



PERSONNEL RULES AND REGULATIONS

RULE 1: <i>General Provisions</i>	APPROVED: <i>January 1, 2015</i>
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Introduction: The following words and phrases, when used in these Rules and Regulations have the following meanings unless otherwise clearly indicated in context or superseded by an applicable collective bargaining agreement.

Active Status	Means an employee who is currently receiving compensation, receiving accrued leave benefits, and/or on approved leave.
Appointment	Means the designation of a person to a job in the classified service who has qualified for the appointment through proper examination and determination of ability to perform the job.
Appointing Authority	Means the Department Head (or designee) authorized to make decisions regarding the hiring, promotion, demotion, transfer, or dismissal of an employee.
Board of County Commissioners	Means the Board of County Commissioners of Sarpy County.
Certification	Means the referral of names of qualified candidates by the Human Resources Director on request of the appointing authority for selection to a job.
Certified Candidates	Means successful candidates placed on eligible or referred lists in accordance with their respective ratings by the Human Resources Director.
Chief Deputy	Means an individual who serves as the first assistant to and at the pleasure of an elected official.
Class	Means recognized County positions, which shall have a title and a written description of the general duties and responsibilities. The County's Classification System generally follows the EEO-4 codes, narratives/examples, and allocation of positions.
Classified Service	Shall comprise all jobs not specifically included in the unclassified service as defined in Nebraska Revised Statute §23-2519.



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Class Title	Means the official title used in the County Pay Plan.
Collective Bargaining Unit	Means a group of employees whose jobs are covered by a recognized collective bargaining agreement and are represented by a bargaining agent.
Communication Devices	Means machines that assist in transmission of data, voice, video, or text.
Compensation	Means the monies paid to employees including base wages, overtime, premium payments, out-of-class pay, detail pay, etc.
Compensatory Time	Means a time benefit credited, at a rate of not less than one-and-one-half hours for each hour of overtime worked instead of receiving overtime pay in the period worked.
Continuous Posting	Means a job posted without an established closing date for competitive qualified applicants to apply. The examination of applicants is administered on a continuing basis and eligible applicants are placed on the referred list on the basis of their final score regardless of their application date.
Continuous Service	Means employment without a break or interruption; provided that any authorized leave without pay or by reason of layoff for 30 consecutive calendar days or less shall not affect the continuity of service. Leaves without pay and layoffs for a period in excess of 30 consecutive calendar days shall be deducted in computing the total length of service with the County and the employee's eligibility date will be adjusted accordingly.
County	Means Sarpy County, Nebraska.
County Civil Service Act	Means Nebraska Revised Statutes §23-2517 through §23-2533, as amended from time-to-time, that require the establishment of a system of personnel administration pertaining to all employees in the classified service.



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Date of Employment	Means the first date on which an employee begins service with the County for which compensation is due.
Days	Unless otherwise stipulated elsewhere in these Rules, 'days' shall be defined as calendar days.
Demotion	Means a change from a job in one class/grade to a job in a lower class/grade where the final wage of the new job is lower than the final wage of the current job.
Department	Means a functional unit of the county government headed by an elected official or established by the board of county commissioners (Nebraska Revised Statute §23-2518).
Department Head	Means an elected or appointed official as well as an employee charged by the Board of County Commissioners with directing a department, or designee.
Detail Assignment	Means performing a portion of a job or a particular task for a specified period of time.
Discharge/Dismissal	Means the involuntary termination of an employee.
Elected Official / Elected Department Head	Means an officer elected by the popular vote of the people and known as the county attorney, public defender, county sheriff, county treasurer, clerk of the district court, register of deeds, county clerk, county assessor, and county engineer (Nebraska Revised Statute §23-2518).
Election Commissioner	Means an official who has received a gubernatorial appointment and is responsible for the election function of the County.
Eligibility Date	Means the date on which an employee is eligible for Types of Leave and/or benefits.
Eligibility for Benefits	Unless otherwise specified or as required by law or statute, an employee who works an average of at least 30 hours per week.



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Eligible	Means a person whose name is on an Eligibility List.
Eligible List	Means a list of individuals arranged in descending order of their ratings on examinations for classes of jobs and to which they are qualified for referral for an appointment.
Emergency Appointment	Means an appointment without regard to the examination requirements of these Rules to a classified job by reason of a governmental emergency recognized by the Personnel Officer , which appointment is not to exceed 30 calendar days in duration and is nonrenewable.
Employee	Means an employee of Sarpy County.
Employer	Means Sarpy County.
Essential Functions	Means the primary duties and responsibilities of a job.
Exempt Employee	Means an employee who is paid on a salary basis and is not eligible for overtime pay / compensatory time off as defined in the Fair Labor Standards Act.
External Job Posting	Means a vacancy posted to the general public.
Fringe Benefit	Means an employment benefit that has a monetary value and is given in addition to a salary and/or base wage, such as paid holiday, group insurance, pension, etc.
Full-time Employment	Means employment in a job which normally requires 40 hours of work per week.
Grievance	Means written notice of a circumstance for a complaint regarding a violation of ,any applicable rules, policies, collective bargaining agreements, and/or violation of employment-related laws.
Honoraria/Honorarium	Means a payment for a professional service (e.g. as making a speech) for which there is not typically a charge.
Human Resources Department	Means the department charged with ensuring the County Civil Service Act is carried out.



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Human Resources Director	Means the employee who is the department head of the Human Resources Department.
Inactive Status	Means an employee who is currently not receiving compensation, not receiving accrued leave benefits, and/or not on approved leave.
In Loco Parentis	Means the legal doctrine under which an individual assumes parental rights, duties, and obligations without going through the formalities of a legal adoption.
Internal Job Posting	Means the posting of a vacancy that is restricted to current County employees. Probationary, Temporary, Seasonal, or Provisional employees are not eligible to apply during this internal period unless the vacancy is within their respective department.
Introductory Probationary Period	Means a period of time not to exceed one year during which employees may be dismissed from their job without the right of County appeal or hearing.
Job	Means a paid position of employment comprised of tasks.
Job Description	Means a summary of the essential functions, minimum qualifications, knowledge/skills/abilities, physical demands, and work environment required to perform the job.
Layoff	Means the separation of tenured employees which have been made necessary by lack of funds or work, abolition of the position, material change in the duties, or change in County functions not related to fault, delinquency, or misconduct on the part of tenured employees who are eligible for reemployment based upon their performance record and seniority in service.
Legal Guardian	Means a person who is qualified by law as the guardian of minor children or incompetent adults pursuant to testamentary or court appointment, but excludes a person who is merely a guardian ad litem.



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Leave of Absence	Means a legally permissible or policy approved period of time during which employees are not physically present for work.
Leave Time	Means the accrual and/or use approved leave.
Loudermill	Means the right to a hearing as part of the "due process" requirement that must be provided to a tenured government employee prior to removing or impacting their employment property right, such as suspension without pay, demotion, and/or dismissal.
Minimum Qualifications	Means the requirements of training, experience, education, knowledge, skills, abilities, and other qualifications to be measured by any combination of written, verbal, or performance examinations, as prescribed for a given job.
Non-exempt Employee	Means an employee who is paid on an hourly basis and who is eligible for overtime pay / compensatory time off as defined by the Fair Labor Standards Act.
Out-of-class	Means performing the majority of essential functions of a job in a higher grade/class.
Overtime Pay	Means pay at a rate not less than time and one-half of the regular pay rate for eligible employees covered by the Fair Labor Standards Act who have worked in excess of 40 hours in a workweek.
Part-Time Employment	Means employment in a job which normally requires less than 40 hours of work per week.
Pay Grade	Means the alpha and/or numerical designation assigned to a job in the County's Compensation (Pay) Plan.
Pay Period	Means a two-week period of time starting on Sunday at 12:00 a.m. and ending two weeks later on Saturday at 11:59 p.m.



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Personnel Officer)	Means the employee appointed by the Board of County Commissioners to administer the County Civil Service Act (currently the County Administrator).
Personnel Policy Board	Means the persons in sympathy with the application of merit principles to public employment and who are not otherwise employed by the County who are appointed to fulfill the requirements of the Nebraska County Civil Service Act (Nebraska Revised Statutes §23-2521 and §23-2522).
Personnel Rules and Regulations (PRR)	Means the personnel administration system adopted by the County Commissioners for employees of the classified service as required by the Nebraska County Civil Service Act.
Political Subdivision	Means a government unit (e.g. cities, counties) which falls under the jurisdiction state government.
Position Start Date	Means the first day of compensable work in a given job; this date will be used for determination of eligibility for future performance reviews and compensation and/or benefit administration.
Probationary Employees	Means employees who have not completed their Introductory Probationary Period after their classified appointment.
Promotion	Means a change from a job of one class/grade to a job in a higher class/grade where the final wage of the new job is higher (greater than 5%) than the final wage of the current job.
Protected Health Information (PHI)	Means any information about health status, provision of health care, or payment for health care that can be linked to a specific individual.



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Recall List	Means the list of tenured employees separated from County employ as a result of layoff and whose names have been placed on the list at the discretion of the Human Resources Director in accordance with the provisions of the Personnel Rules.
Red Circle	Means a rate of pay that is above the maximum salary rate for the job's grade.
Reprimand	Means a formal notice informing employees of the specific manner in which their conduct and/or work performance is not meeting standards.
Resignation	Means the termination of employment at the discretion of the employee.
Retirement	Means the as the voluntary separation from County employment that meets other applicable requirements of such status.
Seasonal Appointment	Means an appointment to a job of limited terms which coincides with a particular season or seasons not to exceed one (1) year.
Supervisor/Manager	Means a person in charge of a unit or operation of a department.
Suspension	Means a forced leave of absence for disciplinary and/or investigatory purposes.
Temporary Appointment	Means an appointment to a job established for a period not to exceed one (1) year.
Tenured Employee	Means an employee who, after satisfactory completion of the Introductory Probationary Period, has acquired the rights and privileges of employment in the classified service.



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Transfer	Means the movement of an employee from one job to another job of the same grade/class which does not result in an increase in base wage or a substantial (less than or greater than five percent) change in the final wage.
Trial Period Probation	Means a designated period of examination following a transfer or promotional appointment during which an employee can be demoted or removed for cause.
Unclassified Position	Means a job which has been specifically excluded from the classified service as outlined in the Nebraska County Civil Service Act (Nebraska Revised Statute §23-2519).
Verbal Reprimand	Means a form of discipline in which the employee is notified of unacceptable job performance and/or conduct/behavior; this level of discipline is not subject to grievance proceedings.
Work Week	Means the one week period of time beginning at 12:00 a.m. on Sunday and ending the following Saturday at 11:59 p.m. (Unless otherwise indicated within a contract)
Written Reprimand	Means a form of discipline in which the employee is notified in writing of their unacceptable work performance and/or conduct/behavior, which may include a probationary period. This level of discipline is not subject to grievance proceedings