General Procedure

Sick leave will be considered for a non-work-related, bona-fide illness or injury. Employees will be entitled to utilize sick leave for medical and dental care, treatment of drug or alcohol addiction, injury, pregnancy or sickness which renders an employee incapable of performing his or her required job duties or for exposure to contagious disease under circumstances in which the health of other employees or the public would be endangered by the employees attendance on duty.

Employees may utilize their sick time in order to keep medical or dental appointments.

Employees may utilize their sick time for the illness of his or her immediate family (Spouse, child(ren), mother/father, and parent-in-law) where the employee's attendance is required. Only forty (40) hours per fiscal year of the Employee's sick time may be used for immediate family members living outside the home.

Sick leave may be used in increments of  $\frac{1}{4}$  (15 minutes) of an hour.

Sick leave will not be granted if the employee is absent due to a disability arising out of and in the course of their employment as governed by the provisions of Workmen's Compensation Laws. SEE WORKER'S COMP. POLICY.

When unable to report to work, the employee must notify his/her immediate on duty supervisor in accordance with Standard Operating Guidelines, except in an obvious emergency. During absence due to illness, the employee must notify his/her Center Supervisor daily of their progress and expected date of return.

Sick pay will be paid only for approved absences and for time when the employee would normally be scheduled for work.

Employees on non-FMLA sick leave for three (3) consecutive workdays must submit a physician's certificate in order to receive sick pay, unless waived by the department head. The cost, if any, of the certificate shall be paid by the employee. For a lesser period of absence, the department head may, at his or her discretion, require evidence of illness from a physician for other reasons, as defined by this section.

Non-worker's compensation illness or injury or illness or injury caused by the employee's own misconduct, intentional self-inflicted injury or gross negligence shall not be the basis of any paid sick leave.

Sick leave shall not be used as vacation leave.

Sick leave may be denied when the County has facts showing employees are abusing their sick leave. Sick leave shall not be used for any other purpose than outlined in this Agreement or may be subject to discipline.

Upon written request with approval, vacation pay may be used to continue compensation during non-FMLA illness when all sick pay has been exhausted.

For employees with less than ten (10) years of service upon separation from service (except for dismissal for disciplinary cause), such employee shall be paid one-fourth ( $\frac{1}{4}$ ) of his/her accumulated sick leave up to a maximum of two hundred (200) hours.

For employees with ten (10) or more years of service upon separation from service (except for dismissal for disciplinary cause), such employee shall be paid one half ( $\frac{1}{2}$ ) of his/her accumulated sick leave up to a maximum of four hundred (400) hours.

Under each case, such amounts shall be paid at the rate of payment based upon the employee's regular rate of pay at the time of separation.

Any employee who has accumulated more than eight hundred (800) hours of sick leave may convert once per fiscal year such excess at a ratio of two (2) hours of sick leave to one (1) hour of vacation leave. Up to a maximum of 160 hours of sick leave may be converted to a maximum of 80 hours of vacation or pay. If an employee has reached the vacation accumulation maximum of 320 hours, then an employee may only convert sick leave to pay and not vacation time.

An employee on a leave of absence without pay will not earn sick leave benefits until they return to a paid status.

#### Restricted Duty

The Department Head may allow an employee to return to work on a restricted duty basis if the employee has a physician's statement that releases the employee with limitations and/or restrictions. The restricted duty policy will be in accordance with the following criteria:

1. If there is a restricted duty position or work duties available within the classifications covered by this agreement that satisfies the restrictions set forth by the physician, the employee will be assigned to said position or duties.
2. Restricted duty is not meant to be a permanent work arrangement. Therefore, an employee will be placed in a restricted duty position for a period of time equal to the shorter of, (a) the time the employee remains under a physician's restricted release, or (b) the light duty job is no longer available.



If an employee remains on restricted status following the completion of thirty (30) calendar days of light duty, his/her health condition will be evaluated to determine whether or not further light duty is appropriate. Preferences for restricted duty positions shall be given to employees whose medical conditions are work related.

SECTION 5. Job-Related Injuries. Employees are covered by Worker's Compensation as provided by the law of the State of Nebraska. When an Employee under this agreement is entitled to Worker's Compensation benefits, other than medical, surgical and hospital services as defined by law, that Employee shall be eligible for a supplemental payment by the County if they are injured in a violent incident while at work. The supplemental payment shall be in an amount equal to the difference between the average weekly wage, as calculated for Worker's Compensation purposes, and the amount of the weekly Worker's Compensation benefit the Employee receives. Such compensation shall continue for as long as said Employee receives Worker's Compensation, or until lump-sum payment is agreed upon and approved by order of a court of competent jurisdiction.

Upon the approval of a lump sum settlement by a court of competent jurisdiction, the County is not obligated to supplement such payment in any way.

The Employee shall not be entitled to a supplemental payment under this section in an amount that, when added to any Worker's Compensation Benefit and/or any wage or salary compensation received from the Employer, would result in the Employee receiving total compensation greater than the average weekly wage for the applicable period of time.

SECTION 6. Leave of Absence Without Pay (Non-FMLA). A leave of absence without pay of up to one year, for good cause shown, may be granted at the discretion of the Department Head. When a leave of absence is granted, all accumulated sick, vacation, and compensatory time off, if any, will be frozen and the employee will not continue to accrue these benefits.

If the leave of absence is greater than thirty (30) calendar days, the effective leave date will be retroactive to the first day of work absent. All longevity, step increases and vacation accrual dates will be adjusted based on the hours the employee was absent without pay. If the leave of absence is less than thirty (30) calendar days, no adjustments will be made.

Insurance benefits may be maintained according to the provisions outlined by Federal COBRA regulations.

SECTION 7. Funeral Leave. Funeral leave of up to five (5) consecutive working days will be granted for the attendance and bereavement at the funeral of the following current family member group: spouse, parent, sibling, or child related by blood, marriage or adoption.

Funeral leave of up to four (4) consecutive working days will be granted to employees for the attendance and bereavement at the funeral of the following current family member group: grandparent, grandchildren, parent-in-law, son-in-law or daughter-in-law.

Funeral leave of one (1) working day will be granted to employees for the attendance and bereavement at the funeral of the following current family member group: aunts, uncles, nephews, nieces and the following current in-laws: grandparent, sister or brother.

In addition, at the discretion of the Department Head or designee, additional days of funeral leave may be granted. Further, in addition, the employer may, at his/her discretion, grant one (1) additional day if travel of more than three hundred (300) miles to the funeral site is involved.

If an employee wishes to attend the funeral of a relative not listed above, the employee should request use of vacation and/or compensatory time to be granted at the discretion of the Department Head or designee pursuant to Article 13 of this agreement.

Notification to the Department Head or designee shall be given by the employee as soon as possible prior to the leave.

SECTION 8. Family and Medical Leave Act (FMLA). Employees requesting leave under the Family and Medical Leave Act (FMLA) should refer to the provisions outlined under the Sarpy County Family Medical Leave Policy.

## **ARTICLE 14**

### **HOLIDAYS**

SECTION 1. The following and, in addition, any other days that may be designated by the County, are paid holidays for employees:

New Year's Day	Veteran's Day
Martin Luther King Day	Thanksgiving Day
President's Day	Day after Thanksgiving
Memorial Day	Christmas
Independence Day	Floating Holidays (2)
Labor Day	

Upon the written request by the employee and only when that request does not create an overtime situation that can be foreseen at that time, a Floating Holiday may be granted by the Department Head/Assistant Director.

SECTION 2. Whenever a holiday falls on a Sunday, the following Monday shall be observed as the holiday. Whenever a holiday falls on a Saturday, the preceding Friday shall be observed as the holiday.

Effective July 1, 2015, when New Year's Day, Independence Day, Veterans Day and Christmas Day falls on a Sunday, those employees scheduled to and who actually work on those days shall be entitled to pay in accordance with Section 3 of this Article. Those employees not scheduled to work on the Sunday shall be entitled to pay in accordance with Section 4 of this Article. Employees called in to work on those days shall be entitled to pay in accordance with Section 3 of this Article. No additional holiday pay will be paid for the Monday following the Sunday holiday for these individuals.

SECTION 3. All work performed on the observed holidays shall be compensated at the rate of two and one-half (2-1/2) times the regular rate for the actual number of hours worked on such holiday.

SECTION 4. Whenever a holiday occurs during a full-time employee's regularly scheduled day off, such employee shall receive compensation for the holiday on the basis of eight (8) hours of pay at regular time. Part-time employees will not receive compensation if a holiday occurs during their regularly scheduled day off.

SECTION 5. Whenever an observed holiday falls during an employee's authorized leave, such observed holiday shall not be charged against the employee's authorized leave, provided that the employee shall not be compensated for the observed holiday in accordance with Section four (4) of this Article.

SECTION 6. Employees who are absent without leave on the work day immediately preceding or following the observed holiday shall not be entitled to holiday pay or other provisions of this Article.

SECTION 7. Employees may elect to receive compensatory time off instead of holiday pay as provided in Article 20, Section 7 of this Agreement.

SECTION 8. Employees electing holiday pay shall be paid no later than the next pay period available following the holiday.

## **ARTICLE 15**

### **PROMOTIONS/DEMOTIONS/VACANCIES**

SECTION 1. All promotions of employees of the Communications Department to fill existing positions within the Department shall be posted and selection shall be made as needed and from the ranks of such employees in accordance with the Personnel Rules and Regulations.

SECTION 2. Promotional examinations for the rank of Senior and Lead Radio Dispatcher shall be given as needed.

SECTION 3. An employee who is promoted shall receive a minimum of 5% increase in pay and shall go to the pay level that meets this requirement.

SECTION 4. Whenever an employee is demoted to a position for which he/she is qualified, he/she shall receive a rate of pay in the lower salary range which provides for the smallest decrease in pay if the action is not for cause, or any appropriate rate in the range if the action is for cause as determined by the Department Head.

SECTION 5. Vacant positions due to resignation, promotion, retirement, death, demotion or discharge shall be filled no later than ninety (90) calendar days from the date the vacancy occurred, unless the position is eliminated before any vacancy is announced. The ninety (90) day period may be extended upon mutual agreement between the Department Head and the F.O.P.

## **ARTICLE 16**

### **SAFETY COMMITTEE**

Employees with safety related concerns shall discuss their concerns and recommendations for improvements with the Department Head or the F.O.P. Safety Committee.

## **ARTICLE 17**

### **F.O.P. BUSINESS**

SECTION 1. F.O.P. Officials, as determined by the F.O.P. President, shall be granted leave from duty with full pay for the purpose of negotiations and administration of this Agreement. Administration of the Agreement shall be defined as grievance proceedings, discipline meetings, language interpretation, meetings with departmental employees and individuals associated with this Agreement. The Department Head shall be notified of all leave granted and not more than two F.O.P. members shall be granted leave for the above mentioned functions at the same time (Only when minimum staffing will allow).

SECTION 2. F.O.P. officials may be granted leave with pay for the purpose of attending F.O.P. meetings, conventions, educational conferences, or conducting F.O.P. business, when it has been determined by the Communications Director or his/her designee that such absences will not hinder the effective operation of the Communications Department. Such leave shall be contingent upon written request by the F.O.P. and approval by the Communications Director or his/her designee no less than one week in advance of the requested leave dates.

Such paid leave shall not exceed twenty-four (24) hours per fiscal year for the entire F.O.P.

## **ARTICLE 18**

### **UNIFORMS AND EQUIPMENT**

SECTION 1. Upon successful completion of the introductory training program, all Communications Employees shall wear a designated uniform and can receive an allowance of up to six hundred sixty dollars (\$660.00) annually upon the substantiated claim for the purchase and maintenance of work related clothing and equipment.

The Assistant Director will make available to employees a list of authorized uniform vendors that have agreed to direct bill the County for approved uniform items for the employees of the Communications Center.

After receiving the maximum annual reimbursement, receipts will be carried forwarded and applied to the subsequent fiscal year's clothing allowance. These carried over receipts may only be forwarded after the subsequent fiscal year commences.

SECTION 2. The County shall provide replacement articles as necessary for damage to or loss of clothing, equipment or personal items occurring while in the performance of duties. Requests for reimbursement shall be submitted in writing and accompanied by proper documentation. Personal property claims will be reviewed by the Department Head or designee and will be paid or denied on the basis of reasonableness.

If there is a separation of employment, any final reimbursement shall be issued in accordance with the Department's Standard Operating Guidelines.

## **ARTICLE 19**

### **HOURS OF WORK**

SECTION 1. The number of hours that constitute a day's work will vary depending on shift length but will usually be eight, ten or twelve hours. The number of calendar days that constitute a work week shall consist of forty (40) hours, and one pay period shall consist of two (2) calendar weeks. All hours worked and all paid leave hours will be included in the computation of overtime. The Department Head or designee will discuss with the F.O.P. before altering shift length or establishing new hours of work.

SECTION 2. Employees of the Communications Department may be required to attend training time other than scheduled duty time. For full-time employees this time

shall be compensated for a minimum of two (2) hours at the rate of time and one-half (1 1/2) the regular rate of pay, or one and one-half (1 1/2) times the regular rate of pay for the actual number of hours worked, whichever is greater. Part-time employees shall be compensated at their regular rate unless the training time causes the employee to exceed forty (40) hours for the week.

SECTION 3. An employee shall be allowed a sixty (60) minute lunch period during an eight (8) hour shift. During a twelve (12) hour shift, an employee shall be allowed a sixty (60) minute lunch period, along with one fifteen (15) minute break in the first half of the shift and one fifteen (15) minute break in the latter half of the shift. When austere manning or duty restrictions prevent an employee from being granted a sixty (60) minute lunch period, the employee may opt for the sixty (60) minutes or any portion thereof to be applied to compensatory time off. The Department Head shall retain the right to impose restrictions and limitations in those periods when an employee's absence for a lunch period would jeopardize or otherwise detract from the efficient operation of the Department.

SECTION 4. The County and the FOP recognize that there are currently four shifts in place: two (2) day shifts – 0600 to 1800 (“A” and “B” shifts) and two (2) night shifts – 1800 – 0600 (“C” and “D” shifts). Both parties agree that two (2) additional crossover shifts – 1400 – 0200 (“E” and “F”) shall be created and remain in place at the discretion of the Director.

At the sole discretion of the Department Head, each shift designated may be varied not to exceed two (2) hours, provided the employees affected are given a minimum of twenty-four (24) hours' notice prior to the change of hours for the shift. No employee shall be allowed to work more than 16 hours at one time and a minimum of at least eight (8) hours off must be taken before returning to work.

SECTION 5. Employees must submit bids in order to determine shift assignments for the shifts designated in Section 4 of this Article. Such bids shall be assigned based on seniority as defined in Article 9 of this agreement and the shift assignments shall become effective on the last Sunday in August and the last Sunday in February of each year. The Department Head and the F.O.P. shall establish the time period and procedures for bidding and scheduling days off.

SECTION 6. Any vacancy or vacancies occurring in a shift or shifts between the scheduled changes in Section 5 of this Article may be filled by assignment of the Department Head, provided the employee(s) affected are given a minimum of twenty-four (24) hours' notice prior to the change of hours and such assignment is in accordance with Section 5 of this Article.

SECTION 7. Employees shall be allowed to trade shifts during the six month shift bid period when approved in advance and in writing by the Department Head. Trades will be approved in the sole discretion of the Department when the trade will not compromise the operational effectiveness of the Department.

SECTION 8. During an emergency as declared by the Department Head, an employee's shift, hours and duties may be established at the discretion of the Department Head.

SECTION 9. The Department Head may assign certain employees to stand-by duty which requires the employee to remain in contact with the Communications Department.

## **ARTICLE 20**

### **OVERTIME, CALL-BACK, AND STAND-BY PAY, AND COMPENSATORY TIME OFF**

SECTION 1. OVERTIME PAY. Full-time employees shall be compensated at one and one-half ( $1\frac{1}{2}$ ) times their regular rate for hours worked on a particular shift in excess of the usual shift or in excess of forty (40) hours per week. Part-time employees shall only be compensated at one and one-half ( $1\frac{1}{2}$ ) times their regular rate of pay for hours worked in excess of forty (40) hours per week. Overtime must be approved by the Department Head or designee.

SECTION 2. CALL-BACK PAY. If a full-time employee is called to duty during his/her off-duty time and such time does not coincide with his/her scheduled tour of duty, such employee shall be paid for a minimum of two (2) hours at the rate of time and one-half ( $1\frac{1}{2}$ ) the employee's regular rate of pay, or one and one-half ( $1\frac{1}{2}$ ) times the employee's regular rate of pay for the actual number of hours worked, whichever is greater.

If the employee stays after the end of the shift, the time worked is not considered Call Back Pay and the employee shall only be compensated for the actual time worked. This also applies should an employee be called to court before or coinciding with the end of the employee's duty shift.

An employee assigned to be on-call shall be paid one and one-half ( $1\frac{1}{2}$ ) hour of regular pay or compensatory time for each twelve (12) consecutive hours on-call or any fraction thereof on a prorated basis.

SECTION 3. Exceptions to the foregoing are contained in Article 19, Section 7 of this agreement.

SECTION 4. In calculating overtime pay, overtime compensation will be rounded to the nearest quarter ( $\frac{1}{4}$ ) of an hour in all situations. For example, if an employee works seven (7) minutes past the end of his/her shift, he/she will not receive any compensation. If an employee works eight (8) minutes past the end of his/her shift, he/she will receive a quarter ( $\frac{1}{4}$ ) hour compensation. If an employee works twenty-two (22) minutes past the end of his/her shift, he/she will receive a quarter ( $\frac{1}{4}$ ) of an hour of compensation. If an employee works

twenty-three (23) minutes past the end of his/her shift, he/she will receive one-half (½) hour of compensation.

If an employee works more than forty-five (45) minutes and up to sixty (60) minutes of overtime, compensation will be one (1) hour of overtime.

SECTION 5. Overtime opportunities shall be distributed equally so far as it is practical and possible. Supervisors shall not monopolize any work hours to the detriment of other employees.

SECTION 6. COMPENSATORY TIME OFF. An employee may elect to receive compensatory time off or cash for overtime or holiday hours earned.

Should the employee elect to receive compensatory time, the employee shall have the right to accumulate three hundred and twenty (320) hours. After reaching and maintaining three hundred and twenty (320) hours, further overtime shall be compensated in cash. Compensatory time will be at the rate of one and one-half (1 ½) hours' time off to hours earned.

In the event the employee separates from employment with the County, the employee shall receive payment of accumulated compensatory time as outlined in the above paragraph.

SECTION 7. Under no circumstances shall an employee deny on-duty employees the opportunity for overtime compensation by voluntarily working without compensation.

## **ARTICLE 21**

### **ATTENDANCE IN COURT, CONFERENCES AND OTHER MEETINGS**

SECTION 1. Any employee required to attend as a witness or in any other capacity directly related to his/her official duties, any case pending in the Juvenile Court, County Court or District Court, or before any Grand Jury proceedings or in conferences with the County Attorney or their respective Assistants, or at any proceedings by any City, County, State or Federal Government or any of the subdivisions of agencies thereof, during off-duty periods, shall be entitled to overtime compensation at the rate of time and one-half (1 ½) his/her regular rate of pay for a minimum of two (2) hours or one and one-half (1 ½) times his/her regular rate of pay for the actual number of hours worked, whichever is greater.

When an employee is called as a witness in connection with the employee's official assigned duties, the employee shall not receive any witness fee in accordance with Department regulations.

SECTION 2. The Department Head or designee may require employees to attend meetings of the Department; provided that notice of such meetings is given at least three



(3) working days in advance of the required reporting time. Such time spent attending the meeting shall be paid in accordance with Section One (1) of this Article, except part-time employees shall not receive overtime compensation unless the hours cause the employee to exceed forty (40) hours in a week.

SECTION 3. Employees who are approved by the Department Head to attend training seminars, workshops, conferences or schooling outside the County shall be paid at their applicable rate of pay while in attendance at such functions and shall not be entitled to overtime, call-back, or holiday pay. Employees attending such functions within the County shall be entitled to the provisions of Article 14 and Article 20 of this agreement, except that employees may voluntarily attend such functions and waive increased compensation under Article 14 and Article 20 of this agreement.

SECTION 4. The Department Head or designee shall give all employees notice of any schooling or training available.

SECTION 5. Employees shall be entitled to the compensation as set out in Section One (1) of this Article pertaining to Notice of Court Hearing unless such employee is notified twelve (12) hours prior to the set time of said hearing that the hearing has been canceled. The employee shall be responsible to call a predetermined phone number within the Communications Department having knowledge of said Court hearings within the last hour of the last working day when the Courthouse is open to see whether said hearing has been canceled.

## **ARTICLE 22 WAGES**

SECTION 1. Employees will be compensated in accordance with the Salary Schedule set forth in Appendix "B" hereto.

Effective July 1, 2015 salary increases are as follows:

<i>Call Taker</i>	<i>2.0%</i>
<i>911 Dispatcher</i>	<i>2.0%</i>
<i>Senior Dispatcher</i>	<i>2.0%</i>
<i>Training and Quality Assurance Coordinator</i>	<i>2.0%</i>
<i>Lead Dispatcher</i>	<i>2.0%</i>

Effective July 1, 2016 salary increases are as follows:

<i>Call Taker</i>	<i>2.0%</i>
<i>911 Dispatcher</i>	<i>2.0%</i>
<i>Senior Dispatcher</i>	<i>2.0%</i>
<i>Training and Quality Assurance Coordinator</i>	<i>2.0%</i>
<i>Lead Dispatcher</i>	<i>2.0%</i>

Effective July 1, 2017 salary increases are as follows:

<i>Call Taker</i>	<i>2.0%</i>
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911 Dispatcher	2.0%
Senior Dispatcher	2.0%
Training and Quality Assurance Coordinator	2.0%
Lead Dispatcher	2.0%

SECTION 2. If July 1 falls in the first seven days of a pay period, Employees shall receive the higher pay rate for the entire pay period. If July 1 falls in the last seven days of a pay period Employees shall not receive the higher pay rate until the subsequent pay period.

SECTION 32. Classification Levels shall be as follows:  
 Call Taker  
 911 Dispatcher  
 Senior Dispatcher  
 Training and Quality Assurance Coordinator  
 Lead Dispatcher

SECTION 43. Original appointment to any position shall be made at the entrance step of a salary range and advancement from the entrance step to the maximum step within a salary range shall be based on performance and cumulative length of service per Article Nine (9), Section Six (6).

Step 1	First year
Step 2	Year 2
Step 3	Year 3
Step 4	Year 4
Step 5	Year 5
Step 6	Year 6
Step 7	Year 7
Step 8	After the 7th Year

SECTION 54. Longevity pay shall commence at the beginning of the eighth year and continue to be paid as follows for employees hired before July 1, 2015:

Effective July 1, 2003, longevity pay shall be as follows:

Commencing in 8 <sup>th</sup> year through 14 <sup>th</sup> year	\$ 885.00/yr.
Commencing 15 <sup>th</sup> year and through 19 <sup>th</sup> year	\$1,330.00/yr.
Commencing 20 <sup>th</sup> year and through 24 <sup>th</sup> year	\$1,785.00/yr.
Commencing 25 <sup>th</sup> year and through 28 <sup>th</sup> year	\$2,165.00/yr.
Commencing 29 <sup>th</sup> year and after	\$2,400.00/yr.

Employees hired by the County after July 1, 2015 shall not be eligible to receive longevity pay.

## **ARTICLE 23**

### **WORKING OUT OF CLASSIFICATION**

- SECTION 1. Each time an employee is officially designated by the appropriate supervisor to act in a higher classification, actually performs said duties for one (1) complete duty shift and meets the minimum qualifications of said position, the employee shall be compensated for all hours worked in the higher salary grade, unless the rate is lower than the employee's regular rate in which case the employee shall remain at his/her present rate of pay. It shall be the responsibility of the supervisor to identify those hours worked out of class for pay purposes.
- SECTION 2. No employee shall be required to work out of his/her class if such employee does not have the prerequisite qualifications to perform such work nor shall any employee be required to work out of class for the purpose of avoiding paying someone else a higher salary grade.
- SECTION 3. Employees being paid at a higher rate while temporarily filling a position in a higher classification will be returned to their regular rate of pay when the period of temporary employment in the higher class ends.
- SECTION 4. Employees working out of classification shall be entitled to all benefits provided by this Agreement for the position to which they are assigned.
- SECTION 5. An employee who is assigned to work out of classification shall receive the closest approximation to a five percent (5%) increase in compensation in accordance with the appropriate pay range of the absent employee.

## **ARTICLE 24**

### **INSURANCE**

- SECTION 1. The County shall maintain a Comprehensive Major Medical Plan which will include deductibles, copay amounts, coinsurance levels, in-network benefits, out-of-network benefits and other participant payment responsibilities customarily found in Comprehensive Major Medical Plans. No plan changes will be made until receiving recommendations from the FOP Insurance benefits Advisory Committee which shall be submitted to the County Administrator by May 1. If no recommendations are received by May 1, the County Board has the right to make necessary plan changes in time to have the health insurance program in place by the July 1 renewal effective date.

The County shall contribute ninety percent (90%) for individual coverage, eighty-three percent (83%) for employee plus coverage and eighty-three percent (83%) for family coverage.

- SECTION 2. The County shall not pay such premiums referred to in Section 1 of this Article for any employee who, within any calendar month, has not received any compensation from the County for work performed, except as provided in Section 7 of this Article with the exception of FMLA qualified leave.
- SECTION 3. If an employee for whom the County is not paying an insurance premium by virtue of the provisions of Section 2 of this Article desires to continue such coverage the employee shall contact the Human Resources Department to discuss the options available to the employee.
- SECTION 4. The County shall provide and pay the full premium cost for group term life insurance for each eligible employee at a value of Thirty Thousand Dollars (\$30,000.00) coverage.
- SECTION 5. The County shall provide and pay the full premium costs for long term disability benefit insurance for each eligible employee. The long term disability benefit language is contained in the plan document available through the Human Resources Department.
- SECTION 6. Sarpy County provides dental insurance coverage for all employees working a minimum of thirty (30) hours a week who elect to carry this coverage. You must apply for insurance through the Human Resources Department within thirty-one (31) days of your employment eligibility date or during open enrollment (which is held once annually). An employee's responsibility will be \$0 for single and \$19 per family per month. Please contact the Human Resources Department for any other information relating to Health or Dental Insurance.
- SECTION 7. An employee who retires with a minimum of fifteen (15) years of service and is between the ages of sixty-two (62) and until reaching sixty-five (65) years may continue in the County's primary health insurance program and receive insurance coverage as provided for retirees. From age 62 until age 65, the County shall pay 75% of single coverage and 50% of family coverage.

Eligible employees must be enrolled in a County insurance program prior to retirement. An employee must enroll in the County's health insurance prior to retirement.

## **ARTICLE 25**

### **MAINTENANCE OF STANDARDS**

- SECTION 1. Nothing contained in this Agreement shall be construed as repealing any lawfully recognized benefit provided through the County for employees of the Communications Department, and no employee shall inadvertently suffer any loss of wages, hours, or working conditions by reason of the signing of this Agreement.

## **ARTICLE 26**

### **SAVINGS CLAUSE**

SECTION 1. If any provision of this Agreement is subsequently declared by the proper legislative or judicial authority to be unlawful or unenforceable, all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement.

## **ARTICLE 27**

### **TRAINING OFFICER**

SECTION 1. Any employee appointed by the Department Head or designee to be a Communications Training Officer for new recruits shall receive for any eight (8) or twelve (12) hours of training an additional one-quarter (1/4) hour of pay at his/her regular rate for each hour of training.

## **ARTICLE 28**

### **EDUCATIONAL REIMBURSEMENT**

SECTION 1. The purpose of this Article is to foster a learning environment and provide educational opportunities that are mutually beneficial to the employees and the County and will encourage eligible employees to participate in education programs which will further their skills and knowledge for use in their current position or for use in a possible future position of greater responsibility.

The Educational Reimbursement Program shall be a plan as provided for in Section 127 of the Internal Revenue Code of 1986, as amended (the "Code") and shall be construed consistently with the requirements of Section 127. Amounts paid for tuition reimbursement meeting the requirements of Section 127 of the IRS Tax Code are not included in an Employee's income or subject to income tax withholding up to a maximum of \$5,250 annually. If subsequent tax law changes fail to continue the tax-free treatment, or in any way modify its treatment, appropriate adjustments in tax withholding will be made from the effective date of the change.

This Article does not apply to training seminars, conferences, workshops, etc.

SECTION 2. A. Eligibility

1. Employees must be a full-time tenured employee as of the date the course begins.
2. Employees must be actively working for the County as of the date the course is completed.

3. The course schedule and study time must not be in conflict with the Employee work schedule.
4. Employees must take the course at one of the following types of accredited institutions:
  - Technical Institutes (trade schools)
  - Colleges or Universities
  - On-line courses

The County reserves the right in the sole discretion of the Board of Commissioners to exclude any school or subject from eligibility under the Program. Any exclusion shall be effective as to courses beginning after the date the exclusion is imposed.

5. For employees taking graduate level courses, the course for which reimbursement is sought must be on leading to a graduate degree in a course of study in which the Employee is enrolled.

#### B. Reimbursement Terms

The County will reimburse employees as follows:

1. Up to 90% of the cost of tuition, required books, and class-associated fees for:
  - Approved technical or undergraduate level courses up to a maximum of \$2,000 per fiscal year, or
  - Approved graduate level courses up to a maximum of \$2,500 per fiscal year.
2. Supplies and other fees and charges will not be reimbursed.
3. Employees shall be entitled to reimbursement if they have complied with all provisions of this Regulation and receive a letter grade of A, B, or C.
4. Only tuition, required books, and class-associated fees actually incurred by employees are eligible for reimbursement. For example, funds received through grants, scholarships, or other waivers for these expenses will not be eligible for reimbursement.

#### C. Application and Reimbursement Procedures

1. Before enrollment in a course, employees must submit to their Department Head a completed Education Reimbursement Application.
2. The completed and authorized application needs to be transmitted to the Human Resources Department for processing and determination if the application satisfies the eligibility criteria.
  - If the application is denied, the Human Resources Department shall notify the applicant in writing as to the reasons.
  - If the application is approved, the Human Resources Department will return the application form to the employee

indicating approval. This application must be retained by employees and resubmitted to receive reimbursement.

3. To receive reimbursement, employees must submit within 60 calendar days of the course completion date to the Human Resources Department their:
  - Grades,
  - Proof of payment of tuition and course-related fees,
  - Receipts for required books, and
  - The application.
4. Employees who voluntarily separate service or are dismissed within 12 months after receiving reimbursement, shall repay the County for reimbursements received in the prior 12 months. By accepting the reimbursement under this Regulation, employees authorize the deduction of reimbursements, which must be repaid from their final paycheck. If repayment is not fully paid from their final paycheck, employees shall immediately pay the County the remaining reimbursement.
5. Portions of reimbursement that exceed the fiscal year maximum cannot be carried over to the subsequent fiscal year.

## **ARTICLE 29**

### **SHIFT BIDDING**

SECTION 1. All Communications Department shift positions will be posted for bid and will be implemented on the last Sunday in August and the last Sunday in February. In addition, shift bid may be posted up to two other occasions during the calendar year at the discretion of the Department Head or designee and with at least fifteen (15) days advance notice. All Communications Department shift positions shall be posted for bid and filled pursuant to Article Nine (9) of this agreement. Such posting shall state the job title, rate of pay, shift and days off.

Any two employees, with the approval of the Department Head or designee, may agree to trade shift positions.

**ARTICLE 30**

**DURATION OF AGREEMENT**

This Agreement shall be and shall remain in full force and effect from and after July 1, 2015 until June 30, 2018 and shall be automatically renewed each year thereafter for successive one (1) year periods, unless either party shall notify the other in writing on or before the Friday 1st prior to the anniversary date that it desires to modify this Agreement.

IN WITNESS WHEREOF, the parties hereto have set their hands this \_\_\_\_\_  
day of \_\_\_\_\_ 2015.

COUNTY OF SARPY

BY: \_\_\_\_\_

FRATERNAL ORDER OF POLICE, SARPY LODGE NUMBER 3

BY: \_\_\_\_\_

This contract is approved as to form and content.

BY \_\_\_\_\_  
Deputy County Attorney

BY \_\_\_\_\_  
County Clerk



**APPENDIX A**

**AUTHORIZATION FOR PAYROLL DEDUCTION**

By: \_\_\_\_\_  
(Please print last name, first name, middle name)

CLASSIFICATION: \_\_\_\_\_ SOCIAL SECURITY No. \_\_\_\_\_

TO THE COUNTY OF SARPY:

Effective the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, I hereby request and authorize you to deduct from my earnings on the second payroll period of each month, a sufficient amount to provide for the regular payment of the current rate of monthly F.O.P. dues as certified by the F.O.P. The amount deducted shall be paid to the Treasurer of the Fraternal Order of Police, Sarpy Lodge No. 3. This authorization shall remain effective unless terminated by me by written notice to the County.

SIGNATURE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

**REVOCAION OF AUTHORIZATION OF PAYROLL DEDUCTION**

I, the undersigned employee, revoke my authorization for the withholding from my salary, the biweekly union dues for F.O.P. Sarpy Lodge No. 3, effective with the wages paid on \_\_\_\_\_.

DATED: \_\_\_\_\_

\_\_\_\_\_  
(Employee Signature)

Received by County Clerk: \_\_\_\_\_

**APPENDIX B**

**WAGE SCALE**

TITLE	ADJ	FY	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
<b>Call Taker</b>		2014-2015	\$15.689	\$16.262	\$16.857	\$17.473	\$18.111	\$18.773	\$19.460	\$20.171
	2.00%	2015-2016	\$16.003	\$16.587	\$17.194	\$17.822	\$18.473	\$19.148	\$19.849	\$20.574
	2.00%	2016-2017	\$16.323	\$16.919	\$17.538	\$18.179	\$18.843	\$19.531	\$20.246	\$20.986
	2.00%	2017-2018	\$16.649	\$17.257	\$17.889	\$18.542	\$19.220	\$19.922	\$20.651	\$21.406
<b>Dispatcher</b>		2014-2015	\$18.502	\$19.341	\$20.191	\$21.041	\$21.894	\$22.744	\$23.595	\$24.446
	2.00%	2015-2016	\$18.872	\$19.728	\$20.595	\$21.462	\$22.332	\$23.199	\$24.067	\$24.935
	2.00%	2016-2017	\$19.249	\$20.122	\$21.007	\$21.891	\$22.779	\$23.663	\$24.548	\$25.434
	2.00%	2017-2018	\$19.634	\$20.525	\$21.427	\$22.329	\$23.234	\$24.136	\$25.039	\$25.942
<b>Senior Dispatcher</b>		2014-2015				\$21.228	\$22.938	\$24.645	\$26.358	\$28.066
	2.00%	2015-2016				\$21.653	\$23.397	\$25.138	\$26.885	\$28.627
	2.00%	2016-2017				\$22.086	\$23.865	\$25.641	\$27.423	\$29.200
	2.00%	2017-2018				\$22.527	\$24.342	\$26.153	\$27.971	\$29.784
<b>Lead Dispatcher</b>		2014-2015				\$22.832	\$24.669	\$26.509	\$28.352	\$30.190
	2.00%	2015-2016				\$23.289	\$25.162	\$27.039	\$28.919	\$30.794
	2.00%	2016-2017				\$23.754	\$25.666	\$27.580	\$29.497	\$31.410
	2.00%	2017-2018				\$24.230	\$26.179	\$28.132	\$30.087	\$32.038

**Exhibit B**

**AGREEMENT**

**BETWEEN**

**THE COUNTY OF SARPY**

**AND**

**THE FRATERNAL ORDER OF POLICE, LODGE 3**

**COMMUNICATIONS DEPARTMENT**

**FY 2015 – 2018**



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PAYROLL DEDUCTION FORM  
WAGE SCALE

## **PREAMBLE**

This Agreement, by and between the County of Sarpy, Nebraska, hereinafter referred to as the County, and the Fraternal Order of Police Sarpy Lodge No. 3, hereinafter referred to as the F.O.P., is designed to promote and strive to maintain a working agreement between the County and the F.O.P.

## **ARTICLE 1**

### **DEFINITIONS**

For the purpose of this Agreement the following words, terms and phrases shall be construed in accordance with the definitions assigned to them unless the context in which the same shall be used would otherwise necessarily require a different definition.

- A. DEPARTMENT shall mean the Communications Department of the County of Sarpy, Nebraska.
- B. EMPLOYEE shall mean the employees of the Communications Department of the County of Sarpy, Nebraska.
  - 1. FULL-TIME EMPLOYEE shall mean an employee who works in a job which normally requires at least 36 hours of work per week.
  - 2. PART-TIME EMPLOYEE shall mean an employee who works in a job which normally requires less than 36 hours of work per week.
- C. DEPARTMENT HEAD shall mean the Director of Communications of the County of Sarpy or his/her designee.
- D. COUNTY shall mean the County of Sarpy, Nebraska.
- E. F.O.P. shall mean the Fraternal Order of Police, Sarpy Lodge #3.
- F. EMPLOYER shall mean the County of Sarpy.
- G. SENIORITY DATE shall mean the original date of hire based on continuous length of service with the Communications Department without a break or interruption.
- H. POSITION START DATE shall mean the first day of compensable work within a given position. This date shall be used for determination of eligibility of an annual step increase.

## **ARTICLE 2**

### **F.O.P. RECOGNITION**

SECTION 1. The County recognizes the F.O.P. as the sole and exclusive bargaining representative of the employees of the Communications Department working

in the positions of Call Taker, 911 Dispatcher, Senior Dispatcher, Training and Quality Assurance Coordinator, and Lead Dispatcher.

### **ARTICLE 3**

#### **DUES CHECK OFF**

- SECTION 1. The County shall deduct regular monthly F.O.P. dues from the pay of each employee covered by the Agreement provided that, at the time of such deduction, there is in the possession of the County a current, un-revoked written assignment, executed by the employee, in the form and according to the terms of the authorization form, attached hereto, marked as Appendix "A", and made a part hereof. Such authorization may be revoked by the employee at any time by giving written notice thereof to the County.
- SECTION 2. Previously signed and un-revoked written authorizations shall continue to be effective as to employees reinstated following layoff, leave of absence, or suspension not exceeding sixty (60) days; previous authorizations of other employees rehired or reinstated shall not be considered to be effective.
- SECTION 3. Such authorization deductions shall be made from every other payroll period and will within ten (10) days be remitted to the duly designated F.O.P. Official. The F.O.P. shall advise the County in writing of the name of such Official.
- SECTION 4. If an employee has no pay coming for the pay period in question, or if such pay period is the first pay period of a new employee, or if the employee has signed an authorization form during such pay period of the subsequent month, such deductions shall be limited to the amount of the current regular monthly F.O.P. dues, and shall not include dues for the prior months or any portion thereof.
- SECTION 5. If the County receives an employee revocation of authorization on or before the eighth day of the first payroll period of the calendar month, no deductions will be made from that payroll period or subsequent payroll periods. If such revocation is received after the eighth day of the first payroll period, a deduction will be made from such payroll but shall not be made from subsequent payroll periods.
- SECTION 6. At the time of the execution of the Agreement, the F.O.P. shall advise the County in writing of the exact amount of regular monthly dues. If subsequently, the F.O.P. requests the County to deduct additional monthly F.O.P. dues, such request shall be effective only upon written assurance by the F.O.P. to the County that the amounts are regular monthly F.O.P. dues duly approved in accordance with the F.O.P.'s constitution and by-laws.
- SECTION 7. The County agrees to provide this service without charge to the F.O.P.

SECTION 8. The County shall not be liable for the remittance payment of any sums other than those constituting actual deductions made. If for any reason it fails to make a deduction for any employee as above provided, it shall make a deduction for the employee's next pay period in which F.O.P. dues are normally deducted after written notification to the County of the error. If the County makes an overpayment to the F.O.P., the County will deduct that amount from the next remittance to the F.O.P. The F.O.P. agrees to indemnify and hold the County harmless against any and all claims, suits, orders or judgments brought or issued against the County as a result of any action taken or not taken by the County under the provisions of this Article.

## **ARTICLE 4**

### **BULLETIN BOARDS AND BALLOT BOXES**

SECTION 1. The County shall permit the F.O.P. to use one (1) bulletin board, designated by the Department Head in the designated break room, for the posting of F.O.P. meetings, elections, reports of F.O.P. committees and other notices or announcements that would be of benefit or interest to the employees.

SECTION 2. Posted notices shall not contain anything political or anything reflecting adversely upon the County or any of its employees. Materials posted should be timely and current. If information is outdated by more than ninety (90) calendar days the County has the right to remove the materials from the bulletin boards.

SECTION 3. The bulletin board provided shall be for the exclusive use of the F.O.P.

SECTION 4. The County will permit the F.O.P. the use of one ballot box, designated by the Department Head or designee, for use in F.O.P. elections. No employee shall participate in any F.O.P. election, in any manner, during his/her tour of duty. Any F.O.P. authorized violation of this section shall entitle the County to cancel immediately the provisions of this section and prohibit further use of the ballot boxes.

## **ARTICLE 5**

### **GRIEVANCE PROCEDURE**

SECTION 1. Informal Complaints. When employees feel dissatisfied or annoyed with an aspect of employment over which they have no control and when they desire remedial action, they are encouraged to present the problem informally to their immediate supervisor. If not resolved at this level, employees can discuss the matter with their chain of command or file a grievance as outlined in PRR Rule 8 Regulation 2, "Grievance Procedure."

Employees shall be assured freedom from discrimination, coercion, restraint, or reprisal in presenting complaints.



This Article shall not suspend time limitations for the filing of a grievance or appeal.

SECTION 2. Grievance Procedure. Employees shall have an opportunity to formally address non-disciplinary issues arising out of the PRR, County policies, and/or collective bargaining agreements.

The Grievance Procedure set forth herein is designed to preserve harmony and friendly relations between the County and its employees. Furthermore, the Grievance Procedure provides a just and equitable method for the resolution of grievances without discrimination, coercion, restraint, or retaliation against those employees who submit, consider submitting, or are involved in a grievance procedure.

This Article shall not be used to change any portions of the Agreement or the PRR.

A grievance is defined to be any disagreement concerning the interpretation or application of the specific and expressed provisions or terms of County policies, collective bargaining agreements, or the PRR not relating to discipline.

Employees, or their representative, may withdraw a grievance at any time during this Grievance Procedure. Such withdrawal shall be indicated on the Grievance Form.

Any time limitations for this Article may be waived or extended in writing by mutual agreement of the parties involved.

Employees choosing to file a grievance are to complete a Grievance Form. When filling out the form, the following information must be stated with reasonable clarity:

- A. Nature of the grievance,
- B. Act or acts of commission or omission,
- C. Date of the act or acts,
- D. Identity of the party or parties who claim to be aggrieved,
- E. Identify of the party or parties alleged to have caused the grievance,
- F. Specific provisions of the PRR, County policies, and collective bargaining agreements that are alleged to have been violated, and
- G. Remedy sought.

Grievances shall be processed in the following manner:

Step 1: Aggrieved employees shall present the Grievance Form to their Department Head within 15 calendar days from the date on which they

became aware of or should reasonably have been aware of the incident giving rise to the grievance.

The Department Head shall address the nature of the grievance and note the specific reason for accepting or denying the grievance by writing their response on the Grievance Form. The Department Head will return the signed form to the aggrieved employee within 15 calendar days. The Department Head will forward a copy of the completed form to the Human Resources Department to be placed in the employee's civil service personnel file.

Step 2: If satisfactory settlement is not reached under Step 1, aggrieved employees, or their representative, or the Department Head shall submit the Grievance Form to the Human Resources Director for appeal to the Personnel Policy Board. This submission must occur within 15 calendar days from the date the employee receives the Department Head's response in accordance with Step 1.

The Board shall hold a Hearing on the matter within 30 calendar days, insofar as a quorum can be achieved, after receipt of the grievance by the Human Resources Director. Refer to *Rule 1: General Provisions, Regulation 5: Personnel Policy Board Hearings* for specific details.

The decision of the Board shall be final and binding on all parties; however, this does not prevent either party from pursuing further actions as allowed for by law.

SECTION 3. When an employee elects to process a grievance without an F.O.P. representative, as is his or her right, the F.O.P. shall have the right to intervene and become a party to the proceedings. Any adjustment of grievance between the employer and an employee not choosing to be represented as assisted by the F.O.P. must be consistent with the terms of this Collective Bargaining Agreement.

SECTION 4. Employees may be dismissed for cause. The Department Head may dismiss an employee in his department by delivering a written statement to the employee concerned. The notification shall indicate the reason for the action and the date the dismissal is effective. If the Department Head wishes to make the action immediate, the employee may be placed on leave with pay pending the delivery to the employee of the written communication addressing the dismissal. An employee who is dismissed has the option to file a disciplinary appeal pursuant to the Sarpy County Personnel Rules and Regulations Disciplinary Appeal Procedure, also found in Article 8, Section 3 of this Agreement. The termination letter will be placed in the employee's personnel file.

SECTION 5. The Department Head or designee shall notify the President of F.O.P. Lodge No. 3 immediately after receiving a grievance from a member of the F.O.P. Communications Bargaining Unit.

## ARTICLE 6

### EMPLOYEE RIGHTS

SECTION 1. No employee shall be disciplined without the element of just cause.

SECTION 2. The Department Head or designee reserves the right to conduct internal investigations to uncover the facts in each case but expressly agrees to carefully guard and protect the rights, privacy and dignity of accused personnel. Employees shall fully cooperate with an investigation and shall not withhold any information that may be relevant to the investigation.

SECTION 3. In conducting internal investigations the Department Head or designee will not knowingly commit any act which deprives the employee of any statutory or constitutional rights or privileges.

SECTION 4.

- A. In order to justify investigations by the County, citizens' complaints must be verified in person or signed by the person making the complaint. In no event will a citizen's complaint taken over the telephone without verification of the identity of the caller be the basis for discipline against an employee.
- B. Only sustained findings may be inserted in personnel records. Unfounded findings will not be inserted into the permanent Personnel record, or referred to in performance evaluations.
- C. When an employee is questioned or interviewed concerning a complaint or allegation, the employee will be informed prior to the interview of the nature of the investigation and to whether he/she is the subject of the investigation or a witness in the investigation.
- D. Interviews and questioning of employees will be conducted in a professional manner. Statements from employees will not be taken in a coercive manner. Dishonesty during an investigation shall be considered just cause for discipline, up to and including discharge in the County's discretion in accordance with this Agreement.
- E. Employees who are the subject of a disciplinary investigation shall, upon request, (i) have the right to union representation or, if the employee so chooses, designated legal counsel, and (ii) shall receive a copy of their written or recorded statement at no cost to the employee no less than 24 hours prior to their "Loudermill" hearing. See "*Loudermill v. Cleveland Board of Education*, 470 U.S. 532 (1985)."
- F. Upon conclusion of an investigation, the employee who has had prior notification of an internal investigation shall be notified in writing of the disposition of the case.

- G. The County and the F.O.P. shall not make any press release regarding any internal investigation.

SECTION 5. Employees shall comply with all existing work rules, provided that the rules the employees believe are in conflict with the terms of this Agreement or situations in which the rules are not being uniformly applied may be grieved by the employee; however, the employee will comply with such rules until they are found, through the grievance procedure, to be conflicting or inappropriately applied, except in those situations in which the employee reasonably believes there to be an immediate and substantial safety hazard.

SECTION 6. Performance Evaluations. If the County or Department Head or designee decides to conduct performance evaluations of employees, such evaluations shall be conducted on a regular basis and fairly and adequately cover the duties and responsibilities of each employee. In that event, the employee will be provided with a copy of the evaluation used and the County agrees to discuss with the employee all terms contained in such evaluation. The employee shall have the right to add pertinent information or brief comments to any evaluation and to have such comments or information attached to such evaluation within ten (10) calendar days of receipt of said evaluation.

SECTION 7. Personnel Files.

- A. The personnel file documents required for operations shall be maintained in the Human Resources Department, accessible to the Department Head when necessary. Every employee may, during his/her non-duty hours and during regular office hours of the Human Resources Department, inspect his/her file at either office and shall be allowed to make copies of anything contained therein. All disciplinary action and documentation issued by the Department Head will state the reason for the documentation and the action to be taken by the employee to ensure the violation does not reoccur. Such documentation will be signed and dated by the affected employee and submitted to the employee's file. Employees have no right to refuse to sign a disciplinary notice to verify their knowledge when asked to do so, but their signature shall not be an admission of guilt. Full disclosure of all documentation will be provided upon written request by the affected employee. Sarpy shall have sole responsibility to ensure the employee's files are complete upon request for inspection by an employee.
- B. Any employee shall have the right to respond in writing to any adverse comment or incorrect information contained in his/her personnel file, and such comments shall be kept in the employee's personnel file as long as the challenged comment or information remains in the file.
- C. No documentation reflecting performance or conduct problems shall be placed in an employee's personnel file without the signature of the employee verifying knowledge of the existence of such information.
- D. The County agrees that pre-employment background investigations and psychological evaluations will be kept confidential and will not be deemed

part of the employee's personnel file. The County further agrees that performance evaluations performed on any employee will be maintained on a confidential basis with access available only to the employee, the employee's supervisor and authorized members of the Human Resources Department staff.

- E. Any documentation representing disciplinary action will be removed from the employee's file after the time periods listed below but shall remain active for progressive discipline and promotion evaluation purposes for these time periods.

Documented Verbal Reprimand	6 months (1 <sup>st</sup> incident), 1 yr (2 <sup>nd</sup> )
Written Reprimand	2 Years
Suspension	4 Years
Demotion	Permanent
Termination	Permanent

It shall be the employee's responsibility, after the appropriate time, to request the removal of any inactive documentation. Any documentation representing disciplinary action that becomes inactive shall be removed from the employees' file after the time period listed above and placed in the employee's inactive discipline file. In the event of a recommended termination any previous disciplinary action even if inactive as outlined above may be taken into consideration.

## **ARTICLE 7**

### **MANAGEMENT RIGHTS**

SECTION 1. Except where limited by expressed provisions elsewhere in this agreement, nothing in this agreement shall be construed to restrict, limit or impair the rights, powers and the authority of the employer as granted it under the laws of the State of Nebraska.

SECTION 2. The F.O.P. acknowledges the concept of inherent management rights. These rights, powers and authority of the County include, but are not limited to, the following:

- A. The right to determine, effectuate and implement the objectives and goals of the County.
- B. The right to manage and supervise all operations and functions of the County.
- C. The right to create, establish, allocate, schedule, assign, modify or discontinue any County function, operation or department or any position or work shift.

- D. The right to establish, modify, change and discontinue work standards.
- E. The right to hire, examine, classify, promote, train, transfer, assign and retain employees, and the right to suspend, demote, discharge or take other disciplinary action against employees, for just cause, and to relieve employees from duties due to lack of work or funds.
- F. The right to increase, reduce, change, modify and otherwise alter the composition and size of the work force.
- G. The right to adopt, modify, change, enforce or discontinue existing rules, regulations, procedures and policies not in direct conflict with any provisions of this agreement.

## **ARTICLE 8 DISCIPLINE AND DISCHARGE**

SECTION 1. Employees required to attend disciplinary meetings which involve a contemplated change in pay status and tenure will be provided due process, notified at the outset of the meeting of the purpose for the meeting, and shall have the right to be represented by the F.O.P. or the F.O.P.'s designated legal counsel, in the discretion of the F.O.P.

SECTION 2. Progressive Discipline Policy  
Disciplinary action may include any of the following, depending on the severity of the offense and the employee's work history:

**Verbal** - A verbal reprimand shall be administered by the employee's supervisor. Verbal reprimands shall be documented in writing and shall indicate those present for the reprimand, the purpose of the reprimand, the date the reprimand took place, the corrective action recommended and further disciplinary action which may be taken if the violation reoccurs.

**Written Reprimand** - A written reprimand is a documented written correspondence issued by the Department Head. The reprimand will state the action that caused the reprimand to be issued, what corrective action must be taken by the employee to ensure the violation does not reoccur and further disciplinary action which may be taken if the violation does reoccur. The employee will receive a copy of the written reprimand.

**Suspension with Pay** - The Department Head may suspend an employee with pay for a period of time pending the outcome of an investigation into a complaint. The Department Head shall notify the employee in writing of the reasons for the action and the number of days of suspension, corrective action which must be taken by the employee to ensure the violation does not reoccur and further disciplinary action which may be taken should the violation reoccur.

**Suspension without Pay** - The Department Head may suspend an employee without pay for no more than 20 working days. This type of suspension shall have no impact on the County's contribution to the employee's insurance benefits. The Department Head shall notify the employee in writing of the reasons for the action, the number of days of suspension, corrective action which must be taken by the employee to ensure the violation does not reoccur and further disciplinary action which may be taken should the violation reoccur.

**Demotion** - The Department Head may demote an employee in grade/position. The employee shall be notified verbally and in writing. The notification shall indicate the reason for the action, the effective date of the action and any further disciplinary action which may be taken should the violation reoccur.

**Dismissal** - The Department Head may dismiss an employee under his/her jurisdiction by delivering a written statement to the employee concerned. The notification shall indicate the reason for the action and the date the dismissal is effective. If the Department Head wishes to make the action immediate, the employee may be placed on leave with pay pending the delivery to the employee of the written communication addressing the dismissal.

SECTION 3. Employees may appeal directly to the Personnel Policy Board the following actions:

- A. Receipt of three (3) written reprimands, involving the same subject matter, within a 12 consecutive-month period,
- B. Suspension,
- C. Demotion for cause, and
- D. Dismissal.

Employees shall present their Appeal Form to the Human Resources Director within 15 calendar days from the date on which they became aware of or should have reasonably been aware of the incident giving rise to the Appeal.

The Personnel Policy Board shall hold a Hearing within 30 calendar days, insofar as a quorum can be established, in accordance with *Rule 1: General Provisions, Regulation 4: Personnel Policy Board Hearings*.

The decision of the Board shall be final and binding on all parties; however, this does not prevent either party from pursuing further actions as allowed for by law.

Any time limitations provided under this Regulation may be waived or extended in accordance with *Rule 1: General Provisions, Regulation 5: Personnel Policy Board Hearings*.

SECTION 4. Disciplinary action limitations. An employee shall not have a disciplinary action imposed more than once for a single incident; however, discipline for each additional act of the same or similar nature may be imposed.

SECTION 5. Unless otherwise specifically provided in this Agreement, both parties shall follow the provisions of the rules and regulations of the Sarpy County Communications Center in effect at the time of the infraction with regard to any disciplinary action taken against an employee.

SECTION 6. When an employee is being questioned about possible criminal matters and it has been officially determined that any self-incriminating statements that the member makes will not be used against him/her in a criminal prosecution, "Garrity" warnings will be given to the employee. See "Garrity v. New Jersey, 385, U.S. 493 (1967)".

## **ARTICLE 9**

### **SENIORITY**

SECTION 1. Seniority, as it applies to full-time employees, will be based on continuous length of service with the Communications Department without a break or interruption, provided that any suspension for disciplinary purposes, absence on authorized leave with pay or layoff for thirty (30) calendar days or less shall not constitute a break or interruption of service within the meaning of this section.

An approved FMLA ("Family Medical Leave Act") absence or an absence in compliance with USERRA shall not constitute a break in service.

SECTION 2. Seniority as it applies to shift bidding shall be based on continuous length of service within a specific classification.

SECTION 3. Seniority relative to bidding for duty shift shall be based on the most recent period of uninterrupted service with the Communications Department in that particular classification.

SECTION 4. A list of employees arranged in order of seniority shall be maintained and made available for examination by employees by the Department Head or designee, provided that the seniority list be revised and updated at the end of each fiscal year. A copy of the same shall be transmitted to the F.O.P. President.

SECTION 5. Where two (2) or more employees in the same classification are appointed or promoted on the same date, their seniority standing shall be determined by the employees' original date of hire.

SECTION 6. Seniority as it applies to vacation accrual is based on continuous length of service.

## **ARTICLE 10**

### **LAYOFFS**

SECTION 1. Whenever a reduction in work force becomes necessary, layoffs shall be made on the basis of classification seniority. The employee lowest on the



classification seniority list shall be the first laid off and the last to be recalled. The F.O.P. shall be notified in advance of any anticipated layoff to allow the F.O.P. to work closely with the County and/or the Department Head to correctly align the determining conditions of the layoff.

- SECTION 2. If employees are to be laid off, a fourteen (14) day written notice shall be given prior to the date when their services shall no longer be required.
- SECTION 3. No full-time employee shall be laid off from any classification while there are provisional, probationary, part-time, or seasonal employees working in the same classification.
- SECTION 4. In the event that an employee becomes subject to layoff in his/her particular classification, and is qualified to perform duties in a lower classification, he/she shall be permitted to take a position in the next lower classification at that classification's rate of pay that is closest to the employee's current rate of pay. In such event, the junior employee in the lower classification is subject to layoff.
- SECTION 5. In the event that an employee becomes subject to layoff in his/her particular classification and a vacancy exists in a position of lower classification for which he/she is qualified, he/she may, with the approval of the Department Head, be appointed to such position in a lower classification on the basis of his/her seniority.
- SECTION 6. The names of employees who have been laid off shall be placed on a layoff list maintained by the Communications Department for a period not to exceed one year. The Communications Department shall recall in the reverse order of the layoff, provided such employees are otherwise qualified and immediately capable of performing all of the essential functions of the position. No new employees will be hired by the Communications Department as long as there are employees laid off who have seniority, and who are immediately capable of performing all of the essential functions of the position.
- SECTION 7. Where an employee has accepted a position in a lower classification by virtue of Sections Four (4) or Five (5) hereof, he/she shall be recalled to his/her former position when the same becomes available in the reverse order of reduction.

## **ARTICLE 11**

### **NON-DISCRIMINATION**

- SECTION 1. The parties hereby agree not to discriminate on the basis of any protected class under federal, state, or local law.

SECTION 2. The parties hereby agree that no officers, agents, representatives, members or anyone connected with either party shall in any manner intimidate, coerce, restrain or interfere with the rights of employees to form, join or assist labor organizations or to refrain from any of these activities, including the right of employees to withdraw, revoke or cancel F.O.P. membership.

## ARTICLE 12

### OUTSIDE EMPLOYMENT AND EMPLOYEE DUTIES

SECTION 1. Employees may be entitled to engage in outside employment with the prior written approval of the Department Head or designee provided that the duties of the outside employment do not constitute a conflict of interest nor conflict with an employee's job performance with the County. Prior to engaging in outside employment, employees must submit a "Secondary Employment Request" form (available on the Intranet) to the Department Head outlining the place of employment, the duties required and the hours of work.

## ARTICLE 13

### LEAVE PROVISIONS

SECTION 1. Vacation Leave. Full-time employees shall be granted annual leave with pay in the following amounts per year:

- A. No vacation shall be taken until the employee has completed six (6) months of service. Upon completing six (6) months of service **through one (1) year of service**, the employee shall be granted 3.692 hours of vacation per pay period. (96 hours)
- B. **Beginning** year two (2) through five (5) continuous years - 4.00 hours per pay period. (104 hours)
- C. **Beginning** year six (6) through nine (9) continuous years - 4.923 hours per pay period. (128 hours)
- D. **Beginning** year ten (10) through fourteen (14) continuous years - 5.923 hours per pay period. (154 hours)
- E. **Beginning** year fifteen (15) through nineteen (19) continuous years – 6.923 hours per pay period. (180 hours)
- F. **Beginning** year twenty (20) through twenty-four (24) continuous years – 7.154 hours per pay period. (186 hours)

- G. **Beginning** year twenty-five (25) through twenty-nine (29) continuous years - 7.538 hours per pay period. (196 hours)
- H. Upon completing thirty (30) continuous years – 8.077 hours per pay period. (210 hours)
- I. Regular part-time employees shall accrue vacation leave at the “hours per pay period” level associated with their years of service for every eighty (80) hours worked.
- J. Temporary employees shall not receive accumulation of sick, vacation, or holiday benefits.

Any employee who has resigned or has been separated or dismissed shall be entitled to and shall receive all accrued vacation leave computed on the basis of the compensation plan in effect on the last day of employment.

Vacation working days may be taken at a minimum of one (1) hour and a maximum of thirty (30) working days' vacation at one time.

When vacation time is taken in increments of two (2) consecutive work days, and when requests for vacations are received between fifteen (15) calendar days and six (6) months in advance, then such vacation requests will not be unreasonably denied by the Assistant Director or designee at the time.

Absence without pay will not affect the crediting of vacation leave to any employee continuing in service unless such leave exceeds forty (40) hours in a thirty (30) day period. If absent without pay more than forty (40) hours but less than one hundred twenty (120) hours, an employee will earn one-half (1/2) of the vacation to which he/she is entitled. If absent more than one hundred twenty (120) hours, no vacation will be earned for that thirty (30) day period.

Regularly scheduled days off and holidays occurring during vacation leave shall not be charged against vacation leave.

Employees who are ill during their vacation leave will not be permitted to exchange sick leave for vacation leave, unless substantiated by health care provider documentation or as required by law.

An employee will cease to accumulate vacation time once the cap of 360 hours is met. Whenever an employee with 360 hours of accumulated vacation drops under 360 hours, they will restart accumulating vacation leave, per the vacation leave schedule, until reaching 360 hours.

Seniority will apply only to those requests made more than sixty (60) calendar days in advance of requested leave date(s). When applying for vacation leave, an employee's request MAY be "bumped" prior to sixty (60) calendar days before the requested leave

date(s). After employees requests have reached the sixtieth (60<sup>th</sup>) day prior to commencement of said leave, their requests may no longer be "bumped" by seniority.

Should two or more employees request vacation leave for the same date(s) and if the request were made less than sixty (60) calendar days prior to commencement, the first employee to request vacation leave will have preference.

**SECTION 2. Jury Duty or Election Service.** When an employee is summoned for jury duty by a court of competent jurisdiction or for election board duty, and that employee's attendance is required during his/her regularly scheduled duty shift with the employer, he/she shall receive his/her regular pay from the employer during such service. The employee shall be required to turn over to the employer any compensation received for such jury duty or election service. Employees performing that service in Sarpy County shall sign a waiver of payment for jury duty or election service.

**SECTION 3. Military Training Leave.** The department will grant military leave to any employee who is a member of the National Guard or any organized military reserve of the United States who is ordered to attend a period of active duty training. Military leave with pay will not exceed fifteen (15) days in any one (1) calendar year. If the amount of the military leave requested exceeds fifteen (15) days in any one (1) calendar year, a request for vacation, compensatory time or a leave of absence without pay will be submitted.

For military leave during the first fifteen (15) days in any one (1) calendar year, the employee shall receive his/her regular county pay and the compensation received for active duty training.

The employee requesting military leave shall notify his/her supervisor in writing immediately upon notification of orders to attend training or duty.

#### **SECTION 4. SICK LEAVE**

The purpose of sick leave is to provide a benefit to those eligible County employees who are unable to attend work due to short-term illness or injury. It may also be used in conjunction with a long-term medical leave of absence to provide some measure of income protection for extended illness or disabilities.

Definition - Sick leave will be considered for a bona fide illness or injury, except illness or injury arising out of and in the course of County employment.

#### **Accrual and Accumulation**

1. From July 1, 2015 through August 31, 2015, full-time employees will accrue sick pay benefits at a rate of 4.615 hours per payroll period (120 hours per year). Beginning September 1, 2015 full-time employees will accrue sick pay benefits at a rate of 4.307 hours per payroll period (112 hours per year).

2. A maximum of 1040 hours of sick leave may be accumulated.
3. Part-time employees will accrue sick pay benefits at a rate of 4.307 hours for each eighty (80) hours worked, not including overtime hours.
4. Sick leave shall not be accrued by temporary employees.

## General Procedure

Sick leave will be considered for a non-work-related, bona-fide illness or injury. Employees will be entitled to utilize sick leave for medical and dental care, treatment of drug or alcohol addiction, injury, pregnancy or sickness which renders an employee incapable of performing his or her required job duties or for exposure to contagious disease under circumstances in which the health of other employees or the public would be endangered by the employees attendance on duty.

Employees may utilize their sick time in order to keep medical or dental appointments.

Employees may utilize their sick time for the illness of his or her immediate family (Spouse, child(ren), mother/father, and parent-in-law) where the employee's attendance is required. Only forty (40) hours per fiscal year of the Employee's sick time may be used for immediate family members living outside the home.

Sick leave may be used in increments of  $\frac{1}{4}$  (15 minutes) of an hour.

Sick leave will not be granted if the employee is absent due to a disability arising out of and in the course of their employment as governed by the provisions of Workmen's Compensation Laws. SEE WORKER'S COMP. POLICY.

When unable to report to work, the employee must notify his/her immediate on duty supervisor in accordance with Standard Operating Guidelines, except in an obvious emergency. During absence due to illness, the employee must notify his/her Center Supervisor daily of their progress and expected date of return.

Sick pay will be paid only for approved absences and for time when the employee would normally be scheduled for work.

Employees on non-FMLA sick leave for three (3) consecutive workdays must submit a physician's certificate in order to receive sick pay, unless waived by the department head. The cost, if any, of the certificate shall be paid by the employee. For a lesser period of absence, the department head may, at his or her discretion, require evidence of illness from a physician for other reasons, as defined by this section.

Non-worker's compensation illness or injury or illness or injury caused by the employee's own misconduct, intentional self-inflicted injury or gross negligence shall not be the basis of any paid sick leave.

Sick leave shall not be used as vacation leave.

Sick leave may be denied when the County has facts showing employees are abusing their sick leave. Sick leave shall not be used for any other purpose than outlined in this Agreement or may be subject to discipline.

Upon written request with approval, vacation pay may be used to continue compensation during non-FMLA illness when all sick pay has been exhausted.

For employees with less than ten (10) years of service upon separation from service (except for dismissal for disciplinary cause), such employee shall be paid one-fourth ( $\frac{1}{4}$ ) of his/her accumulated sick leave up to a maximum of two hundred (200) hours.

For employees with ten (10) or more years of service upon separation from service (except for dismissal for disciplinary cause), such employee shall be paid one half ( $\frac{1}{2}$ ) of his/her accumulated sick leave up to a maximum of four hundred (400) hours.

Under each case, such amounts shall be paid at the rate of payment based upon the employee's regular rate of pay at the time of separation.

Any employee who has accumulated more than eight hundred (800) hours of sick leave may convert once per fiscal year such excess at a ratio of two (2) hours of sick leave to one (1) hour of vacation leave. Up to a maximum of 160 hours of sick leave may be converted to a maximum of 80 hours of vacation or pay. If an employee has reached the vacation accumulation maximum of 320 hours, then an employee may only convert sick leave to pay and not vacation time.

An employee on a leave of absence without pay will not earn sick leave benefits until they return to a paid status.

#### Restricted Duty

The Department Head may allow an employee to return to work on a restricted duty basis if the employee has a physician's statement that releases the employee with limitations and/or restrictions. The restricted duty policy will be in accordance with the following criteria:

1. If there is a restricted duty position or work duties available within the classifications covered by this agreement that satisfies the restrictions set forth by the physician, the employee will be assigned to said position or duties.
2. Restricted duty is not meant to be a permanent work arrangement. Therefore, an employee will be placed in a restricted duty position for a period of time equal to the shorter of, (a) the time the employee remains under a physician's restricted release, or (b) the light duty job is no longer available.

If an employee remains on restricted status following the completion of thirty (30) calendar days of light duty, his/her health condition will be evaluated to determine whether or not further light duty is appropriate. Preferences for restricted duty positions shall be given to employees whose medical conditions are work related.

SECTION 5. Job-Related Injuries. Employees are covered by Worker's Compensation as provided by the law of the State of Nebraska. When an Employee under this agreement is entitled to Worker's Compensation benefits, other than medical, surgical and hospital services as defined by law, that Employee shall be eligible for a supplemental payment by the County if they are injured in a violent incident while at work. The supplemental payment shall be in an amount equal to the difference between the average weekly wage, as calculated for Worker's Compensation purposes, and the amount of the weekly Worker's Compensation benefit the Employee receives. Such compensation shall continue for as long as said Employee receives Worker's Compensation, or until lump-sum payment is agreed upon and approved by order of a court of competent jurisdiction.

Upon the approval of a lump sum settlement by a court of competent jurisdiction, the County is not obligated to supplement such payment in any way.

The Employee shall not be entitled to a supplemental payment under this section in an amount that, when added to any Worker's Compensation Benefit and/or any wage or salary compensation received from the Employer, would result in the Employee receiving total compensation greater than the average weekly wage for the applicable period of time.

SECTION 6. Leave of Absence Without Pay (Non-FMLA). A leave of absence without pay of up to one year, for good cause shown, may be granted at the discretion of the Department Head. When a leave of absence is granted, all accumulated sick, vacation, and compensatory time off, if any, will be frozen and the employee will not continue to accrue these benefits.

If the leave of absence is greater than thirty (30) calendar days, the effective leave date will be retroactive to the first day of work absent. All longevity, step increases and vacation accrual dates will be adjusted based on the hours the employee was absent without pay. If the leave of absence is less than thirty (30) calendar days, no adjustments will be made.

Insurance benefits may be maintained according to the provisions outlined by Federal COBRA regulations.

SECTION 7. Funeral Leave. Funeral leave of up to five (5) consecutive working days will be granted for the attendance and bereavement at the funeral of the following current family member group: spouse, parent, sibling, or child related by blood, marriage or adoption.

Funeral leave of up to four (4) consecutive working days will be granted to employees for the attendance and bereavement at the funeral of the following current family member group: grandparent, grandchildren, parent-in-law, son-in-law or daughter-in-law.

Funeral leave of one (1) working day will be granted to employees for the attendance and bereavement at the funeral of the following current family member group: aunts, uncles, nephews, nieces and the following current in-laws: grandparent, sister or brother.

In addition, at the discretion of the Department Head or designee, additional days of funeral leave may be granted. Further, in addition, the employer may, at his/her discretion, grant one (1) additional day if travel of more than three hundred (300) miles to the funeral site is involved.

If an employee wishes to attend the funeral of a relative not listed above, the employee should request use of vacation and/or compensatory time to be granted at the discretion of the Department Head or designee pursuant to Article 13 of this agreement.

Notification to the Department Head or designee shall be given by the employee as soon as possible prior to the leave.

SECTION 8. Family and Medical Leave Act (FMLA). Employees requesting leave under the Family and Medical Leave Act (FMLA) should refer to the provisions outlined under the Sarpy County Family Medical Leave Policy.

## **ARTICLE 14**

### **HOLIDAYS**

SECTION 1. The following and, in addition, any other days that may be designated by the County, are paid holidays for employees:

New Year's Day	Veteran's Day
Martin Luther King Day	Thanksgiving Day
President's Day	Day after Thanksgiving
Memorial Day	Christmas
Independence Day	Floating Holidays (2)
Labor Day	

Upon the written request by the employee and only when that request does not create an overtime situation that can be foreseen at that time, a Floating Holiday may be granted by the Department Head/Assistant Director.



SECTION 2. Whenever a holiday falls on a Sunday, the following Monday shall be observed as the holiday. Whenever a holiday falls on a Saturday, the preceding Friday shall be observed as the holiday.

Effective July 1, 2015, when New Year's Day, Independence Day, Veterans Day and Christmas Day falls on a Sunday, those employees scheduled to and who actually work on those days shall be entitled to pay in accordance with Section 3 of this Article. Those employees not scheduled to work on the Sunday shall be entitled to pay in accordance with Section 4 of this Article. Employees called in to work on those days shall be entitled to pay in accordance with Section 3 of this Article. No additional holiday pay will be paid for the Monday following the Sunday holiday for these individuals.

SECTION 3. All work performed on the observed holidays shall be compensated at the rate of two and one-half (2-1/2) times the regular rate for the actual number of hours worked on such holiday.

SECTION 4. Whenever a holiday occurs during a full-time employee's regularly scheduled day off, such employee shall receive compensation for the holiday on the basis of eight (8) hours of pay at regular time. Part-time employees will not receive compensation if a holiday occurs during their regularly scheduled day off.

SECTION 5. Whenever an observed holiday falls during an employee's authorized leave, such observed holiday shall not be charged against the employee's authorized leave, provided that the employee shall not be compensated for the observed holiday in accordance with Section four (4) of this Article.

SECTION 6. Employees who are absent without leave on the work day immediately preceding or following the observed holiday shall not be entitled to holiday pay or other provisions of this Article.

SECTION 7. Employees may elect to receive compensatory time off instead of holiday pay as provided in Article 20, Section 7 of this Agreement.

SECTION 8. Employees electing holiday pay shall be paid no later than the next pay period available following the holiday.

## **ARTICLE 15**

### **PROMOTIONS/DEMOTIONS/VACANCIES**

SECTION 1. All promotions of employees of the Communications Department to fill existing positions within the Department shall be posted and selection shall be made as needed and from the ranks of such employees in accordance with the Personnel Rules and Regulations.

SECTION 2. Promotional examinations for the rank of Senior and Lead Radio Dispatcher shall be given as needed.

SECTION 3. An employee who is promoted shall receive a minimum of 5% increase in pay and shall go to the pay level that meets this requirement.

SECTION 4. Whenever an employee is demoted to a position for which he/she is qualified, he/she shall receive a rate of pay in the lower salary range which provides for the smallest decrease in pay if the action is not for cause, or any appropriate rate in the range if the action is for cause as determined by the Department Head.

SECTION 5. Vacant positions due to resignation, promotion, retirement, death, demotion or discharge shall be filled no later than ninety (90) calendar days from the date the vacancy occurred, unless the position is eliminated before any vacancy is announced. The ninety (90) day period may be extended upon mutual agreement between the Department Head and the F.O.P.

## **ARTICLE 16**

### **SAFETY COMMITTEE**

Employees with safety related concerns shall discuss their concerns and recommendations for improvements with the Department Head or the F.O.P. Safety Committee.

## **ARTICLE 17**

### **F.O.P. BUSINESS**

SECTION 1. F.O.P. Officials, as determined by the F.O.P. President, shall be granted leave from duty with full pay for the purpose of negotiations and administration of this Agreement. Administration of the Agreement shall be defined as grievance proceedings, discipline meetings, language interpretation, meetings with departmental employees and individuals associated with this Agreement. The Department Head shall be notified of all leave granted and not more than two F.O.P. members shall be granted leave for the above mentioned functions at the same time (Only when minimum staffing will allow).

SECTION 2. F.O.P. officials may be granted leave with pay for the purpose of attending F.O.P. meetings, conventions, educational conferences, or conducting F.O.P. business, when it has been determined by the Communications Director or his/her designee that such absences will not hinder the effective operation of the Communications Department. Such leave shall be contingent upon written request by the F.O.P. and approval by the Communications Director or his/her designee no less than one week in advance of the requested leave dates.

Such paid leave shall not exceed twenty-four (24) hours per fiscal year for the entire F.O.P.

## **ARTICLE 18**

### **UNIFORMS AND EQUIPMENT**

SECTION 1. Upon successful completion of the introductory training program, all Communications Employees shall wear a designated uniform and can receive an allowance of up to six hundred sixty dollars (\$660.00) annually upon the substantiated claim for the purchase and maintenance of work related clothing and equipment.

The Assistant Director will make available to employees a list of authorized uniform vendors that have agreed to direct bill the County for approved uniform items for the employees of the Communications Center.

After receiving the maximum annual reimbursement, receipts will be carried forwarded and applied to the subsequent fiscal year's clothing allowance. These carried over receipts may only be forwarded after the subsequent fiscal year commences.

SECTION 2. The County shall provide replacement articles as necessary for damage to or loss of clothing, equipment or personal items occurring while in the performance of duties. Requests for reimbursement shall be submitted in writing and accompanied by proper documentation. Personal property claims will be reviewed by the Department Head or designee and will be paid or denied on the basis of reasonableness.

If there is a separation of employment, any final reimbursement shall be issued in accordance with the Department's Standard Operating Guidelines.

## **ARTICLE 19**

### **HOURS OF WORK**

SECTION 1. The number of hours that constitute a day's work will vary depending on shift length but will usually be eight, ten or twelve hours. The number of calendar days that constitute a work week shall consist of forty (40) hours, and one pay period shall consist of two (2) calendar weeks. All hours worked and all paid leave hours will be included in the computation of overtime. The Department Head or designee will discuss with the F.O.P. before altering shift length or establishing new hours of work.

SECTION 2. Employees of the Communications Department may be required to attend training time other than scheduled duty time. For full-time employees this time

shall be compensated for a minimum of two (2) hours at the rate of time and one-half (1 1/2) the regular rate of pay, or one and one-half (1 1/2) times the regular rate of pay for the actual number of hours worked, whichever is greater. Part-time employees shall be compensated at their regular rate unless the training time causes the employee to exceed forty (40) hours for the week.

SECTION 3. An employee shall be allowed a sixty (60) minute lunch period during an eight (8) hour shift. During a twelve (12) hour shift, an employee shall be allowed a sixty (60) minute lunch period, along with one fifteen (15) minute break in the first half of the shift and one fifteen (15) minute break in the latter half of the shift. When austere manning or duty restrictions prevent an employee from being granted a sixty (60) minute lunch period, the employee may opt for the sixty (60) minutes or any portion thereof to be applied to compensatory time off. The Department Head shall retain the right to impose restrictions and limitations in those periods when an employee's absence for a lunch period would jeopardize or otherwise detract from the efficient operation of the Department.

SECTION 4. The County and the FOP recognize that there are currently four shifts in place: two (2) day shifts – 0600 to 1800 (“A” and “B” shifts) and two (2) night shifts – 1800 – 0600 (“C” and “D” shifts). Both parties agree that two (2) additional crossover shifts – 1400 – 0200 (“E” and “F”) shall be created and remain in place at the discretion of the Director.

At the sole discretion of the Department Head, each shift designated may be varied not to exceed two (2) hours, provided the employees affected are given a minimum of twenty-four (24) hours' notice prior to the change of hours for the shift. No employee shall be allowed to work more than 16 hours at one time and a minimum of at least eight (8) hours off must be taken before returning to work.

SECTION 5. Employees must submit bids in order to determine shift assignments for the shifts designated in Section 4 of this Article. Such bids shall be assigned based on seniority as defined in Article 9 of this agreement and the shift assignments shall become effective on the last Sunday in August and the last Sunday in February of each year. The Department Head and the F.O.P. shall establish the time period and procedures for bidding and scheduling days off.

SECTION 6. Any vacancy or vacancies occurring in a shift or shifts between the scheduled changes in Section 5 of this Article may be filled by assignment of the Department Head, provided the employee(s) affected are given a minimum of twenty-four (24) hours' notice prior to the change of hours and such assignment is in accordance with Section 5 of this Article.

SECTION 7. Employees shall be allowed to trade shifts during the six month shift bid period when approved in advance and in writing by the Department Head. Trades will be approved in the sole discretion of the Department when the trade will not compromise the operational effectiveness of the Department.

SECTION 8. During an emergency as declared by the Department Head, an employee's shift, hours and duties may be established at the discretion of the Department Head.

SECTION 9. The Department Head may assign certain employees to stand-by duty which requires the employee to remain in contact with the Communications Department.

## **ARTICLE 20**

### **OVERTIME, CALL-BACK, AND STAND-BY PAY, AND COMPENSATORY TIME OFF**

SECTION 1. OVERTIME PAY. Full-time employees shall be compensated at one and one-half ( $1\frac{1}{2}$ ) times their regular rate for hours worked on a particular shift in excess of the usual shift or in excess of forty (40) hours per week. Part-time employees shall only be compensated at one and one-half ( $1\frac{1}{2}$ ) times their regular rate of pay for hours worked in excess of forty (40) hours per week. Overtime must be approved by the Department Head or designee.

SECTION 2. CALL-BACK PAY. If a full-time employee is called to duty during his/her off-duty time and such time does not coincide with his/her scheduled tour of duty, such employee shall be paid for a minimum of two (2) hours at the rate of time and one-half ( $1\frac{1}{2}$ ) the employee's regular rate of pay, or one and one-half ( $1\frac{1}{2}$ ) times the employee's regular rate of pay for the actual number of hours worked, whichever is greater.

If the employee stays after the end of the shift, the time worked is not considered Call Back Pay and the employee shall only be compensated for the actual time worked. This also applies should an employee be called to court before or coinciding with the end of the employee's duty shift.

An employee assigned to be on-call shall be paid one and one-half ( $1\frac{1}{2}$ ) hour of regular pay or compensatory time for each twelve (12) consecutive hours on-call or any fraction thereof on a prorated basis.

SECTION 3. Exceptions to the foregoing are contained in Article 19, Section 7 of this agreement.

SECTION 4. In calculating overtime pay, overtime compensation will be rounded to the nearest quarter ( $\frac{1}{4}$ ) of an hour in all situations. For example, if an employee works seven (7) minutes past the end of his/her shift, he/she will not receive any compensation. If an employee works eight (8) minutes past the end of his/her shift, he/she will receive a quarter ( $\frac{1}{4}$ ) hour compensation. If an employee works twenty-two (22) minutes past the end of his/her shift, he/she will receive a quarter ( $\frac{1}{4}$ ) of an hour of compensation. If an employee works

twenty-three (23) minutes past the end of his/her shift, he/she will receive one-half ( $\frac{1}{2}$ ) hour of compensation.

If an employee works more than forty-five (45) minutes and up to sixty (60) minutes of overtime, compensation will be one (1) hour of overtime.

SECTION 5. Overtime opportunities shall be distributed equally so far as it is practical and possible. Supervisors shall not monopolize any work hours to the detriment of other employees.

SECTION 6. COMPENSATORY TIME OFF. An employee may elect to receive compensatory time off or cash for overtime or holiday hours earned.

Should the employee elect to receive compensatory time, the employee shall have the right to accumulate three hundred and twenty (320) hours. After reaching and maintaining three hundred and twenty (320) hours, further overtime shall be compensated in cash. Compensatory time will be at the rate of one and one-half ( $1 \frac{1}{2}$ ) hours' time off to hours earned.

In the event the employee separates from employment with the County, the employee shall receive payment of accumulated compensatory time as outlined in the above paragraph.

SECTION 7. Under no circumstances shall an employee deny on-duty employees the opportunity for overtime compensation by voluntarily working without compensation.

## **ARTICLE 21**

### **ATTENDANCE IN COURT, CONFERENCES AND OTHER MEETINGS**

SECTION 1. Any employee required to attend as a witness or in any other capacity directly related to his/her official duties, any case pending in the Juvenile Court, County Court or District Court, or before any Grand Jury proceedings or in conferences with the County Attorney or their respective Assistants, or at any proceedings by any City, County, State or Federal Government or any of the subdivisions of agencies thereof, during off-duty periods, shall be entitled to overtime compensation at the rate of time and one-half ( $1 \frac{1}{2}$ ) his/her regular rate of pay for a minimum of two (2) hours or one and one-half ( $1 \frac{1}{2}$ ) times his/her regular rate of pay for the actual number of hours worked, whichever is greater.

When an employee is called as a witness in connection with the employee's official assigned duties, the employee shall not receive any witness fee in accordance with Department regulations.

SECTION 2. The Department Head or designee may require employees to attend meetings of the Department; provided that notice of such meetings is given at least three

(3) working days in advance of the required reporting time. Such time spent attending the meeting shall be paid in accordance with Section One (1) of this Article, except part-time employees shall not receive overtime compensation unless the hours cause the employee to exceed forty (40) hours in a week.

SECTION 3. Employees who are approved by the Department Head to attend training seminars, workshops, conferences or schooling outside the County shall be paid at their applicable rate of pay while in attendance at such functions and shall not be entitled to overtime, call-back, or holiday pay. Employees attending such functions within the County shall be entitled to the provisions of Article 14 and Article 20 of this agreement, except that employees may voluntarily attend such functions and waive increased compensation under Article 14 and Article 20 of this agreement.

SECTION 4. The Department Head or designee shall give all employees notice of any schooling or training available.

SECTION 5. Employees shall be entitled to the compensation as set out in Section One (1) of this Article pertaining to Notice of Court Hearing unless such employee is notified twelve (12) hours prior to the set time of said hearing that the hearing has been canceled. The employee shall be responsible to call a predetermined phone number within the Communications Department having knowledge of said Court hearings within the last hour of the last working day when the Courthouse is open to see whether said hearing has been canceled.

## **ARTICLE 22 WAGES**

SECTION 1. Employees will be compensated in accordance with the Salary Schedule set forth in Appendix "B" hereto.

Effective July 1, 2015 salary increases are as follows:

<i>Call Taker</i>	<i>2.0%</i>
<i>911 Dispatcher</i>	<i>2.0%</i>
<i>Senior Dispatcher</i>	<i>2.0%</i>
<i>Training and Quality Assurance Coordinator</i>	<i>2.0%</i>
<i>Lead Dispatcher</i>	<i>2.0%</i>

Effective July 1, 2016 salary increases are as follows:

<i>Call Taker</i>	<i>2.0%</i>
<i>911 Dispatcher</i>	<i>2.0%</i>
<i>Senior Dispatcher</i>	<i>2.0%</i>
<i>Training and Quality Assurance Coordinator</i>	<i>2.0%</i>
<i>Lead Dispatcher</i>	<i>2.0%</i>

Effective July 1, 2017 salary increases are as follows:

<i>Call Taker</i>	<i>2.0%</i>
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<i>911 Dispatcher</i>	2.0%
<i>Senior Dispatcher</i>	2.0%
<i>Training and Quality Assurance Coordinator</i>	2.0%
<i>Lead Dispatcher</i>	2.0%

SECTION 2. If July 1 falls in the first seven days of a pay period, Employees shall receive the higher pay rate for the entire pay period. If July 1 falls in the last seven days of a pay period Employees shall not receive the higher pay rate until the subsequent pay period.

SECTION 3. Classification Levels shall be as follows:

- Call Taker
- 911 Dispatcher
- Senior Dispatcher
- Training and Quality Assurance Coordinator
- Lead Dispatcher

SECTION 4. Original appointment to any position shall be made at the entrance step of a salary range and advancement from the entrance step to the maximum step within a salary range shall be based on performance and cumulative length of service per Article Nine (9), Section Six (6).

- Step 1 First year
- Step 2 Year 2
- Step 3 Year 3
- Step 4 Year 4
- Step 5 Year 5
- Step 6 Year 6
- Step 7 Year 7
- Step 8 After the 7th Year

SECTION 5. Longevity pay shall commence at the beginning of the eighth year and continue to be paid as follows for employees hired before July 1, 2015:

Effective July 1, 2003, longevity pay shall be as follows:

Commencing in 8 <sup>th</sup> year through 14 <sup>th</sup> year	\$ 885.00/yr.
Commencing 15 <sup>th</sup> year and through 19 <sup>th</sup> year	\$1,330.00/yr.
Commencing 20 <sup>th</sup> year and through 24 <sup>th</sup> year	\$1,785.00/yr.
Commencing 25 <sup>th</sup> year and through 28 <sup>th</sup> year	\$2,165.00/yr.
Commencing 29 <sup>th</sup> year and after	\$2,400.00/yr.

Employees hired by the County after July 1, 2015 shall not be eligible to receive longevity pay.



## **ARTICLE 23**

### **WORKING OUT OF CLASSIFICATION**

- SECTION 1. Each time an employee is officially designated by the appropriate supervisor to act in a higher classification, actually performs said duties for one (1) complete duty shift and meets the minimum qualifications of said position, the employee shall be compensated for all hours worked in the higher salary grade, unless the rate is lower than the employee's regular rate in which case the employee shall remain at his/her present rate of pay. It shall be the responsibility of the supervisor to identify those hours worked out of class for pay purposes.
- SECTION 2. No employee shall be required to work out of his/her class if such employee does not have the prerequisite qualifications to perform such work nor shall any employee be required to work out of class for the purpose of avoiding paying someone else a higher salary grade.
- SECTION 3. Employees being paid at a higher rate while temporarily filling a position in a higher classification will be returned to their regular rate of pay when the period of temporary employment in the higher class ends.
- SECTION 4. Employees working out of classification shall be entitled to all benefits provided by this Agreement for the position to which they are assigned.
- SECTION 5. An employee who is assigned to work out of classification shall receive the closest approximation to a five percent (5%) increase in compensation in accordance with the appropriate pay range of the absent employee.

## **ARTICLE 24**

### **INSURANCE**

- SECTION 1. The County shall maintain a Comprehensive Major Medical Plan which will include deductibles, copay amounts, coinsurance levels, in-network benefits, out-of-network benefits and other participant payment responsibilities customarily found in Comprehensive Major Medical Plans. No plan changes will be made until receiving recommendations from the FOP Insurance benefits Advisory Committee which shall be submitted to the County Administrator by May 1. If no recommendations are received by May 1, the County Board has the right to make necessary plan changes in time to have the health insurance program in place by the July 1 renewal effective date.

The County shall contribute ninety percent (90%) for individual coverage, eighty-three percent (83%) for employee plus coverage and eighty-three percent (83%) for family coverage.

- SECTION 2. The County shall not pay such premiums referred to in Section 1 of this Article for any employee who, within any calendar month, has not received any compensation from the County for work performed, except as provided in Section 7 of this Article with the exception of FMLA qualified leave.
- SECTION 3. If an employee for whom the County is not paying an insurance premium by virtue of the provisions of Section 2 of this Article desires to continue such coverage the employee shall contact the Human Resources Department to discuss the options available to the employee.
- SECTION 4. The County shall provide and pay the full premium cost for group term life insurance for each eligible employee at a value of Thirty Thousand Dollars (\$30,000.00) coverage.
- SECTION 5. The County shall provide and pay the full premium costs for long term disability benefit insurance for each eligible employee. The long term disability benefit language is contained in the plan document available through the Human Resources Department.
- SECTION 6. Sarpy County provides dental insurance coverage for all employees working a minimum of thirty (30) hours a week who elect to carry this coverage. You must apply for insurance through the Human Resources Department within thirty-one (31) days of your employment eligibility date or during open enrollment (which is held once annually). An employee's responsibility will be \$0 for single and \$19 per family per month. Please contact the Human Resources Department for any other information relating to Health or Dental Insurance.
- SECTION 7. An employee who retires with a minimum of fifteen (15) years of service and is between the ages of sixty-two (62) and until reaching sixty-five (65) years may continue in the County's primary health insurance program and receive insurance coverage as provided for retirees. From age 62 until age 65, the County shall pay 75% of single coverage and 50% of family coverage.

Eligible employees must be enrolled in a County insurance program prior to retirement. An employee must enroll in the County's health insurance prior to retirement.

## **ARTICLE 25**

### **MAINTENANCE OF STANDARDS**

- SECTION 1. Nothing contained in this Agreement shall be construed as repealing any lawfully recognized benefit provided through the County for employees of the Communications Department, and no employee shall inadvertently suffer any loss of wages, hours, or working conditions by reason of the signing of this Agreement.

## **ARTICLE 26**

### **SAVINGS CLAUSE**

SECTION 1. If any provision of this Agreement is subsequently declared by the proper legislative or judicial authority to be unlawful or unenforceable, all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement.

## **ARTICLE 27**

### **TRAINING OFFICER**

SECTION 1. Any employee appointed by the Department Head or designee to be a Communications Training Officer for new recruits shall receive for any eight (8) or twelve (12) hours of training an additional one-quarter (1/4) hour of pay at his/her regular rate for each hour of training.

## **ARTICLE 28**

### **EDUCATIONAL REIMBURSEMENT**

SECTION 1. The purpose of this Article is to foster a learning environment and provide educational opportunities that are mutually beneficial to the employees and the County and will encourage eligible employees to participate in education programs which will further their skills and knowledge for use in their current position or for use in a possible future position of greater responsibility.

The Educational Reimbursement Program shall be a plan as provided for in Section 127 of the Internal Revenue Code of 1986, as amended (the "Code") and shall be construed consistently with the requirements of Section 127. Amounts paid for tuition reimbursement meeting the requirements of Section 127 of the IRS Tax Code are not included in an Employee's income or subject to income tax withholding up to a maximum of \$5,250 annually. If subsequent tax law changes fail to continue the tax-free treatment, or in any way modify its treatment, appropriate adjustments in tax withholding will be made from the effective date of the change.

This Article does not apply to training seminars, conferences, workshops, etc.

SECTION 2. A. Eligibility

1. Employees must be a full-time tenured employee as of the date the course begins.
2. Employees must be actively working for the County as of the date the course is completed.

3. The course schedule and study time must not be in conflict with the Employee work schedule.
4. Employees must take the course at one of the following types of accredited institutions:
  - Technical Institutes (trade schools)
  - Colleges or Universities
  - On-line courses

The County reserves the right in the sole discretion of the Board of Commissioners to exclude any school or subject from eligibility under the Program. Any exclusion shall be effective as to courses beginning after the date the exclusion is imposed.

5. For employees taking graduate level courses, the course for which reimbursement is sought must be on leading to a graduate degree in a course of study in which the Employee is enrolled.

#### B. Reimbursement Terms

The County will reimburse employees as follows:

1. Up to 90% of the cost of tuition, required books, and class-associated fees for:
  - Approved technical or undergraduate level courses up to a maximum of \$2,000 per fiscal year, or
  - Approved graduate level courses up to a maximum of \$2,500 per fiscal year.
2. Supplies and other fees and charges will not be reimbursed.
3. Employees shall be entitled to reimbursement if they have complied with all provisions of this Regulation and receive a letter grade of A, B, or C.
4. Only tuition, required books, and class-associated fees actually incurred by employees are eligible for reimbursement. For example, funds received through grants, scholarships, or other waivers for these expenses will not be eligible for reimbursement.

#### C. Application and Reimbursement Procedures

1. Before enrollment in a course, employees must submit to their Department Head a completed Education Reimbursement Application.
2. The completed and authorized application needs to be transmitted to the Human Resources Department for processing and determination if the application satisfies the eligibility criteria.
  - If the application is denied, the Human Resources Department shall notify the applicant in writing as to the reasons.
  - If the application is approved, the Human Resources Department will return the application form to the employee

indicating approval. This application must be retained by employees and resubmitted to receive reimbursement.

3. To receive reimbursement, employees must submit within 60 calendar days of the course completion date to the Human Resources Department their:
  - Grades,
  - Proof of payment of tuition and course-related fees,
  - Receipts for required books, and
  - The application.
4. Employees who voluntarily separate service or are dismissed within 12 months after receiving reimbursement, shall repay the County for reimbursements received in the prior 12 months. By accepting the reimbursement under this Regulation, employees authorize the deduction of reimbursements, which must be repaid from their final paycheck. If repayment is not fully paid from their final paycheck, employees shall immediately pay the County the remaining reimbursement.
5. Portions of reimbursement that exceed the fiscal year maximum cannot be carried over to the subsequent fiscal year.

## **ARTICLE 29**

### **SHIFT BIDDING**

SECTION 1. All Communications Department shift positions will be posted for bid and will be implemented on the last Sunday in August and the last Sunday in February. In addition, shift bid may be posted up to two other occasions during the calendar year at the discretion of the Department Head or designee and with at least fifteen (15) days advance notice. All Communications Department shift positions shall be posted for bid and filled pursuant to Article Nine (9) of this agreement. Such posting shall state the job title, rate of pay, shift and days off.

Any two employees, with the approval of the Department Head or designee, may agree to trade shift positions.

**ARTICLE 30**

**DURATION OF AGREEMENT**

This Agreement shall be and shall remain in full force and effect from and after July 1, 2015 until June 30, 2018 and shall be automatically renewed each year thereafter for successive one (1) year periods, unless either party shall notify the other in writing on or before the Friday 1st prior to the anniversary date that it desires to modify this Agreement.

IN WITNESS WHEREOF, the parties hereto have set their hands this \_\_\_\_\_  
day of \_\_\_\_\_ 2015.

COUNTY OF SARPY

BY: \_\_\_\_\_

FRATERNAL ORDER OF POLICE, SARPY LODGE NUMBER 3

BY: \_\_\_\_\_

This contract is approved as to form and content.

BY \_\_\_\_\_  
Deputy County Attorney

BY \_\_\_\_\_  
County Clerk

**APPENDIX A**

**AUTHORIZATION FOR PAYROLL DEDUCTION**

By: \_\_\_\_\_  
(Please print last name, first name, middle name)

CLASSIFICATION: \_\_\_\_\_ SOCIAL SECURITY No. \_\_\_\_\_

TO THE COUNTY OF SARPY:

Effective the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, I hereby request and authorize you to deduct from my earnings on the second payroll period of each month, a sufficient amount to provide for the regular payment of the current rate of monthly F.O.P. dues as certified by the F.O.P. The amount deducted shall be paid to the Treasurer of the Fraternal Order of Police, Sarpy Lodge No. 3. This authorization shall remain effective unless terminated by me by written notice to the County.

SIGNATURE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

**REVOCAION OF AUTHORIZATION OF PAYROLL DEDUCTION**

I, the undersigned employee, revoke my authorization for the withholding from my salary, the biweekly union dues for F.O.P. Sarpy Lodge No. 3, effective with the wages paid on \_\_\_\_\_.

DATED: \_\_\_\_\_  
\_\_\_\_\_  
(Employee Signature)

Received by County Clerk: \_\_\_\_\_

**APPENDIX B**

**WAGE SCALE**

TITLE	ADJ	FY	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
<b>Call Taker</b>		2014-2015	\$15.689	\$16.262	\$16.857	\$17.473	\$18.111	\$18.773	\$19.460	\$20.171
	2.00%	2015-2016	\$16.003	\$16.587	\$17.194	\$17.822	\$18.473	\$19.148	\$19.849	\$20.574
	2.00%	2016-2017	\$16.323	\$16.919	\$17.538	\$18.179	\$18.843	\$19.531	\$20.246	\$20.986
	2.00%	2017-2018	\$16.649	\$17.257	\$17.889	\$18.542	\$19.220	\$19.922	\$20.651	\$21.406
<b>Dispatcher</b>		2014-2015	\$18.502	\$19.341	\$20.191	\$21.041	\$21.894	\$22.744	\$23.595	\$24.446
	2.00%	2015-2016	\$18.872	\$19.728	\$20.595	\$21.462	\$22.332	\$23.199	\$24.067	\$24.935
	2.00%	2016-2017	\$19.249	\$20.122	\$21.007	\$21.891	\$22.779	\$23.663	\$24.548	\$25.434
	2.00%	2017-2018	\$19.634	\$20.525	\$21.427	\$22.329	\$23.234	\$24.136	\$25.039	\$25.942
<b>Senior Dispatcher</b>		2014-2015				\$21.228	\$22.938	\$24.645	\$26.358	\$28.066
	2.00%	2015-2016				\$21.653	\$23.397	\$25.138	\$26.885	\$28.627
	2.00%	2016-2017				\$22.086	\$23.865	\$25.641	\$27.423	\$29.200
	2.00%	2017-2018				\$22.527	\$24.342	\$26.153	\$27.971	\$29.784
<b>Lead Dispatcher</b>		2014-2015				\$22.832	\$24.669	\$26.509	\$28.352	\$30.190
	2.00%	2015-2016				\$23.289	\$25.162	\$27.039	\$28.919	\$30.794
	2.00%	2016-2017				\$23.754	\$25.666	\$27.580	\$29.497	\$31.410
	2.00%	2017-2018				\$24.230	\$26.179	\$28.132	\$30.087	\$32.038