

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

**RESOLUTION APPROVING EMPLOYMENT CONTRACT WITH DAN HOINS**

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 of Commissioners ("County Board");

WHEREAS, pursuant to Resolution 2017-143, the County Board selected Dan Hoins to be the Sarpy County Administrator;

WHEREAS, Hoins has since executed the duties and responsibilities of the Office of County Administrator in a reasonable and acceptable manner as determined by the County Board; and

WHEREAS, the County Board desires to enter into an employment contract with Mr. Hoins for the term of July 1, 2018 through June 30, 2022.

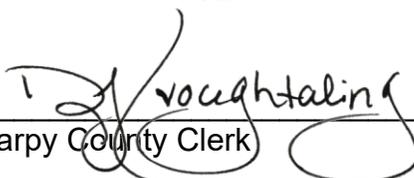
NOW, THEREFORE, BE IT RESOLVED by the Sarpy County Board of Commissioners that this Board hereby approves the attached Employment Contract and any other related documents, the same being approved by the Board.

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 26th day of June, 2018.

Attest:  
SEAL



  
\_\_\_\_\_  
County Board of Commissioners Chairman

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

## EMPLOYMENT CONTRACT

THIS CONTRACT is made between the County of Sarpy, Nebraska, a body politic and corporate (hereafter "Sarpy County") and Dan Hoins (hereafter "Hoins").

WHEREAS, via Resolution 2017-143 Sarpy County selected Hoins to be the Sarpy County Administrator; and

WHEREAS, Hoins has since executed the duties and responsibilities of the Office of County Administrator in a reasonable and acceptable manner as determined by the Sarpy County Board of Commissioners.

NOW, THEREFORE, in consideration of the above and foregoing, IT IS HEREBY AGREED:

1. COMMENCEMENT AND TERM:

This contract (hereafter "Contract") commences July 1, 2018, and terminates on June 30, 2022. This Contract shall not renew automatically.

2. EMPLOYMENT AND POSITION DUTIES:

- a) Sarpy hereby employs Hoins as its County Administrator. Exhibit "A" attached hereto and incorporated herein by this reference contains the duties and responsibilities of the position of County Administrator. By agreeing to perform this Contract, Hoins shall be under a duty to perform on behalf of Sarpy County each of said items listed in Exhibit "A" in a reasonable and professional manner, exerting such time and effort as may be required to do so. It is recognized that Hoins must devote a great deal of time outside the normal office hours on Sarpy County business, and to that end, Hoins shall be allowed to establish an appropriate work schedule.
- b) Except as provided herein, Hoins shall not be permitted to engage in secondary, paid employment. "Secondary, paid employment" shall not include paid teaching, writing, or consulting engagements (collectively hereafter "Other Engagements") and is permissible provided that the Other Engagements do not degrade Hoins' quality of work for Sarpy County. Furthermore, Hoins shall:
  - i. Perform Other Engagements on his own time ("own time" means: while on paid vacation leave; Administrative Day Off; or outside of the County's general business hours);
  - ii. Submit a written request for approval of the Other Engagement to the Sarpy County Board Chairman. Said request shall include a complete description of the Other Engagement to include the duties to be performed by Hoins, the party to whom Hoins would report,

the timeframe of the Other Engagement including when Hoins would perform daily, weekly, or monthly tasks, and identification of any potential conflicts of interest or conflicts of timing, even if remote. The Chairman shall respond in writing with specific reasons for denial or approval. If approved, the response shall include a statement limiting the scope of the Other Engagement to the performance of the duties identified in Hoins' written request for approval of the Other Engagement. If the Chairman denies the Other Engagement, Hoins shall not perform any paid or unpaid work related to the Other Engagement that was denied by the Chairman, nor formally or informally agree to any Other Engagements prior to Hoins' receipt of written approval of said Other Engagement by the Chairman; and

- iii. Upon written approval by the Chairman of an Other Engagement, Hoins:
  - 1. Shall not represent any official position of Sarpy County while performing the Other Engagement and to that end, in conjunction with the performance of the Other Engagement disclaims in writing "This work was produced on my own time and solely reflects my personal opinions. Written or verbal statements in conjunction with this work do not represent the views or policies of Sarpy County"; and
  - 2. Shall immediately submit to the Chairman in writing any potential conflicts of interest with the County in performance of the Other Engagement. Pending review by the County Attorney's Office regarding whether the conflict of interest is detrimental to Hoins' duties under this Contract, Hoins shall temporarily cease performance of any duties associated with the Other Engagement. Should the County Attorney's Office determine that the Other Engagement is a conflict of interest, Hoins shall permanently cease to perform any duties associated with the Other Engagement or terminate this Contract as provided herein.

3. COMPENSATION AND BENEFITS: The following compensation terms and benefits schedule apply during the term of the Agreement:

- a) Hoins shall be paid a salary at the rate of:
  - \$141,232.01 per annum beginning July 1, 2018 through June 30, 2019
  - \$144,056.65 per annum beginning July 1, 2019 through June 30, 2020
  - \$146,937.78 per annum beginning July 1, 2020 through June 30, 2021
  - \$149,876.53 per annum beginning July 1, 2021 through June 30, 2022
- b) The above referenced salary shall be paid in equal installments in the same manner as other County exempt employees and in accordance with the

County's payroll processing schedule. Should this Contract be terminated prior to June 30, 2022, Hoins shall only be entitled to the pro-rata compensation earned up to the date of termination.

- c) Unless otherwise specified herein, as County Administrator, Hoins shall be entitled all benefits available to appointed officials and department heads, as may be modified from time to time, as reflected on the existing benefit schedule which is attached hereto as Exhibit "B" and incorporated herein by reference. At or after Hoins' sixty-second birthday, and for purposes of this contract only, "15 years of continuous service" as it is described in the section entitled "Retirement" in Exhibit "B" means "15 years of continuous public service with any governmental entity in the State of Nebraska."
- d) Hoins shall be entitled to 7.231 hours vacation leave per pay period and 4 hours of sick leave per pay period for the term of this Contract. In the event that this Contract is terminated by either, party Hoins shall be paid all accumulated vacation leave and one-half of his sick leave computed on an hour-for-hour basis determined by his base salary divided by 2,080.
- e) Sarpy County shall pay Hoins the sum of \$200.00 per month as a vehicle allowance to own, operate, and maintain a vehicle. Hoins shall be responsible for paying the liability, property damage, and comprehensive insurance and shall be responsible for the operation, repair, and maintenance of the vehicle.
- f) Sarpy County shall pay Hoins the sum of \$100.00 per month as a cell phone allowance to own, operate, and maintain a cell phone. By receiving this allowance, Hoins shall not be entitled to reimbursement under the County's Cell Phone Reimbursement Policy.
- g) Hoins is entitled to any other such benefits that may increase or decrease as may be required by law or by a change in the benefits available to department heads and exempt managerial employees.

#### 4. TERMINATION:

- a) A majority of the Board members may, by Board Resolution, terminate this Contract during its term for any of the following reasons:
  - i. the breach of any of the material provisions of this Contract;
  - ii. incompetence;
  - iii. neglect of duty;
  - iv. unprofessional conduct;
  - v. insubordination;
  - vi. immoral conduct or conduct involving moral turpitude;
  - vii. physical or mental incapacity;

- viii. conviction of a felony; or
- ix. any conduct that substantially interferes with Hoins' continued performance of his duties.

b) Hoins may terminate this Contract by providing thirty (30) days' notice to the Sarpy County Board Chairman. There shall be no penalty for early termination of this Contract by either party.

c) In the event of the death of Hoins, the employment term and the Contract shall automatically terminate and be of no further force or effect.

5. PROFESSIONAL DEVELOPMENT/CIVIC AND PROFESSIONAL MEETINGS:

Hoins shall become a member of appropriate professional organizations and attend appropriate professional and civic meetings at the local, state and national levels; provided that such attendance does not interfere with the proper performance of his duties.

6. GOVERNING LAW:

The parties shall be governed by all applicable state and federal laws, rules, and regulations in performance of their respective duties and obligations under this Contract.

7. AMENDMENTS IN WRITING AND BY RESOLUTION:

This Contract may be amended only by mutual written addendum of the parties.

8. INTEGRATION:

This Contract constitutes the entire agreement of the parties relating to the subject matter addressed in this Contract. This Contract supersedes all prior communications, contracts, or agreements between the parties with respect to the subject matter addressed in this Contract, whether oral or written.

9. SEVERABILITY:

If any portion of this Contract shall be declared invalid or unenforceable by a court of competent jurisdiction, such declaration shall not affect the validity or enforceability of the remaining provisions.

If any portion of this Contract shall be declared invalid or unenforceable by a court of competent jurisdiction, such declaration shall not affect the validity or enforceability of the remaining provisions.

DATED this 26th day of June, 2018

SARPY:  
THE COUNTY OF SARPY, NEBRASKA,  
A body politic and corporate,

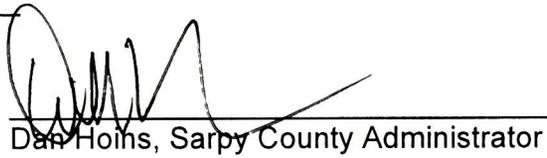


SEAL

  
Chairman

ATTEST:

  
SARPY COUNTY CLERK

  
Dan Hoins, Sarpy County Administrator

Approved as to form:

  
Deputy Sarpy County Attorney



# JOB DESCRIPTION



**CLASS TITLE:** County Administrator  
**DEPARTMENT:** Administration  
**DIVISION:**  
**DATE:** August 20, 1997  
**REVISION DATES:** 7/04; 2/11; 1/17; 7/18

**GRADE:** NA – Contract Position  
**UNION:** NA  
**FLSA:** Exempt  
**LOCATION:** Courthouse/as needed

**Exhibit "A"**

## GENERAL PURPOSE

Under the general direction of the County Board, performs a variety of highly skilled administrative, professional, supervisory, and technical work requiring significant responsibility and independent judgment. Position will also serve as the appointed Personnel Officer pursuant to § 23-2523.

## SUPERVISION EXERCISED

Provide oversight to department heads; supervise and assist in training staff. In addition to regular work assignments as outlined in the job description, incumbent must comply with Civil Service policies and regulations, union agreements, County policies, and laws to create a cooperative, safe, respectful and quality work environment.

## ESSENTIAL FUNCTIONS

Administer and interpret County Board policy to County offices, public agencies and the general public.

Recommend policies and revisions of existing policies to the Board.

Establish and maintain effective working relationships with clients, supervisors, County employees, elected officials, attorneys, law enforcement, judges, vendors, contractors, other agencies, and the general public.

Attend and participate in County Board meetings; assist the Board in preparing meeting agenda; inform Board of pertinent items on agenda which require their particular attention, and provide the County Board background data on important matters.

Participate with the Board in charting the course of the County; evaluate items and issues impacting the County and recommend long range plans that support the County's general objectives; inform Board members of current trends, issues, and problems affecting the County and recommend positions concerning legislation, administrative policies and other matters of interest.

Create, monitor, and update the County's strategic plan.

Communicate official plans, policies and procedures to staff and the general public.

Assist in preparing and submit to the County Board a proposed annual budget and long-range capital expenditure program for such period as the Board may direct; recommend operating budget and capital improvement programs for review, revision and adoption.

Provide professional advice to the County Board and department heads.



# JOB DESCRIPTION



Administer and supervise the assigned areas of operations of the County and ensure the attainment of objectives through the selection and evaluation of department personnel; specify personnel accountabilities and evaluate performance; manage department heads and personnel.

Provide supervision and daily oversight to all assigned department heads regarding policy interpretations pertinent to County problems, activities and services; guide department heads in the development and implementation of new policies and procedures; and coordinate policy implementation with Elected Officials clarifying Board directives.

Foster a productive work environment by providing effective performance feedback, employee recognition, mentoring, and disciplinary action as warranted.

Conduct research and collect information on operational and administrative problems and issues; analyze findings and make recommendations on solutions; develop improved County procedures, methods, and systems and monitor implementation.

Advise the County Board on such matters as labor relations, negotiations, federal grant applications; inform and advise the Board of the County's participation in and obligations under agreements with other governmental units.

Field and resolve complaints from the public regarding County services; investigate service deficiencies; answer inquiries relating to overall County operations; attend a variety of meetings.

Serve as a member on various committees representing the County Board as appointed or directed.

Work with the County Board to respond to media inquiries.

Consult with local city and County administrators seeking ways to improve and/or consolidate government services.

Ensure that assigned areas of responsibility are performed within budget; perform cost control activities; monitor revenues and expenditures in assigned area to ensure sound fiscal control; prepare annual budget requests; assure effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determine work procedures, prepare work schedules, and expedite workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Prepare a variety of studies, reports and related information for decision-making purposes.

Report to assigned worksite with regular, predictable, and consistent attendance

## ***Peripheral Duties***

Recommend for adoption by the County board such measures as may deem necessary or expedient.



# JOB DESCRIPTION



Coordinate legislative activities by identifying new legislation affecting the County; contacting state senators and testifying at committee hearings in representing the interest of the County.

Coordinate and/or attend meetings, seminars and workshops related to administrative duties and responsibilities.

Develop, prepare, and facilitate presentations as directed.

Perform other duties as directed and assigned.

## MINIMUM REQUIRED QUALIFICATIONS

### ***Education and Experience***

Master's Degree\* from an accredited college or university, in public or business administration required.

Ten (10) years of progressively responsible work experience in management\* required, which includes experience in financial, budget, and human resources administration; public sector/local government management experience preferred.

Five (5) years of work experience supervising paid subordinate employees required.

*\*Approved work experience beyond that required which provides equivalent knowledge, skills, and abilities may be considered and substituted for the stated education or experience.*

### ***Necessary Knowledge, Skills and Abilities***

Extensive knowledge of modern policies and practices of public administration

Thorough knowledge of the principles and practices of local County government, principles of organization, management and supervision

Considerable knowledge of employment laws and regulations and how they relate to County government policies

Working knowledge of statutory provisions affecting the operations of County government

Working knowledge of, and ability to use, computers and Microsoft Office software

Well-developed communication and management skills

Effective planning, organizing, and implementation skills

Ability to effectively meet and deal with a diverse public

Ability to develop written reports and action plans

Ability to exercise discretion and independent judgment

Ability to make sound decisions

Ability to provide leadership and direction to staff

Ability to work independently and in a team

Ability to conduct presentations using a variety of techniques



# JOB DESCRIPTION



Ability to manage and maintain confidential and sensitive information

Ability to analyze specific data elements and draw logical conclusions

Ability to prioritize and complete projects within deadlines

Ability to perform tasks with attention to detail and a high degree of accuracy

Ability to work under pressure and/or frequent interruptions

Ability to navigate stressful situations while maintaining composure

Ability to accurately prepare and maintain various records, reports, correspondence, and documentation

Ability to understand and follow exacting verbal and written instructions

Ability to communicate effectively, in English, both verbally and in writing

Ability to operate equipment including, but not limited to, multi-line phone, computer, typewriter; copy machine, printer, scanner, 10-key calculator, microfilm equipment, and fax machine

## ***Special Requirements***

Must have and maintain throughout employment a valid Driver's License, as well as meet eligibility requirements of "acceptable driver standards" as defined by the County.

Must be bondable.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential tasks.

While performing the duties of this job, the employee is frequently required to sit/remain stationary, talk, and hear (i.e. communicate / exchange information), and operate/manipulate equipment (e.g. use hands to finger, handle, or feel objects, tools, or controls). The employee is occasionally required to walk/move about, stand (i.e. remain upright), stoop, bend, climb, kneel (i.e. position self), and reach.

The employee must occasionally lift and/or move up to 30 pounds.

Required sensory abilities include vision and hearing. Visual abilities, correctable to normal ranges, include close and color vision as well as the ability to adjust focus. Communication abilities include the ability to talk (i.e. verbal exchange / exchange information) and hear (i.e. exchange information accurately) within normal ranges. Incumbent must be able to exert sustained concentration for several hours at a time.

Work is typically performed indoors in an office setting. The employee occasionally works outdoors in extreme weather or unpleasant conditions such as wet and/or humid conditions and/or exposed to fumes and airborne particles. Work hours may include



# JOB DESCRIPTION



evenings, weekends, call-ins, and holidays. Work may be fast-paced when dealing with multiple priorities and/or time constraints. The noise level is typically quiet to moderate.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience, interview, reference checks, successful completion of a national criminal background check, successful completion of a pre-employment drug screen, and other job related tests or checks as may be required.

## **DISCLAIMER**

The job description is current as of the date signed. Any omission of specific statements does not exclude them from the position if they are similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

County Board Chairman \_\_\_\_\_ Date: \_\_\_\_\_



**SARPY COUNTY  
EMPLOYEE BENEFIT LIST:  
SALARIED / MANAGEMENT (Exempt from Overtime) Exhibit "B"  
EMPLOYEES**

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*Unless otherwise specified, an employee must work an average of at least 30 hours per week to be eligible for benefits.*

THIS INFORMATION IS INTENDED TO BE INFORMATIVE OF THE GENERAL NATURE OF BENEFITS TO WHICH AN EMPLOYEE MAY BE ELIGIBLE. THE INFORMATION IS NOT INTENDED TO BE BINDING ON SARPY COUNTY, AND SHOULD NOT BE CONSTRUED TO CREATE A CONTRACT OR AN OFFER TO CONTRACT. THE ACTUAL BENEFITS ARE DEFINED BY VARIOUS OTHER LAWS, REGULATIONS, POLICIES, RESOLUTIONS, AGREEMENTS, AND/OR CONTRACTS. PLEASE REFER TO THE APPLICABLE DOCUMENT(S) FOR FURTHER INFORMATION. THESE BENEFITS MAY BE MODIFIED FROM TIME TO TIME, WITHOUT FURTHER NOTICE TO THE EMPLOYEES.

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**HEALTH INSURANCE**

Employees must select health insurance coverage within 30 days from the employment or eligibility date.

	<u>POSITION</u>	<u>COUNTY CONTRIBUTION</u>
Salaried / Exempt from Overtime:		90% Single
		83% Family / 2-Party

The employee is responsible for the remaining portion of the premium, which is deducted in two equal parts from the first and second paycheck of each month. Sarpy County partially 'self-funds' IN-NETWORK deductibles / out of pocket maximums for health insurance.

Please visit <http://www.sarpy.com/humanresources/insurance.html> for information.

SALARIED (Exempt from Overtime)  
EMPLOYEE BENEFITS

**LIFE INSURANCE and**  
**ACCIDENTAL DEATH & DISMEMBERMENT**

The County provides \$45,000 Term Life Insurance coverage for the employee. Supplemental insurance may be purchased at hire or at open enrollment through the insurance carrier. Please review your Certificate of Coverage booklet for further detailed information, restrictions, and specifics.

Please visit <http://www.sarpy.com/humanresources/insurance.html> for information.

**LONG TERM DISABILITY INSURANCE**

This benefit is County Paid. Eligibility for Long Term Disability begins one year from date of employment. Benefits would begin after 90 days of continuous disability with a monthly benefit of 66 2/3% of the employee's earnings, with a maximum benefit of \$6,000 per month. This benefit is subject to approval and amounts are subject to taxes; amounts also may be off-set by Social Security, Pension, and other forms of compensation. Please review your Certificate of Coverage booklet for further detailed information, restrictions, age limits, and specifics.

Please visit <http://www.sarpy.com/humanresources/insurance.html> for information.

**DENTAL INSURANCE**

Employees and their covered dependents are eligible to participate following six (6) months of continuous employment. Employees hired between the 1<sup>st</sup> and 15<sup>th</sup> of the month start the six-month eligibility waiting period on the first of that month. Employees hired the 16<sup>th</sup> through the end of the month start the six-month eligibility-waiting period on the first of the following month. Enrollment is not automatic; an employee must complete an enrollment form and return it to the Human Resources Department prior to their eligibility date. Below is the breakdown of coverage costs:

<u>POSITION</u>	<u>EMPLOYEE COSTS</u>
Salaried / Exempt from Overtime:	\$0.00 Single \$19.00 Family

The premium for dental coverage will be deducted from the first payroll period each month upon reaching eligibility. The coverage year begins each January 1 and the annual maximum benefit per calendar year is \$1,500.00 per covered patient. Refer to the employee plan booklet provided for further information. **IMPORTANT:** Providers outside of the network may be used; however, only "reasonable and customary" charges will be paid at the rate specified for the procedures.

Please visit <http://www.sarpy.com/humanresources/insurance.html> for information.

SALARIED (Exempt from Overtime)  
EMPLOYEE BENEFITS

### **EMPLOYEE ASSISTANCE PROGRAM**

Sarpy County has contracted with Alegent Health Employee Assistance Program (E.A.P.) to offer this unique benefit. Alegent EAP is a short-term counseling service to help you and your family begin to work through personal problems, such as marital conflicts, grief issues, stress, legal problems, emotional difficulties, substance abuse, financial troubles, plus more. When you use these services, you are assured of absolute confidentiality. If you directly contact an EAP counselor, no one will know. To arrange for a private and confidential appointment call the 24-Hour telephone line at 398-5566 or 888-847-4975. All sessions are confidential, a critical element in Alegent Health EAP's success. Information is not released without your written permission.

Please visit <http://www.sarpy.com/humanresources/insurance.html> for information.

### **PENSION**

Full-time employees' participation in the Nebraska Public Employee's Retirement System is mandatory (state statute).

Part-time employees' participation in the Nebraska Public Employee's Retirement System is mandatory for those working twenty (20) hours or more per week. Those working less have the option to elect voluntary participation.

Currently, employees contribute 4.5% of their salary (gross compensation) for each payroll period. The County contributes an amount equal to 150% of your contribution each payroll period (6.75%). These contributions are pre-taxed, not subject to Federal and State income taxes.

**Vesting Credit:** Completion of an aggregate three years of plan participation or at 55 years of age. If, at the time an employee is hired by the County and has prior Nebraska governmental plan participation, that participation may be counted toward the aggregate three years of participation required to vest in the Plan. However, to qualify, an "Eligibility and Vesting Credit Application" must be completed within 30 days from date of hire by Sarpy County. Please see your Human Resources Department for the necessary form.

Please visit <http://www.sarpy.com/humanresources/insurance.html> for information.

SALARIED (Exempt from Overtime)  
EMPLOYEE BENEFITS

### **TAX DEFERRED COMPENSATION**

Please visit <http://www.sarpy.com/humanresources/insurance.html> for information.

### **ACCIDENTAL, HEALTH, and CANCER INSURANCE**

Please visit <http://www.sarpy.com/humanresources/insurance.html> for information.

### **FLEXIBLE BENEFIT PLAN**

This benefit, allows you to pay for un-reimbursed eligible medical expenses and dependent care expenses with “pre-tax” dollars, which means that you get a tax break for these expenses. These plans are authorized under IRS Code Section 125 and are often referred to as Flexible Spending Accounts (FSA's).

New enrollment is required each plan year and there are limited circumstances for terminating the plan prior to the end of the plan year.

Dependent Care: up to \$5000 per plan year.

Medical / Health: per PPACA, IRS sets amount per plan year.

Please visit <http://www.sarpy.com/humanresources/insurance.html> for information.

### **HOLIDAYS**

In addition to any other days that may be designated by the Employer, the following are paid holidays for all salaried (exempt from overtime) employees:

New Years' Day	January 1
Martin Luther King Day	3 <sup>rd</sup> Monday in January
President's Day	3 <sup>rd</sup> Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	November 11
Thanksgiving Day	4 <sup>th</sup> Thursday in November
Day after Thanksgiving Day	4 <sup>th</sup> Friday in November
Christmas Day	December 25

Holidays which fall on a Sunday shall be observed on the following Monday; those falling on Saturday shall be observed on the preceding Friday.

Please visit [Sarpy.com](http://www.sarpy.com) for information.

**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.

**Accrual and Accumulation**

1. Salaried (exempt from overtime) employees will accrue sick pay benefits at a rate of 4.00 hours per payroll period (104 hours per year).
2. Part-time salaried employees will accrue sick pay benefits at a rate of 4.00 hours for each eighty (80) hours worked, not including overtime hours.
3. One thousand forty (1040) hours of sick leave may be accumulated. A salaried/exempt from overtime employee who has accumulated eight hundred (800) hours of sick leave may, at the employee's option, convert their sick leave at a 2 to 1 ratio to vacation or pay, up to a maximum of two hundred and forty (240) hours of sick leave, to one (1) hour of vacation or one (1) hour of regular pay. This conversion may only be made once per calendar year.
4. Sick leave shall not be accrued by emergency or temporary employees.

Please visit [Sarpy.com](http://Sarpy.com) for information.

**VACATION LEAVE**

All employees, excluding temporary or emergency employees, are eligible to accrue vacation hours each bi-weekly pay period, as long as they remain in a paid status. Employees in an "Introductory Status" shall earn vacation time from their starting date of employment, but may not take vacation leave until the completion of their six-month introductory period (180 days).

The Employer shall compensate Salaried (Exempt from Overtime) Employees with vacation time computed as follows\*:

1-5 years	88 hours vacation	3.385 hrs./pay period
6-9 years	128 hours vacation	4.923 hrs./pay period
10 years	136 hours vacation	5.230 hrs./pay period
11 years	144 hours vacation	5.538 hrs./pay period
12 years	152 hours vacation	5.846 hrs./pay period
13 years	160 hours vacation	6.153 hrs./pay period
14 years	168 hours vacation	6.461 hrs./pay period
15 years	176 hours vacation	6.769 hrs./pay period
20 years	188 hours vacation	7.231 hrs./pay period

Exempt employees (as defined in the Fair Labor Standard Act), upon reaching 120 hours of accrued vacation leave, may convert up to eighty (80) hours of vacation leave into compensation at a 1:1 ratio once per calendar year. (excludes Chief Deputies)

Please visit [Sarpy.com](http://Sarpy.com) for information.

SALARIED (Exempt from Overtime)  
EMPLOYEE BENEFITS

**ADMINISTRATIVE LEAVE**

Appointed Officials: 5 days  
Management: 3 days

Because Salaried employees may be required to periodically work long or irregular hours and to attend various meetings and functions outside the "normal" business hours to fulfill their responsibilities, Administrative Leave MAY be granted. Leave will be for calendar year only and cannot be accumulated or carried over. Any Administrative Leave granted and used must be documented as such. This leave is **NOT** an entitlement nor is it subject to accrual or payment for unused leave. Use is completely discretionary upon approval by Department Head. Department Heads may approve their own use as well as that of their management staff, unless otherwise directed by the County Administrator.

**EDUCATION REIMBURSEMENT**

Salaried / management (exempt from overtime) classified employees shall be eligible for educational reimbursement of courses at 90% of the cost of tuition, class related fees (i.e. computer lab, science lab fees) and books up to a maximum of one thousand five hundred dollars (\$1,500.00) per fiscal year. Employees must successfully complete the course with a grade "C" or higher from an accredited college, university, community college or trade school. Receipts are required before reimbursement will be paid. *(Nonreimbursable fees include, but are not limited to, student activity fees, parking fees, etc. –* Please visit [Sarpy.com](http://Sarpy.com) for information.

**PROFESSIONAL LICENSE FEES**

Salaried (exempt from overtime) employees shall be reimbursed for professional license fees (i.e., State bar dues, civil engineering registration, CPA license, appraisal license, etc.) under the following conditions:

1. Possession of license or certificate must be an ongoing requirement of the position.
2. If the employee leaves County employment during the licensing period, the County's contribution shall be pro-rated (i.e., if fees have been paid in advance by the County, the employee shall be required to reimburse the County for the pro-rated portion of the fees through a reduction in the employee's final pay check).

## **RETIREMENT**

A salaried (exempt from overtime) employee, who retires with a minimum of 15 years of continuous service and is at least age fifty-five (55) years until reaching his/her sixty-fifth (65<sup>th</sup>) birthday, may continue in the County's primary health insurance program. The premium paid by the County for those qualifying is as follows:

Age fifty-five through fifty-nine (55-59): The County will pay 50% of the monthly premium for single, employee/spouse or family coverage for employees.

At age sixty (60) until reaching their sixty-fifth\* (65<sup>th</sup>) birthday: The County will pay 100% of the monthly premium for single and 50% employee/spouse or family coverage for employees.

Eligible employees must be enrolled in the current County Health program prior to retirement. *(\*Prior to reaching age 65, the employee is advised to contact the Social Security Administration to begin the transition process for Medicare coverage and research possible Medicare supplemental insurance coverage prior to enrolling in specific Medicare option(s).)*

UPDATE: 04-06-2017  
Human Resources Department