

**Personnel Committee Meeting
Tuesday, April 18, 2023 5:00 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 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. Consider a recommendation to the City Council on amending employee rules and regulations section 4.02.

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.

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. The only exception to this rule is for Christmas Eve and Christmas. Such exception is needed because Christmas Eve and Christmas are the only back-to-back holidays that might fall on a weekend. When Christmas falls on a Saturday, Christmas will be observed on the preceding Friday and Christmas Eve will be observed on the preceding Thursday. When Christmas falls on a Sunday, Christmas will be observed the following Monday and Christmas Eve will be observed on the preceding 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 any leave that hasn't been preapproved for the workday immediately preceding or immediately following the holiday unless explicitly excused by his/her department head or the city administrator.

Sec. 4.03 VACATION

Vacation leave shall be used in not less than one-half hour increments.

All regular full-time employees are eligible to take vacation leave as it is earned. Vacation shall be earned in prorated bi-weekly increments of the total annual accrual rate below:

- Years 0 through 10 4.61 hours per pay period
- Years 11 through 20 6.15 hours per pay period
- Year 21 and beyond 7.68 hours per pay period

Regular part-time employees scheduled to work thirty (30) or more hours per week will accrue vacation at a prorated amount based on the average hours worked.

Temporary/seasonal employees are not eligible for earned vacation leave.

Department Heads will make every effort to grant requested vacation time; however, it must be approved in advance and will be granted on the basis of work requirements of the department. Seniority will be considered when scheduling vacations within the department.

Each employee is encouraged to take a period of vacation that allows him or her to be away from the workplace for a minimum of five consecutive workdays. Holidays, which occur during an employee's vacation, do not count as vacation time.