

**Personnel Committee Meeting  
Tuesday, April 7, 2020 4:30 PM  
Crete Library/Community Center  
1515 Forest Ave.  
Crete, NE 68333**

**1. Open Meeting**

- In accordance with Nebraska law, a copy of the Open Meetings Act can be found in the back of the community room.
- Items listed on the agenda may be considered in any order.
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**2. Roll Call**

- Attendance of members will be recorded to determine the presence of a quorum for official actions.
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**3. Items of Business**

- Action may be taken to discuss/limit discussion, to hear testimony in favor of or in opposition to, and to provide a recommendation to the City Council on any matter presented under this title.
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A. Discuss and provide a recommendation to the City Council on adopting a new front-loaded sick leave policy for non-bargaining unit employees.

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**4. Officers' Reports**

- Reports may be given by the Mayor, Officers, Departments, or Councilmembers concerning the current operations of the City.
- No action can be taken on matters presented under this title except to answer any questions or to refer the matter for further action.
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**5. Adjournment**

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## **Sec 4.04 SICK LEAVE**

### **BENEFIT:**

Employees will be provided with 96 hours of sick leave at the start of each calendar year. Newly hired employees will be provided with a prorated amount based on hire date. Employees may accumulate up to 991 hours of sick leave.

Regular part-time status employees working thirty (30) or more hours per week will be provided with a prorated amount based on the scheduled hours worked. Temporary/Seasonal employees are not eligible for sick leave.

### **REPORTING OF ABSENCE FOR ILLNESS**

In the event that an employee is absent from work, for reasons that entitle the employee to use the sick time leave bank, the employee is responsible for notifying his/her supervisor at least 30 minutes prior to duty time. If the employee fails to notify his/her supervisor or the person designated to receive such calls, no time bank leave will be approved, except in unusual circumstances to be determined by the Department Head.

Upon return to work, the employee shall submit to the City Clerk's Office an Absence Report form as provided in these rules.

### **INVESTIGATION OF USE OF MEDICAL LEAVE**

Department Heads may investigate the alleged illness of an employee absent on sick leave due to illness. False or fraudulent use of sick leave may be cause for disciplinary action and may result in termination of employment.

### **MEDICAL STATEMENT**

An employee who is absent on sick leave for more than three consecutive days because of an illness of his/her own or that of an immediate family member, will be required to furnish a statement signed by the attending physician or other proof of illness satisfactory to the Department Head before returning to work.

### **PAYOUT AT RETIREMENT**

Remaining sick leave balance will be paid out to the employee upon death or retirement (age set forth in the pension documents) for one-half the value of the leave bank at the employee's current rate of pay.