

Personnel Committee Meeting
Tuesday, December 20, 2022 5:00 PM
Crete City Hall
243 E 13th Street
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 Council Chambers.
- Items listed on the agenda may be considered in any order.

2. Roll Call

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

3. Items of Business

- The Committee may discuss or limit discussion on, hear testimony in favor of or in opposition to, or take action to provide a recommendation to the City Council on any matter presented under this title.
- 3.A. Provide a recommendation to the City Council on amending the Personnel Rules and Regulations to include 'Christmas Eve' as a paid holiday.
- 3.B. Provide a recommendation to the City Council on a quote from Capital City Concepts and Nebraska Pays Surveys to do a wage comparability study for bargaining and non-bargaining unit employees at a cost of \$18,000

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.

5. Adjournment

Disclaimers & Notices

- The Council may enter into closed session to discuss any matter on this agenda when it is determined that a closed session is clearly necessary for the protection of the public interest or the prevention of needless injury to the reputation of an individual (if such individual has not requested a public meeting) or as otherwise allowed by law. Any closed session shall be limited to the subject matter for which the closed session was called. If the motion to close passes, then immediately prior to the closed session the Mayor shall restate on the record the limitation of the subject matter of the closed session.
- The City of Crete assures that no person shall on the grounds of race, color, national origin, age, disability, handicap or sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of the City receiving Federal financial assistance. To report discrimination, contact the City Clerk's office.
- The complete agenda with attachments is available at www.crete.ne.gov.

Sec. 4.02 PAID HOLIDAYS

The City recognizes the following holidays as paid holidays and the dates that they will be observed on:

- New Year's Day, January 1
- Martin Luther King Jr. Day, Third Monday in January
- President's Day, Third Monday in February
- Spring Holiday, Monday after Easter
- Memorial Day, Last Monday in May
- Independence Day, July 4
- Labor Day, First Monday in September
- Veteran's Day, November 11
- Thanksgiving Day, Fourth Thursday in November
- Day after Thanksgiving Day, Fourth Friday in November
- Christmas Eve, December 24 beginning at 12:00 PM, ~~if it falls on a regularly scheduled workday and it is not the day recognized by the City as the Christmas Day holiday~~
- Christmas Day, December 25

When a holiday falls on a Saturday, it will be observed on the preceding Friday. When a holiday falls on a Sunday, it will be observed on the following Monday. When Christmas Eve falls on a Friday, it will be observed on Thursday. When Christmas Eve falls on a Sunday, it will be observed on Friday.

The Mayor with City Council approval may designate such special holidays as circumstances merit.

Non-exempt regular full-time and part-time employees who are required to work on a holiday will be granted overtime pay at time and 1/2 for the time period worked.

Regular part-time employees, who work an average of at least 30 hours per week, will be eligible for paid holidays on a prorated basis.

Temporary/Seasonal employees are not eligible for paid holidays, and if required to work on a holiday will be paid for the time worked at their normal rate of pay.

If a holiday occurs while an employee is on Worker's Compensation or other disability compensation, no credit for the holiday will be allowed. In order to receive pay for an observed holiday, an employee must not have been absent without pay on the workday immediately preceding or immediately following the holiday unless excused by his/her supervisor.

February 3, 2016

DEC 16 2022
CITY OF CRETE

Tom Ourada
City of Crete
PO Box 86
243 E. 13th Street
Crete, NE 68333-0086

Dear Tom:

I have enclosed a proposal for your compensation and benefit survey, Sheila Schukei asked me to put this together. Please contact either of us with any questions. This study will provide information necessary to establish compensation parameters for the City of Crete.

The comparability study will be conducted under the Nebraska Commission of Industrial Relations guidelines and will utilize current commission methods for the calculations of comparable wages and benefit information.

As was discussed we can conduct a Market Study which is a broader study including cities such as Seward, Blair, Wahoo, and others currently in Metropolitan Statistical Areas that would not be included in a CIR review. At the same time, we would do a CIR Study that would include 7 to 9 cities that are no more than double or less than half Cretes population, which are not located in Metropolitan Statistical Areas. An average HRV cost out would be included in both, as well as separate Police and General employee exhibits.

The study would consist of data collection with each array member, gathering wage data and obtaining specific job match information, while making detailed comparisons of benefit packages at the various locations. The fee for this study would be \$18,000 plus expenses.

Sincerely,

Paul W. Essman
Capital City Concepts L.L.C.

SCOPE OF SERVICES AND ASSOCIATED COSTS

A. OBJECTIVE

To establish pay lines for all employees of Crete. Pay lines that are comparable to the prevalent wage rates within a selected labor market, also to meet the requirements of Nebraska Statute 48-818. Of course, current Commission of Industrial Relations standards would be used to exhibit benefit information.

B. PROCESS

1. A management review of current job descriptions to ensure that the descriptions reflect work being performed.
2. Select survey sources. Survey sources will be selected by consultant, with consultation from City.
3. Design survey package. Consultant will design survey instrument to fit City of Crete information needs.
4. Establish data collection schedule. With some initial contact provided by City of Crete, Consultant will contact array members.
5. Collect data and informational material from each input.
6. Analyze data. Using established Commission criteria.
7. Compute findings.
8. Issue reports.

C. PROJECT COST

1. Wage / Benefit Market Study \$ 18,000.00 *
2. Payment in full after report issued.

* \$250 limit on expenses for travel, word processing, postage, phone calls and the like.

D. PROJECT TIMELINE

This part of the project is dependent upon job description update. The wage study can be completed approximately 90 days after Step B (1) is finished.

E. PROJECT CONSULTANTS

Sheila Schukei
Nebraska Pay Surveys
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Norfolk, NE 68701
(402) 649-1183

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