

Personnel Committee Meeting
Tuesday, January 16, 2024 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. Consider a recommendation to the City Council on the Amendment to the Sick Leave Policy.

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. 4.04 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. Employees shall not accrue any sick leave beyond 991 hours.

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

Employees shall not be paid for any accrued sick leave upon termination of employment, unless otherwise specified in these policies.

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 [an Online Absence Report Request to the City Clerk's Office](#) as provided in these rules.