

August 13, 2024

Seward County Board of Equalization

State of Nebraska)
County of Seward) ss.

A regular meeting of the Seward County Board of Equalization was convened in open and public session at 8:30 a.m. on August 13, 2024 in the Commissioner's room at the Seward County Courthouse. Notice of the meeting was posted on the Courthouse bulletin board and on the Commissioner's Room door. The agenda for all meetings is kept continually current and is available for public inspection at the County Clerk's Office during normal business hours. The agenda is held open until one business day prior to the meeting for appearance before the Board. The Board of Equalization has the right to modify the agenda to include items of an emergency nature only at such public meeting.

The Seward County Board of Equalization convened on August 13, 2024 at 8:30 a.m.

Present: Chairperson: Misty Ahmic
Members: Raegan Hain, John Culver, Ken Schmieding, Darrell Zabrocki
County Clerk: Sherry Schweitzer
County Assessor: Marilyn Hladky

The Chairperson noted that the public meeting information is posted as required by law and available for public distribution if requested.

The Pledge of Allegiance was recited.

Moved by Zabrocki and seconded by Hain to approve the minutes of July 23, 2024.

Affirmative Vote: Zabrocki, Hain, Culver, Schmieding, Ahmic Motion Carried

Moved by Hain and seconded by Culver to approve the letter requesting a refund of taxes previously paid in the amount of \$164.05 from Brian and Tanya Woolsey.

Affirmative Vote: Hain, Culver, Schmieding, Zabrocki, Ahmic Motion Carried

Moved by Zabrocki and seconded by Schmieding to approve Tax List Corrections #207-23P for John Troyer, #437-22R for Brian & Tanya Woolsey and #438-23R in the name of Jeremy Lewis.

Affirmative Vote: Zabrocki, Schmieding, Culver, Hain, Ahmic Motion Carried

Hladky updated the Commissioners on activities of her office.

Known items on the agenda for Board of Equalization on August 27, 2024 are as follows:

8:30 a.m.

1. Convene and announce Open Meetings Law
2. Pledge of Allegiance
3. Discuss/Action - Approve minutes of August 13, 2024
4. Discuss/Action – Assessor Information Update

Moved by Hain and seconded by Zabrocki to adjourn at 8:37 a.m.

Affirmative Vote: Hain, Zabrocki, Culver, Schmieding, Ahmic Motion Carried

State of Nebraska)
County of Seward) ss.

I, Sherry Schweitzer, the undersigned County Clerk of Seward County, Nebraska do hereby certify the foregoing minutes are true and are part of the official records of this office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal this 27th day of August, 2024.

County Clerk

Chairperson

August 13, 2024 Seward County Board of Commissioners

State of Nebraska)
County of Seward) ss.

A regular meeting of the Seward County Board of Commissioners was convened in open and public session at 9:00 a.m. on August 13, 2024 in the Commissioner’s room at the Seward County Courthouse. Notice of the meeting was posted on the Courthouse bulletin board and on the Commissioner’s Room door. The agenda for all meetings is kept continually current and is available for public inspection at the County Clerk’s Office during normal business hours. The agenda is held open until one business day prior to the meeting for appearance before the Board. The Board of Commissioners has the right to modify the agenda to include items of an emergency nature only at such public meeting.

The Seward County Board of Commissioners convened on August 13, 2024 at 9:00 a.m.

Present: Chairperson: Misty Ahmic
Members: Raegan Hain, John Culver, Ken Schmieding, Darrell Zabrocki
County Clerk: Sherry Schweitzer

The Chairperson noted that the public meeting information is posted as required by law and available for public distribution if requested.

Chairperson Ahmic noted that the Nebraska Association of County Officials (NACO) update item presented by Jon Cannon at 9:05 a.m. on the agenda will not be held today.

The Pledge of Allegiance was recited.

Moved by Zabrocki and seconded by Hain to approve the consent agenda consisting of:

- a. Minutes of August 6, 2024
- b. Zoning Fees for the month of July 2024 in the amount of \$600.00
- c. Surplus Property Disposal Form for the County Treasurer

Affirmative Vote: Zabrocki, Hain, Schmieding, Culver, Ahmic Motion Carried

Moved by Hain and seconded by Culver to approve the claims through the period of August 2, 2024.

SEWARD COUNTY CLAIMS THROUGH AUGUST 2, 2024

ADVANCE OFFICE AUTOM	SU	\$137.94	SUMMIT FOOD SERV	SE	\$13,488.66
AERNI LAW, LLC	SE	\$838.65	TREGG LUNN LAW	SE	\$1,987.50
ALLO COMMUNICATIONS	UT	\$5,313.62	ULINE	SU	\$370.30
AMERITAS LIFE INS	FE	\$21,711.49	UNL CAREER SERVICES	SE	\$275.00
BOB BARKER CO	SU	\$41.20	UTICA BODY & PAINT	SE	\$1,000.00
BRYAN MED CENTER	SE	\$13,310.33	VERIZON WIRELESS SERV	UT	\$1,639.39
BURESH LAWN CARE	SE	\$700.00	VIRTUAL IMPRESSIONS	SE	\$36.00
CEIA USA	SU	\$104.80	VISA	SU	\$1,532.65
CITY OF SEWARD	UT	\$14,954.05	CANDICE C WOOSTER LAW	SE	\$2,022.10
CLERK OF DIST COURT	SE	\$216.00	WYTHERS LAW	SE	\$14,299.50
COAST TO COAST COMP	SU	\$56.70	BARCO MUNICIPAL PROD	SU	\$5,074.40
CONTINENTAL ALARM	SE	\$1,673.90	BEAVER HARDWARE	SU	\$178.01
CULLIGAN	SE	\$94.50	COMPULINK LTD	EQ	\$1,558.00
DICKSON LAW	SE	\$1,287.50	TOPPING OUT INC	SE	\$1,688.80

EAKES OFFICE PLUS	SU	\$326.70	G & P DEVELOP LANDFILL	SE	\$21.49
EYE SURGICAL ASSOC	SE	\$120.49	HEARTLAND TIRES	SE	\$239.95
FARMERS COOP	SU	\$25,505.11	MIDWEST AUTO PARTS	EQ	\$940.19
SIDNEY FREY	SE	\$375.00	NE PUBLIC POWER DIST	UT	\$53.69
GALLS LLC	SE	\$179.99	NEXTLINK AIS	UT	\$51.07
GRAHAM TIRE LINCOLN	SE	\$600.00	NMC, INC	SE	\$7,271.36
GREAT PLAINS UNIFORMS	SE	\$1,633.92	POWERPLAN	SE	\$2,202.27
HERPOLSHEIMERS	SE	\$218.81	RDO TRUCK CENTERS	EQ	\$1,741.86
HOMETOWN LEASING	EQ	\$232.38	TRUCK CENTER CO	EQ	\$115.04
INPATIENT PHYSICIAN	SE	\$526.00	VERIZON CONNECT NWF	UT	\$691.23
JONES BANK (FICA)	FE	\$21,733.29	VILLAGE OF GARLAND	UT	\$68.14
KINER SUPPLY CO	SU	\$429.90	VILLAGE OF UTICA	UT	\$54.08
KOTIK & MCCLURE, ATTY	SE	\$7,298.16	ACE IRRIGATION	EQ	\$23,438.85
JOCELYN LEMKE	SE	\$625.00	DALE JOHNSON ENT	SU	\$6,730.72
LIBERTY LAW GROUP	SE	\$3,595.00	THE VERDIN CO	SE	\$2,160.00
MCKESSON MED SURG	SU	\$72.77	AWARDS UNLIMITED	SU	\$114.75
MEMORIAL HOSPITAL	SE	\$10,342.45	MERLES FLOWER SHOP	SU	\$55.00
MID-AMERICAN INS	FE	\$46,498.93	GROWTH SERVICES GRP	FE	\$5,500.00
SPORTS EXPRESS	SU	\$201.96	CARRIE SERMENO	SE	\$900.00
MIPS INC	SE	\$2,264.46	SEWARD ARTS COUNCIL	FE	\$1,000.00
MY CENTRAL SUPPLY	SU	\$1,014.28	VANGUARD APPRAISALS	SE	\$185.00
NE ASSN CNTY OFFICIALS	FE	\$172.00	MICHAEL HAMMOND	SE	\$1,692.32
NEBRASKA.GOV	SE	\$16.00	CORI J STAVA	SE	\$486.50
ONESOURCE	SE	\$134.00	HOBSON AUTO AND TIRE	SE	\$567.97
OREILLY AUTOM	SU	\$346.27	BERN'S BODY SHOP	SE	\$626.30
ORKIN LLC	SE	\$147.00	LANDAUER	SE	\$1,111.80
PAC N SAVE	SU	\$1,503.14	MIDWEST AUTOMOTIVE	EQ	\$1,270.23
PATHOLOGY MED SERV	SE	\$104.00	MOTIVATE 2 COMMUNICATE	FE	\$150.00
PETTY CASH FUND	FE	\$1,755.85	NIXLE	SE	\$3,570.90
POLLACK AND BALL	SE	\$2,043.75	SARGENT DRILLING	SE	\$33,251.00
POTTER REPAIR	SE	\$423.02	KIRKHAM, MICHAEL	SE	\$5,086.00
REGION V SYSTEMS	SE	\$856.00	MARVIN PLANNING CONSU	SE	\$1,350.00
RISEN STUN DYNAMICS	SE	\$580.00	CIDNET	SE	\$2,463.19
KEVIN SCHLENDER	SE	\$625.00	WELLBEING INITIATIVE	FE	\$1,000.00
SEW CO HLTH CLM FND	FE	\$309,219.73	SALARIES		\$306,754.14
SEWARD CO INDEPENDEN	SE	\$1,207.76	GROSS SALARIES INCLUDE DEDUCTIONS TO:		
SEW SHERIFF UNCOL FEES	FE	\$440.00	AMERITAS DENTAL		
SEWARD CO TREASURER	FE	\$30.00	AMERITAS VISION		
SEWARD LUMBER	SU	\$2.48	COLONIAL SUPPLEMENTAL INSURANCE		
JOY SHIFFERMILLER	SE	\$3,052.00	MID AMERICAN CO SIXCONSIN		
SOARIN GROUP	SE	\$9,984.00	POINT C FSA		
STEPHANIE FLYNN LAW	SE	\$2,391.66	WADDELL & REED		
SHARILYN K STEUBE	SE	\$625.00			

Affirmative Vote: Hain, Culver, Schmieding, Zabrocki, Ahmic

Motion Carried

Commissioners Reports:

Commissioner Hain reported she received phone calls about road concerns, received an email from the Well Being Initiative, met with Highway Supt and constituents about a road concern, and spent time at the Seward County Fair.

Commissioner Culver reported he attended Garland and Pleasant Dale Village Board meetings, participated in a Blue Valley Community Action (BVCA) event, met with the Secretary of Seward/Saline Waste Management, and will have Bee Village Board meeting this week.

Commissioner Ahmic reported she received calls on road concerns, attended Milford City Council meeting, met with the Planning Commission Chair and the Zoning Administrator about the newly proposed regulations, participated in a Seward County Chamber & Development Partnership (SCCDP) meeting via Zoom, is looking into legislation with the Special Session and spent time at the Seward County Fair.

Commissioner Schmieding reported he spent time at the Seward County Fair. He will be in touch with Extension Office staff about abandoned cemeteries in the near future.

Commissioner Zabrocki reported he attended the Seward City Council meeting, the City Planning Commission meeting, Public Transit meeting and a Housing meeting. He also spent time at the Seward County Fair. He will have a 4th of July meeting and a Nebraska Intergovernmental Risk Management Association (NIRMA) meeting in the near future.

Roxanne Knutson, HR Director, brought several policies for the Commissioners consideration. Knutson explained each policy and the changes to be considered.

Moved by Hain and seconded Zabrocki to approve the following updated policies:

- a. Annual Performance Evaluations
- b. Definitions
- c. Introductory Period
- d. Military Leave
- e. Probationary Period
- f. Separation from Employment
- g. Sick Leave

SEWARD COUNTY POLICY

ANNUAL PERFORMANCE EVALUATION

Revised: 7/2024

Each employee will have an annual performance evaluation, in which a positive evaluation will associate with a compensatory increase. An employee's first annual evaluation after hire (or promotion to new position/new office) will take place at the one-year anniversary of the employee's new position.

Upon completion of this one-year anniversary evaluation, the employee will begin following the annual budget year evaluation process and approved annual wage increase on July 1. In rare and unusual circumstances in which an employee would transfer laterally, or voluntary step down, Department heads should consult with Human Resources with regards to assuring that employee's annual compensation performance increase not surpass 12 months.

For example: An employee who has been on the annual July budget year increase cycle receives a promotion and wage increase in February. This date in February becomes the employee's new anniversary date, and they serve a 6-month introductory period for their new role. In July, they are not eligible for another increase, but will receive their performance-based increase upon one year of hire in that new role (February). Then they jump onto the budget year cycle in July.

For example: An employee begins employment with Seward County in March. They do not receive the annual increase associated to the July budget year that occurs 4 months later as they have not completed their one year. They decide to transfer offices in October, receiving an increase in pay. They are now a new employee in that role, and their anniversary increase would occur in October of the following year. They then jump onto the budget year cycle in July, following their one year October anniversary.

Annual performance evaluations for all current Seward County employees who have completed their one-year mark will be conducted between March 1 and May 31 of each budget year. The original or a copy must be submitted to Human Resources before or at the time of the wage increase for retention in their personnel file.

The Elected Official or Department Head shall review with the employee their current job description on an annual basis to evaluate if any changes need to be made based on current job duties. If changes are needed, then the Elected Official or Department Head shall work with Human Resources to update the job description and have the employee sign it. A copy will be given to the employee and the original to be placed in the employee's file.

DEFINITIONS

Revised 7/2024

ANNIVERSARY DATE: The calendar date upon which employment started with the county by a specific employee. An anniversary date will be adjusted to exclude calendar days of suspension and leave of absence without pay.

COHABITATING: Living together.

COMPENSATORY TIME-OFF: Compensation in the form of time off in lieu of compensation in the form of money for hours worked in excess of the maximum set for their work period. Compensatory time is figured at time and a half (1½).

CONTINUOUS EMPLOYMENT: The time from original employment to the current date of employment excluding the calendar days when an employee is absent without leave, or when an employee is absent with leave without pay, and periods while an employee is under suspension. An employee who returns to work following a resignation or a discharge shall be considered as a new employee and previous employment will not be considered a part of continuous employment.

DEPARTMENT: A major functional unit of the Seward County governmental structure.

DEPARTMENT HEAD: A person directly responsible for the administration of a county department.

DISCRIMINATION: Unfair treatment on the basis of race, color, ethnicity, national origin, religion, pregnancy, sex, sexual orientation, gender identity, political affiliation, marital status, age, service in the military, disability, or other characteristics protected by law.

DISMISSAL: The termination of employment because of disqualification, end of temporary assignment, layoff, resignation, retirement or involuntary termination. The termination of the employee employer relationship.

DOMESTIC PARTNER: A domestic partnership is an interpersonal relationship between any two individuals, of the same or opposite sex, who live together and share a committed, intimate relationship life, but are not married.

EMPLOYEE: An employee is defined as one of the following:

- a) Full-time. Full-time employees work at least forty (40) hours per week in their assigned classification and are eligible for full fringe benefits.
- b) Regular part-time. Regular part-time employees work at least thirty (30) hours but less than forty (40) hours per week as an employee of Seward County and are eligible for fringe benefits on a prorated basis.
- c) Part-time. Part-time employees work as an employee of Seward County less than thirty (30) hours per week. Part-time employees are not eligible for fringe benefits.
- d) Temporary. Temporary employees may be employed for any number of hours per week, not to exceed 1,000 per year, in positions declared to be seasonal or temporary in nature, for a period of one (1) year or less. If a position is deemed necessary for longer than one year, a department head should consult with HR on the possibility of making the position part-time in nature. This person may be assigned to a classification temporarily vacated by a regular employee while on military duty or other authorized absence and is not eligible for fringe benefits.

ESSENTIAL EMPLOYEE:

- Sheriff's Office and administrative staff deemed necessary
- Jailers/Correctional Officers
- E- 911 /Communications Dispatchers
- Road Department employees and administrative staff deemed necessary
- Emergency Manager
- Buildings and Grounds Superintendent and Maintenance Tech
- Any position specifically deemed necessary by the County Board Chairperson or his/her designee.

EXIT INTERVIEW: An interview between Human Resources and an employee who has voluntarily resigned. The purpose of the exit interview is to gather data for improving working conditions and retaining employees.

GRIEVANCE: Any complaint relating to employment conditions or relationships.

HOLIDAY: The twenty-four (24) hour period starting at midnight and ending at midnight of the day observed.

IMMEDIATE FAMILY: A spouse, son, son-in-law, daughter, daughter-in-law, parent, parent-in-law, brother, brother-in-law, sister, sister-in-law, step child, step parent, grandparent, grandparent in-law or grandchild of a specific employee.

INTRODUCTORY PERIOD: The first twelve (12) month working period of a position, during which an employee is required to demonstrate their ability to perform the duties of the position.

LAYOFF: The involuntary non disciplinary dismissal of an employee due to no fault of the employee.

LEAVE: An authorized absence from regularly scheduled work hours, which have been approved by the employee's supervisor.

OVERTIME: Authorized time worked by an employee in excess of their total normal working hours per week, not less than 40 hours per week.

PROBATIONARY PERIOD: The first six (6) month working period as an employee of the county.

REPRIMAND: A form of disciplinary action designed to not only admonish or warn an employee but also to lead, guide, direct and instruct the employee in how to correct and avoid repeating the mistake, infraction, deficiency or problem.

SEXUAL HARASSMENT: The deliberate or repeated behavior of a sexual nature by one individual to another that is unwelcome, unasked for or rebuked by the other employee. The behavior can be verbal, nonverbal or physical in nature. Examples of sexual harassment could include, but are not limited to, the following:

- Sexual comments of a provocative or suggestive nature.
- Jokes or innuendos of a sexual nature.
- Suggestive or demeaning looks or leering.
- Creating an intimidating, hostile or offensive working environment of a sexual nature.
- Making acceptance or unwelcome sexual conduct or advances or requests for sexual favors or any nature a condition of employment or continued employment.

- Physical contact such as patting, pinching, hugging or brushing up against another body.
- Materials or photographs of a sexual nature in the workplace.

SUSPENSION: A form of discipline consisting of relieving an employee from work without pay for a specific period depending upon the seriousness bringing about the disciplinary action.

WORK DAY: Shall be eight (8) hours per day, regardless of the hours each department has an employee work. For vacation, sick leave, holiday leave, and/or any other type of leave, a working day is eight (8) hours. Any referral to holiday pay, to leave 'without loss of pay', shall and does refer to eight hours only, regardless of hours routinely scheduled to work.

WORK WEEK: For all permanent, full-time employees other than law enforcement officers, the work period shall begin at 12:00 am Saturday, and conclude at 11:59 pm Friday. A minimum of forty (40) hours must be worked in a work week. For law enforcement certified personnel, the work period shall begin at 12:00 am on the first Saturday of the pay period and conclude at 11:59 p.m. on the last Friday that the pay period concludes. A minimum of eighty (80) hours must be worked in a two week pay period.

WORKERS' COMPENSATION: Benefits received by an employee who is injured while carrying out their assignment, as determined by the applicable state laws.

INTRODUCTORY PERIOD

Revised 7/2024

This twelve (12) month period is used by the Department Head to observe the employee's ability to satisfactorily perform assigned duties and responsibilities. Successful completion of an introductory period does not imply guaranteed continued employment with the county.

1. New Hire. All new hires shall be required to serve a probationary period of six (6) months from the date employment starts. An employee shall be removed from this status on the day following the end of the probationary period, unless notified of extension or termination by the Department Head. See Probationary Period policy.
2. Transfer During Introductory Period. An employee who is transferred (promotion, demotion, or lateral move) within a department while serving an introductory period may have their introductory period extended based on the new position, at the discretion of the Department Head.
3. Completion of Introductory Period. Completion of the introductory period in no way implies a contract of continued employment with the county nor does it create a property interest with the county. The employee/employer relationship is for the mutual benefit of both parties and either party may sever the relationship at will at any time. After a successful performance evaluation upon completion of the introductory period, the employee is eligible to receive a merit raise, dependent on the merit raises set by the Board of Commissioners for that fiscal year.
4. Re-employment. An employee who has separated from employment with the county on good terms is eligible to be re-employed in either a permanent or temporary position. The rehired employee will be required to comply with all requirements of a new employee. This includes serving an introductory period, regardless whether the employee was in an introductory period or had acquired permanent status prior to separation from employment.

MILITARY LEAVE

Revised: 7/2024

Seward County shall comply with [USERRA](#) and [Neb. Rev. Stat. Section 55-160](#) in regards to military members. In accordance with the law, military service members shall be entitled to a leave of absence from their respective duties, without loss of pay, as set forth below, for active service ordered or authorized by competent authority.

Military members who work or are normally scheduled to work in three consecutive weeks:	Paid Military Leave
159 hours or more and includes working 24-hour shifts	168 hours each calendar year
120 hour or more but less than 159 hours	120 hours each calendar year
Less than 120 hours	Equal to the number of hours they normally work or would normally be scheduled to work, whichever is greater, in 3 consecutive weeks

Continuation of Benefits

Such unpaid/paid leave of absence shall be in addition to the regular vacation leave of such employee. Employers can allow, but cannot require, employees to use their paid time off or vacation benefits for military-related absences. Regarding paid-leave accruals, USERRA requires that if an employer typically allows employees on leave of absence to accrue paid time off, then employees on military leave also are entitled to accrue paid time off. If the employee currently is covered under the company health insurance plan, you must make arrangements for continuing the coverage. Employees are entitled to all accrued pension benefits they would have received had they continued to be employed. Please see the USERRA for detailed guidelines on continuation of benefits mentioned above.

Active Service and Induction Examinations

- All officers and employees of the county who leave a position, other than temporary, for the purpose of being inducted into, enlisting in, determining their physical fitness to enter or performing training duty in the Armed Forces of the United States or National Guard of Nebraska shall be entitled to a leave of absence from such civil employment for the period of such service, plus 90 days, without loss of status or efficiency rating and without loss of pay during the first 15 days of such leave of absence, as outlined above.
- A copy of the official orders must be given to Human Resources in advance of the requested leave.
- The Department Head may make a temporary appointment to fill such vacancy created by such leave of absence.

PROBATIONARY PERIOD

Adopted: 7/2024

Most Seward County offices utilize the first six (6) months of a new hire's employment as a probationary period to evaluate the employee's abilities, work habits, and overall performance in their position. Some departments utilize department-specific policies identifying a probationary period of 12 months for certain positions. During the

probationary period, the county or the employee may end the employment relationship at any time, with or without cause or advance notice. At the end of the six (6) month probationary period, a check-in with their supervisor will be provided for feedback purposes. If the probationary period needs to be extended, the Department Head will work with Human Resources and the employee will be notified in writing of the extension.

SEPARATION FROM EMPLOYMENT

Revised: 6/2024

At any time, an employee has the right to terminate employment with the county, for any reason or for no reason, and Seward County retains the same right to terminate an employee for any lawful reason, as we are an “at-will” employer.

It shall be the responsibility of the county or the employee, as applicable, to provide notice of termination of employment as indicated below. Reasonable notice is necessary to minimize disruption of county service.

A. Reduction in Force

An employee may be laid off because of a reduction in required personnel, reorganization of a Department or Seward County function, a decrease in workload, or a lack of funds. Whenever possible, employees who are to be laid off in one department shall be integrated into another department by transfer.

This policy applies to all employees who have successfully passed their initial introductory period with Seward County. Employees who have not completed their introductory period are generally the lesser senior with regards to their tenure with Seward County and will be first to be laid off.

For those employees who have completed their introductory period with Seward County, the following procedure, including, but not limited to the factors herein, will be utilized when a layoff is necessary:

The Department Head will determine how many employees are to be laid off from their department. The Department Head will determine which employees will be laid off from their department based upon each employee’s job duties, or multiple job duties recently currently being performed by the employee. This includes:

skill levels, work record and abilities of the employee, seniority and length of service performance appraisal of employee, including recent or pending disciplinary actions of the employee. The Department Head will determine those employees who are in critical jobs, which are exempted from this procedure. A critical job is defined as one, which requires special skills, education, training or specialized knowledge. The Department Head will review any lay-off determination with the County Commissioners prior to issuing formal notice to affected employees.

The employment policies and staffing needs of the department, together with contracts, ordinances and statutes related thereto; required federal, state, or local certificates or licenses.

Seward County will endeavor to give two (2) weeks’ notice of a layoff. Formal written notice of the layoff will be issued by the Department Head and will contain the following information:

1. Notice of the last day to be worked.
2. Benefit coverage and date of expiration.
3. Reason for the layoff and anticipated length of the layoff.

Notices will be personally given to the affected employees by the Department Head and their immediate supervisor or will be sent to their last known address by certified mail.

B. Resignation and Retirement

An employee, who desires to resign or retire from his/her position with Seward County in good standing, shall provide a written resignation, at least two weeks prior to the effective date to his/her Department Head, County Commissioners or appropriate authority stating the effective date of their resignation or retirement.

1. Eligibility

Eligibility to receive retirement contribution benefits from the county include:

- Employees age 55 or older with a minimum of 5 years of continuous service immediately preceding separation of employment
- Employees age 62 or older with no years of service requirements

Exiting employment without giving two-week notice will generally result in ineligibility for rehire. The County Board may approve exceptions to this policy on a case-by-case basis, as recommended by the Department Head. Resignations will be effective at the end of the shift on the final day the employee is working for Seward County, as indicated in the resignation notice.

If an employee's decision to terminate employment is based on a situation that could be corrected, the employee is encouraged to discuss it with his/her Department Head or the Human Resources Director before making their decision.

At the discretion of the supervisor, new requests for vacation leave and compensatory time may be allowed during the two-week notice period. A request is not guaranteed to be granted if doing so is not in the best interest of the department staffing needs or workload. Only under extreme circumstances will vacation leave and compensatory time be allowed on the last day of active service. Pre-approved time off submitted prior to giving notice will generally be granted, unless circumstances would not allow. Compensation for earned floating holiday and accrued vacation leave and compensatory time will be awarded to the employee on their final paycheck. This includes existing paid time banks and compensatory time banks for employees who had changed from full-time employment to part-time employment had ceased accruing benefits. Vacation and compensatory banks for employees who have since become an elected official will also be paid out upon resignation from the county, or election of another official leading to termination of employment with the county.

During an employee's two-week notice of resignation or retirement, any absence related to sickness for more than two days (consecutive or non-consecutive) must be supported by a physician's note documenting their sickness and need to be absent. Further absences, beyond two days (consecutive or non-consecutive) not supported with a physician's note may be supplemented with pay utilizing comp time, vacation time, or unpaid leave if requested. Sick time that is found to be fraudulently requested by an employee during an employee's two-week notice could be grounds for ineligibility for rehire, and may result in unpaid sick leave. Absences or sickness covered by such legal protection via law or statute (i.e FFCRA, FMLA) or was approved sick leave prior to giving notice for a healthcare-related appointment will be exceptions to this policy.

For employees leaving voluntarily, an exit interview will be arranged on or prior to the employee's last day of active service. Exit interviews shall be conducted in person or can be mailed to the employee with a return envelope if the employee prefers. Exit interviews are confidential and shall be viewed only by Human Resources.

The employee will turn in all Seward County uniforms, equipment, key cards, ID badges, and materials issued during their employment on or before the last working day of their employment.

SICK LEAVE

Revised: 7/2024

A. How Earned and Accumulated

Each full-time and regular part-time employee working 1560 hours or more per year shall be entitled to sick leave. At the completion of the employee's first month, full-time employees shall accrue full pay in the amount of eight hours per month, accruing no more than 96 hours per year, with regular part-time employees earning sick leave on a pro-rated basis as to number of hours worked. Unused sick leave allowance may be accumulated up to a maximum of 680 hours. An employee may be required to furnish a certificate from an attending physician for all consecutive days of sick leave beyond three days. In cases of serious disability or ailments when the situation so requires, leave may be advanced at the discretion of the Seward County Board of Commissioners.

An employee who is dismissed from their position for reasons beyond their control may, if rehired within 12 months, have available any unused sick leave existing at the time of their dismissal. When an employee is transferred within the county to another position, any unused sick leave, shall continue to be available for their use as necessary. An employee loses all accumulated sick leave benefits upon resignation and dismissal, or reduction in status below 30 hours. If an employee returns to a status of 30 or more hours within the 12 months immediately following resignation, dismissal, or status change to part-time, the sick leave which was surrendered will be awarded back to an employee's sick bank.

An employee who leaves employment with Seward County at age 55 or older with a minimum of five (5) years of continuous service immediately preceding separation of employment, at age 62 or older with no years of service requirements are eligible for retirement contribution benefits, or dies while still employed by Seward County, will be entitled to receive pay for one-fourth (1/4) of all hours accrued in unused sick leave up to a maximum of one hundred seventy (170) hours.

B. How It Can Be Used

An employee eligible for sick leave with pay shall be granted such earned sick leave for the following reasons:

- a) Personal illness or physical incapacity resulting from medical conditions beyond the employee's control.
- b) The illness of a member of the employee's immediate family that requires the employee's personal care and attention.
- c) An enforced quarantine of the employee in accordance with community health regulations.
- d) Sick leave may be granted by the Department Head if a doctor or other healthcare appointment must be scheduled on a work day. Leave taken for these appointments will be deducted from such sick leave benefits.

C. Sick Leave Without Pay

An employee who needs sick leave for purposes enumerated above and who does not have any

accrued leave may be eligible for Leave of Absence without pay. Please see Leave of Absence without Pay policy.

D. Notification of Departments

The employee shall notify their Department Head of the sickness that will prevent their reporting

for work, in advance of the first normal duty hour. Such notices will be given either directly through the employee, unless extenuating circumstances apply. Failure to make such a report may be grounds for discipline and/or considered absence without leave and without pay.

Affirmative Vote: Hain, Zabrocki, Schmieding, Culver, Ahmic

Motion Carried

The Commissioners also discussed an Emergency Manager Internship-Unpaid Job Description.

Moved by Zabrocki and seconded by Culver to approve the Emergency Manager Internship-Unpaid Job Description.

SEWARD COUNTY JOB DESCRIPTION

Position:	Emergency Management Intern
Last Revised:	2024
Status:	Unpaid; Internship
Reports to:	Emergency Management Director

I. GENERAL FUNCTIONS

The Emergency Management (EM) Intern position is an unpaid temporary part-time position (up to 8 hours/week) in the Seward County Emergency Management Office. The position offers administrative support and entry level work for the Emergency Management Office. Work involves assisting with emergency management activities, training, documentation and public information. The position will require an individual to possess great communication, and organization.

II. ESSENTIAL DUTIES & RESPONSIBILITIES

- Support all aspects of emergency management including but not limited to; grant documentation, document submission to corresponding agency, and support to response agencies.
- Assist in creating content for news articles.
- Perform a variety of clerical tasks per direction of the EM Director.
- Updating internal employee databases with employee changes and information.
- Assist Emergency Management Director with various assignments and duties as assigned.
- Attendance at evening/night meetings when applicable
- Assist in the planning and implementation of exercises to allow key officials the opportunity to practice directing coordinated operations under simulated emergency conditions.
- Assist with management of the Emergency Operations Center (EOC) as needed.
- Complete emergency management courses and training as directed.

III. REQUIRED KNOWLEDGE, SKILLS, ABILITIES

- Excellent interpersonal and communication skills to establish and maintain effective working relationships with county officials, other employees, and the public.
- Experience in Microsoft Office Suite and basic computer skills.
- Ability to be self-motivated, demonstrate accuracy and organizational skills.
- Ability to prepare and edit correspondences for spelling, grammar, and ability to read and interpret written information.

IV. MINIMUM QUALIFICATIONS

- Must be at least 19 years of age.
- High School Diploma or GED.
- Must be authorized to work in the United States.
- Basic computer knowledge and proficient in Microsoft Office Suite.
- Valid driver's license.
- Currently pursuing a degree in business, communications, emergency management, or related field is preferred but not required.

V. WORKING CONDITIONS & PHYSICAL EFFORT

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets. This is largely a

sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

VI. OTHER

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Employee Acknowledgment of Job Description	
This job description supersedes all previous job descriptions written for this position. I understand that this is a description of my current job duties and responsibilities. I understand that neither this nor the County's Personnel Manual is a contract for employment.	
_____	_____
Employee Signature	Date
_____	_____
HR Director/ Supervisor Signature	Date

Affirmative Vote: Zabrocki, Culver, Hain, Schmieding, Ahmic Motion Carried

The agenda item for the Proposal for Environmental Policy Act Review of 420th Road Project was not considered.

Commissioner Hain led discussion about using American Rescue Plan Act (ARPA) funds for costs of contracting for a grant writer. An individual would not be an employee, but rather be contracted with services outlined in a contract. The cost to be considered for the services would be \$85,000. The services would not only be writing grant applications, but also administering and monitoring them.

Moved by Hain and seconded by Culver to approve the allocation of American Rescue Plan Act (ARPA) funds in the amount of \$85,000 to be used for a grant writer.
Affirmative Vote: Hain, Culver, Schmieding, Zabrocki, Ahmic Motion Carried

Gary Peterson, Seward/York Emergency Manager, was present to discuss the grant monies received for the Emergency Management Performance Grant (EMPG). Under an interlocal with York County, half of the money received for the EMPG grant needs to be disbursed to them.

Moved by Zabrocki and seconded by Hain to authorize a payment to York County their share of the EMPG in the amount of \$19,237.50.
Affirmative Vote: Zabrocki, Hain, Culver, Schmieding, Ahmic Motion Carried

Jon Regnier, Highway Supt., was present to give information about an insurance claim submitted to the insurance company, USAA, for reimbursement of costs in the amount of \$35,649.39 incurred to fix Bridge # 13625 on A St. Road west of 140th.

Moved by Zabrocki and seconded by Culver to authorize the Chair to sign the Claim Settlement with USAA for reimbursement of costs incurred to fix Bridge # 13625 on A St. Road west of 140th with the settlement check to be put in the Special Road Fund.
Affirmative Vote: Zabrocki, Culver, Schmieding, Hain, Ahmic Motion Carried

Moved by Hain and seconded by Culver to adopt Resolution No. 3817 in regard to authorize the Chair to sign an Environmental Services Agreement for BRO-7080(55) – Federal Aid Bridge in Beaver Crossing SE.

**RESOLUTION
ENVIRONMENTAL SERVICES AGREEMENT – BK2271
SUPPLEMENTAL AGREEMENT NO. 1**

SEWARD COUNTY
Resolution No. 3817

Whereas: Seward County and *Olsson, Inc.* have previously executed an Environmental services agreement for a transportation project for which the Local Public Agency (LPA) would like to obtain Federal funds; and

Whereas: Seward County understands that it must continue to strictly follow all Federal, State, and local laws, rules, regulations, policies, and guidelines *applicable* to the funding of this Federal-aid project; and

Whereas: Seward County and *Olsson, Inc.* wish to enter into a supplemental Environmental services agreement, setting out modifications and/or additional duties and/or funding responsibilities for the Federal-aid project.

Be It Resolved: by the Board of Commissioners of Seward County, Nebraska that:

Misty Ahmic, Chair of the Seward County Board of Commissioners, is hereby authorized to sign the attached Environmental services Supplemental Agreement No. 1 between Seward County and *Olsson, Inc.*

NDOT Project Number: BRO-7080(55)
NDOT Control Number: 13521
NDOT Project Description: Beaver Crossing Southeast

Adopted this 13th day of August, 2014 at Seward Nebraska.

Environmental services Supplemental Agreement No. 1 is attached to Resolution.

The Board of Commissioners of Seward County, Nebraska:

Misty Ahmic, John K. Culver, Raegan Hain, Darrell J. Zabrocki, Ken Schmieding

Board/Council Member Hain
Moved the adoption of said resolution
Member Culver Seconded the Motion
Roll Call: 5 Yes 0 No 0 Abstained 0 Absent
Resolution adopted, signed, and billed as adopted

Attest: Sherry Schweitzer, County Clerk

Affirmative Vote: Hain, Culver, Schmieding, Zabrocki, Ahmic Motion Carried

Regnier discussed the purchase of three pickups for the Road Dept. He explained that the contract for the State bid expired in June, but in discussion with a dealer, we are able to utilize vehicles in an UNL contract. In hopes of getting the pickups before the winter, it was asked that the approval for these pickups be given now. The majority of the costs will come out of the Road Dept. and a small amount will come out of the Special Road Fund.

Moved by Hain and seconded by Zabrocki to allow the purchase of three pickups for the Road Dept. using UNL bid pricing.

Affirmative Vote: Hain, Zabrocki, Schmieding, Culver, Ahmic Motion Carried

Marcus Kahlhoff, Weed Supt., was present to ask that internet be connected to the Weed Building. He has been in contact with Allo for it and has it in the Weed Dept. Budget.

Moved by Hain and seconded by Schmieding to connect internet to the Weed building.

Affirmative Vote: Hain, Schmieding, Culver, Zabrocki, Ahmic Motion Carried

The Commissioners recessed at 10:01 a.m.
The Commissioners re-convened at 10:06 a.m.

The Commissioners discussed purchasing a conference table for the Courthouse Library. There are some groups that have showed interest in using the room and currently, there is no table in it for the groups to utilize. Ahmic showed different tables she has looked into showing size, costs, etc.

Moved by Zabrocki and seconded by Schmieding to authorize the allocation of American Rescue Plan Act (ARPA) funds in the amount of \$5,500 towards the purchase of table and chairs for the 3rd floor conference room.

Affirmative Vote: Zabrocki, Schmieding, Hain, Culver, Ahmic Motion Carried

There was no discussion about grants.

The Commissioners continued discussion of the budget after meeting with officials the past four weeks. Discussion was held as to what will be passed, if anything, in the Special Session of the Legislature.

Known items on the agenda for Board of Commissioners on August 20, 2024 are as follows:

9:00 a.m.

1. Convene and announce Open Meetings Law
2. Pledge of Allegiance
3. Discuss/Action - Approve minutes of August 13, 2024

Other Business Matters to Address When Time Allows

4. Discuss/Action – Public/Organizations/Officials
 5. Commissioners Reports
 6. Discuss/Action – Appoint a Members to the Planning Commission
 7. Discuss/Action – Agenda for August 27th, 2024
- 9:15 a.m. Discuss/Action – Carrie Rodriguez/Probation Dist. – Interlocal Agreement for Adult Drug Court
- 9:30 a.m. Discuss/Action – Ag Society – Update on Tax Request for 2024-2025 Fiscal Year
- 9:45 a.m. Discuss/Action – Seward Fire District - Update on Tax Request for 2024-2025 Fiscal Year
- 10:00 a.m. Discuss/Action – Jerry Berggren/Berggren Architects – Courthouse Maintenance Project

Moved by Zabrocki and seconded by Hain to adjourn at 10:46 a.m.

Affirmative Vote: Zabrocki, Hain, Culver, Schmieding, Ahmic Motion Carried

State of Nebraska)
County of Seward) ss.

I, Sherry Schweitzer, the undersigned County Clerk of Seward County, Nebraska do hereby certify the foregoing minutes are true and are part of the official records of this office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal this 20th day of August 2024.

County Clerk

Chairman