



# PERSONNEL RULES AND REGULATIONS

<b>RULE 1:</b> <i>County Civil Service Act General Provisions</i>	<b>APPROVED:</b> <b>REVISED:</b>
<b>REGULATION 4:</b> <i>Personnel Policy Board</i>	<b>Pages:</b> 1 of 3

## Section 1: Appointment of Members

In accordance with the County Civil Service Act, Nebraska Revised Statute §23-2521, The members of the personnel policy board shall be persons in sympathy with the application of merit principles to public employment. No Personnel Policy Board member shall hold during his/her term, or shall have held for a period of one year prior thereto, any political office or a position as officer or employee of a political organization.

Employees in the classified service shall make two (2) appointments to the Board by election. Human Resources will coordinate periodic elections in coordination with the expiration of terms, and the cost of elections shall be paid by the County. Should there be only one interested candidate for a classified appointment to the Personnel Policy Board, the candidate will be appointed to fill the vacancy without an election.

Elected Officials and County Commissioners shall develop their own procedures for making appointments to the Personnel Policy Board and communicate appointments to the Human Resources Director. County Commissioners shall appoint one (1) individual and Elected Officials shall appoint one (1) individual to the Board and be responsible for the appointment of any vacancies as a result of term expiration or resignation.

The four (4) appointed members shall select a fifth member to serve on the Personnel Policy Board.

The initial term for each member shall begin on January 1, 2018. Such initial terms shall vary in length as follows:

Classified Employees Appointment 1:	Two (2) Years
Classified Employees Appointment 2:	Four (4) Years
Elected Officials Appointment:	Five (5) Years
County Board of Commissioners Appointment:	One (1) Year
Personnel Policy Board Appointment:	Three (3) Years

Members shall, after the initial term beginning in 2018, be appointed for a term of five (5) years. However, if a member is removed from the Personal Policy Board or otherwise leaves their position prior to the end of their term, the person appointed to fill such vacancy shall serve for the remainder of the original term.



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The Human Resources Department will provide, to new Board members, training and resources as to the duties of the Personnel Policy Board.

## **Section 2: Removal of Members**

In accordance with Nebraska Revised Statute §23-2521[4], the Board of County Commissioners may remove any member of the Personnel Policy Board for neglect of duty or misconduct in office after first giving the member a copy of the reason or removal and providing for the member to be heard publicly before the Commissioners and Elected Department Heads. A copy of the charges and a record of the hearing shall be filed with the County Clerk.

## **Section 3: Organization**

The Board, as appointed and organized in accordance with the County Civil Service Act, shall not be bound by any rules of order, evidence, or procedure in its meetings, hearings, or investigations, except such as it may itself establish, or is otherwise outlined in the PRR or as required by the Nebraska Open Meetings Act.

## **Section 4: Powers and Duties**

The Board shall have the powers and duties as assigned it to by Nebraska Revised Statute §23-2522.

## **Section 5: Quorum**

Three (3) members of the Board shall constitute a quorum for the transaction of business, except that no business shall be transacted unless one of the members appointed by the board of county commissioners or the elected department heads and one of the members appointed by the classified employees who are covered by the county personnel system are present at the meeting..

## **Section 6: Board Minutes**

The Human Resources Director shall attend all meetings of the Board, act as its secretary, and record its official actions in the minutes. The minutes shall include the



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time and place of each meeting, names of the Board members present, all official acts of the Board, the votes of each Board member, and when requested a Board Member's dissent with stated reason. The Human Resources Director shall cause the minutes to be presented for approval or amendment at the next regular Board meeting. The minutes covering formal action of the Board, or a true copy therefore approved by a majority of the Board shall be open to public inspection in accordance with Nebraska law.